

PARENT HAND BOOK

(subject to changes / updates)

We are licensed by the Ministry of Health, Community Care Facilities Act, to provide childcare for children ages 9 months to 12 years. We offer three programs. Services and times vary from centre to centre.

Infant and Toddler (I/T) ages 9 months - 36 months old

Group Daycare for children ages 30 months - 5 years old

School Age Care for children ages 5/6 - 10 years old

We are closed on all statutory holidays plus one week between Christmas and New Year Holiday.

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- B.C. Day
- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Eve Day (1/2 day)
- Christmas Day
- Boxing Day

OUR PHILOSOPHY

Bonnycastle Montessori Preschool Daycare believes that all children have a basic need to be nurtured in a safe and caring environment. We are committed to meeting this need, through a range of activities that enable each child to develop, explore and discover. All children are special. They deserve respect and our best effort to guide them as they develop. We provide quality childcare that is:

- Affordable to all families
- Educationally stimulating and challenging
- Developmentally appropriate for each child
- Inclusive of all children

As a resource for meeting the early care and educational needs of children, we are committed to meeting the greater challenge of developing stronger families for our community.

STAFF QUALIFICATIONS

- All staff and volunteers have a criminal record search completed prior to working

with children enrolled at our center.

- All staff and volunteers have their doctor's approval to work with children.
- All supervisors working with children have a valid Early Childhood Education (E.C.E.) Certificate. Assistants are either in the process of receiving their certificate or are otherwise qualified.
- All supervisors working with school age children will have relevant education. Preference for hiring staff for working with school age children will be given to those who have obtained School Age Child Care Certificates.

CHILD / STAFF RATIO

The ratio set out by daycare licensing is as follows:

30 months – 5 years (Daycare Program)

1 staff member for every 8 children

6 years – 12 years (School Age Program)

1 staff member for every 10 children (Kindergarten & Grade 1)

1 staff member for every 15 children (Grade 2 and above)

NOTE: *If an emergency arises which prevents sufficient staffing, parents will be asked not to leave their child at the centre, or stay to act as a responsible adult until a substitute staff is available.*

REGISTRATION

- To enroll a child, parents must arrange an interview with the centre's manager, which will include a tour with the program supervisor.
- In order to maintain continuity and a comfortable routine, most children are enrolled on a full time basis. However, we understand that the need for part time childcare is a reality in some families. One month's written notice must be given for any changes to schedule.
- Parents are required to complete all necessary enrollment documents prior to the acceptance of their child at the centre. This includes a medical history and proof of immunization.
- **A \$75.00 NON-REFUNDABLE registration fee will be payable at the time of confirmation of space prior to your child's first day.**
- **If ANY person is officially denied access to your child, the centre will require a copy of the court document. This must be retained in the child's personal file.**
- Your child may need time to adjust to the centre. Entry details will be worked out between the parents and program supervisors.
- **It is the responsibility of the parent to promptly advise the centre of any changes in address, telephone numbers, alternate pick up persons, change of medical status or physical health, etc. (These records are essential to the wellbeing of the child under our care and are a LEGAL REQUIREMENT for our**

centre.)

- Due to the very limited availability of Infant and Toddler spaces (as compared to the availability of care available to other ages), we require/expect any parents that are registering for an Infant/Toddler space when an older sibling is requiring care, that the family remains in one centre.
- Our policy is to not reserve a spot for a child if he/she is leaving for a month or more. In order to keep a spot in September, the fees need to be paid for the summer (July & August). Otherwise, the spot will be offered in July to the 1st child on our waiting list.

WITHDRAWAL

Two months notice from the first of the month is required prior to withdrawing a child from the BCMPD. If sufficient notice is not given, payment for the corresponding period is required. If the BCMPD is able to fill the space prior to the end of the notice period, the parent will have the choice to withdraw earlier with no financial penalty.

Withdrawal must be done in person and will not be accepted over the phone.

Withdrawal must be done at the BCMPD office and not with the supervisor. Parents have the option of placing their child back on the waiting list if they feel they may need to re-enroll in the future. In order for your child to re-enter the program, a new application (waitlist form) must be turned in, along with the required, **non-refundable** administrative fee of \$75 per child for placing him/her on our waitlist.

If the supervisor determines that a child is not benefiting from the program, the concern will be explored with the parents. Parents may be required to withdraw the child if this is in the child's best interest. Our goal is to recognize and meet the child's needs, and those of the other children in the program. If parents are asked to withdraw their child, fees for days not used will be reimbursed.

DAILY ATTENDANCE

All persons authorized for picking up or dropping off your child must sign our daily attendance form. This document is maintained at all times. Due to daycare licensing requirements, children are NOT permitted to sign themselves in.

Upon arrival please:

- Help your child to hang his/her coat, and change to indoor slippers/shoes.
- Sign your child in.
- Inform the staff of anything that might affect his/her day.
- Say goodbye to your child, so he/she is aware that you are leaving. Depending on the child's need, he/she may wave goodbye through the window.

When you are picking up your child:

- Sign your child out.
- Pick up your child's lunchbox and any artwork he/she may have in the cubby.
- If the expected departure time changes, please call the centre to inform the staff of the new departure time.

NOTE: If your child will be absent, please call the centre and advise staff by 9:00 AM for School Age Care, and 10:00 AM for Infant and Toddler, and Group Daycare.

NEW CHILDREN AND THEIR FAMILIES

We understand how overwhelming and emotional it can be to enroll your child for the first time in a daycare setting while thinking how his/her transition is going to be. At Bonnycastle Montessori Preschool Daycare, our duty is to take all the necessary steps to make the transition as easy as possible for both the child and the family.

This process will involve both the centre and the family together. Each has an important role to make it an easy and successful transition.

THE CENTRE'S ROLE:

- Offers 2 orientation sessions for full time children and one session for part time children. The duration is from 8 AM -12 PM and during this time, parents/guardians are welcome to stay with their child for 30 minutes or less. These sessions will give us a general idea of how your child will react during your absence, and how long your child will need to adjust in the daycare environment.
- Your child will be given extra attention to feel loved and welcome. This will help them build trust with their caregivers and their new environment.
- Staff will observe the child to know their particular needs and how to satisfy such needs during the transition.

THE FAMILY'S ROLE:

- Provide all the necessary information about their child's developmental stage, his/her needs, and any other information that might be helpful to make the transition an easy and comfortable process.

- Follow the centre's policies and understand that these policies are for the child's own benefit
- Cooperate with the staff and follow their input and suggestions regarding your child because their goal is to help you and your child through the transition.

RELEASE OF A CHILD

It must be brought to the attention of a staff member. Under no circumstances will a child be released to anyone other than parents unless:

- The person's name appears on the registration form and the parents have notified the staff that this person will pick up the child. Picture identification will be required for unfamiliar adults at the time of pick up. In an emergency, parents may call the centre to inform staff that an alternate person is being sent. Parents must give the person's name and explain the circumstances. **WE WILL CHECK IDENTIFICATION AND WILL NOT RELEASE THE CHILD WITHOUT THIS.**
- The parents' names should be clearly identified on the registration form. In the case of different surnames, the parents should provide information if the child is adopted or fostered, and provide copies of such agreements in the child's file at the centre.
- The parents should provide a copy of the custody papers if there are such agreements, and if it is full custody to one of the parents, the parent should inform the centre if the other parent is authorized to pick up or meet the child at the centre. This could be done in the authorized list to pick up the child on the registration form.
- The staff has the right not to release the child to a person whose name is not on the authorized pick up list and if there was no emergency notification from the parents.
- The staff will not release the child alone, or to a person who is less than 19 years old. The parents should know the centre's policy regarding this.

PICKUP POLICY

Parents **must** have their children leave the centre by **5:30 PM** without fail. If an emergency occurs, they should call and inform the staff when to expect their arrival. If

no call was made, the procedure at **5:30 PM** will include the following:

1. Staff will attempt to reach parents at their place of employment or home.
2. If staff is unable to contact the parents, an attempt will be made to reach an alternative emergency contact listed on the child registration form. **PLEASE KEEP THIS INFORMATION CURRENT.**
3. As a last resort, the staff is required by licensing to contact the Ministry of Children and Family Development if the child is left at the centre after closing hours, and staff were unable to contact the parents/guardian by 6:30 PM.

LATE PICKUP CHARGE

Note: This policy applies to each child—even with a sibling group. Parents who arrive at the centre later than 6.00 PM will be charged \$1.00 per minute, payable at time of pickup

IMPAIRED PICKUP

The staff has the right not to release the child to someone who appears incapable of providing safe care to the child, even if this person's name is on the authorized pick up list (Drugs or alcohol impair the person picking up a child). The centre is required by law to make alternate arrangements for the child, and an incident will be reported to the RCMP and the Ministry of Children and Family Development. In the circumstances that the person insists on taking the child, the staff is required to take the person's license plate number and his/her full name and description, call 911 and inform the police straight away, then report to the Ministry.

KINDERGARTEN KIDS DROP-OFF / PICK UP POLICY

Please note that our centre does provide Kindergarten drop-off/pickup service. This is however restricted to drop-off/delivery of the child to the waiting class line-up. Due to the narrow time frame involved during these times, we are unable to remain with your child until the classroom door is opened. There is however supervision on the school grounds during this time and there are always other parents present.

PROGRAM GOALS

We achieve our goals by the following:

- Respecting each child for the unique whole being he/she is at his/her own stage of development.
- Providing each child with individual attention through gradual transitions and focused observation.
- Encouraging and supporting children to develop independence by providing an environment where safe choices are offered on all levels.
- Supporting positive social interactions through guidance and modeling in a non-judgmental atmosphere.
- Modeling clear communication with all parents, children and staff.
- Modeling respect for ourselves and the environment through encouraging cooperation and caring for equipment and belongings.
- Remaining current in our approaches to child development and guidance techniques.
- Continuing to create and maintain a high quality of care within a routine, play based environment that meets the needs of individual children in the areas of physical, social, emotional and intellectual areas of development.
- Providing an educational, stimulating program, which serves the children's needs
- With the mixed ages of each group we encourage the role model approach, which gives the older children the opportunity to help and guide the youngest children within the group.
- Utilizing and following the Guidance and Discipline Handbook provided by the Ministry of Health.

SCHOOL AGE PROGRAM SUMMER REGISTRATION

Part time and full time summer care is available. One month's notice must be given for any change of schedule. Children currently enrolled will be given priority but must register by **APRIL 30**.

Any open spaces will be made available to "summer only" families as of May 1st. Post-dated cheques are required. Our School Age Summer Program Schedule will be available on May 1st of each year.

PARENT / STAFF RELATIONS

Parent and staff communication is crucial to your child's adjustment to the centre and wellbeing. Anytime parents wish to discuss their child with the staff, an appointment should be made with the supervisor of the program your child is enrolled in.

Informal conversation between parents and supervisors can take place anytime especially when children are arriving or departing. Any discussion of a child's difficulties or problems **WILL NOT** take place in the presence of other families.

Notice boards are established for parent communication. Please date your notices and receive staff approval prior to placing notices on the boards.

SAFETY

Our staff maintains a safe environment. Parents and children can help by bringing potentially unsafe situations to the immediate attention of the supervisors or manager.

GATES

Please ensure that all gates and doors are closed behind you as you enter or leave the premises.

DRILLS FOR FIRE AND EARTHQUAKE

Fire drills must be conducted once per month. If you are arriving during the time of a fire drill, please participate. All parents, staff and children must be committed to the safety of all concerned, as well as the facility. Earthquake emergency plans are also discussed within our program. An earthquake emergency kit is required. The parents for each child must put together an emergency kit that provides the following items: drinking boxes, raisins, fruit snacks, granola bars, green garbage bags to wear if raining, emergency foil blanket, and a family picture with the names on back. All these items are to be placed in a large Ziploc bag with the child's name and birthdate on it (include year).

INFANT & TODDLER EARTHQUAKE KITS

- Diapers and wipes
- Emergency blanket
- Garbage bag (for protection for rainy weather)
- Photograph of child with family (include child's name & date of birth on the back)
- Non-perishable food items such as raisins, granola/fruit bars, etc. (must be nut-free)
- Extra spoon
- Drinks (juice boxes, bottled water, etc.)
- Bottle (optional)
- Extra clothes

Place all labeled items in a Ziploc bag with child's full name and birthdate (include year).

GROUP DAYCARE (AGES 3-5) EARTHQUAKE KITS (Daycare will supply - charge \$15.00 or parents can supply)

- Emergency blanket
- Garbage bag (for protection for rainy weather)
- Photograph of child with family (include child's name & date of birth on the back)
- Non-perishable food items such as raisins, granola/fruit bars, etc. (must be nut-free)
- Extra spoon
- Drinks (juice boxes, bottled water, etc.)
- Extra clothes

Place all labeled items in a Ziploc bag with child's full name and birthdate (include year).

ACCIDENTS

Minor accidents (such as scrapes and bruises) will be attended to by the staff and brought to the attention of the parent when the child is picked up.

Major accidents will be handled in the following manner:

- A supervisor will administer first aid. All supervisors hold current first aid certificates.
- Parents or emergency contact will be notified.
- If the child needs to go to the hospital, a staff member will accompany him/her.
- The supervisor will call an ambulance and the child's doctor if necessary.
- The cost will be borne by the parent.
- The supervisor must complete an accident report within 12 hours.
- Following any head injury, a detailed report will be submitted to the Health Department within 24 hours.

*****EMERGENCY CONTACT INFORMATION**

Parents must notify staff immediately in writing of any changes in phone numbers including employment or emergency contacts, or any custody agreements.

POLICY ON ABUSE

We are required BY LAW to report suspected or disclosed abuse. Failure to report can result in prosecution under the Family and Child Service Act.

We are NOT permitted to contact the parent unless specifically directed to do so by either the Ministry of Children and Family Development. Reporting procedures are designed to protect the child.

Our responsibility is to report suspicions or disclosures and NOT to determine if abuse has occurred. It is the responsibility of the Ministry for Children and Families to investigate and decide if the child is in need of protection. Our concern is always the safety and wellbeing of the child.

TOYS FROM HOME

Toys, other than naptime "snuggles" must be left at home. Toys brought from home may break, get misplaced, or be difficult to share. Our program has a variety of toys and materials for sharing. Specific "Toy Days" may be added to the daily program from time to time. WE DO NOT PERMIT VIOLENT TOYS (including toy guns/weapons of any kind) IN OUR CENTRE. All personal items must be labeled.

BREAKING TOYS

If a child purposely breaks equipment or toys that belong to the centre, the parent will be expected to pay for that item.

POWER FAILURE

If the power is off at 7:00 AM when the centre opens and if it has been off for some time prior to that time and there is no heat, children will not be accepted into the program.

In the event of a power failure during the day, the program will close if power is off for more than one hour. Parents or emergency contacts will be contacted and children MUST be picked up.

PROCEDURE FOR ANNOUNCING CLOSURE, DELAY OR EARLY RELEASE OF BONNYCASTLE MONTESSORI PRESCHOOL DAYCARE IN SEVERE WEATHER CONDITION

Occasionally it may be necessary to close, delay the start, or release the daycare centre early because of inclement weather and/or travel conditions. If Surrey School District is to be closed or the opening delayed, the radio and television stations will be notified and asked to announce that information before 8:00 a.m. When the daycare centre is released early, parents will be notified as soon as possible.

REST TIME

It is the policy of the centre for all children to have a nap/rest period. If a child is not in the habit of sleeping, he/she will be placed on his/her cot with some books for a period of time to allow him/her to rest.

If your child has a favorite blanket or stuffed toy that helps him/her sleep at home, please bring it to the centre, clearly labeled with the child's name. It is the parent's responsibility that these items be laundered every Friday or as frequently as needed.

FIELD TRIPS

Short walking field trips are a regular part of the centre's program. Please ensure your child is prepared for the weather with appropriate clothing and food items for traveling.

Any major excursion requiring transportation by bus will be pre-announced and a small fee may be requested to cover the cost of the transportation or event.

TELEVISION

Please note that we do use television during transition periods for 15-20 minutes while preparing or changing activities, as well as in the last hour of our daily program.

BIRTHDAYS

Your child can celebrate his/her birthday at the centre. Please discuss this prior to the event with the staff members to allow the staff to plan accordingly. Parents are welcome to bring a birthday cake or snack to share with the children. The child may bring photos from birth to make a timeline for him/her which will be posted so all the children will see it.

EXTRA CLOTHING AND CUBBIES

In preparation for the inevitable potty “accidents” or wet clothes from water play or inclement weather, we are asking each parent to provide a full set of clothes (including underwear and socks) which will remain in their cubby. Staff will advise parents when the extra clothing has been used and will send the unclean clothing home in a plastic bag to be washed. If a second “accident” occurs during the same day, we will have extra clothes available in which to send a child home. Please wash these at your earliest convenience and return them to the daycare. **Extra clothing must be kept at the centre in your child's cubby at all times.**

- Inside shoes are required.
- Please ensure clothing is weather appropriate depending on the season.
- All personal belongings **MUST** be labeled with the child's first and last name.
- Parents, staff and children together are expected to keep cubbies clean and tidy.

TOILET TRAINING FOR GROUP DAYCARE PROGRAM (3-5 YEARS)

For the children who are still not fully potty trained, parents must follow the requirements of our potty training policy for children ages 3 and up:

- Children having more than one accident per week are not considered completely potty trained.
- The parents must provide diapers/pull-ups, flushable wipes, and extra clothing.
- The caregiver will implement a training plan for your child that follows their potty training development. This includes a star chart, encouragement awards, etc.
- The parents should encourage the child to wipe themselves at home. However, the caregiver at the centre will wipe the child (if needed) under the vision of another worker and this will be documented in the daily change and wipe report posted in the bathroom.
- Support your child's training at the daycare by sending them with easy clothing (pull on pants, sweat pants, etc). Avoid belts, zippered pants and overalls during this period.
- Support your child's caregivers and follow their suggestions, as their goal is to help your child become independent when using the toilet.
- Parents are encouraged to continue the positive reinforcement at home.

SUPPLY LIST FOR INFANT AND TODDLER (I/T) PROGRAM

- Diapers and wipes
- Outdoor footwear (weather appropriate)
- Indoor shoes or slippers
- Earthquake kit
- Drink cup or sippy cup
- Sheet
- Two sets of spare clothes (including underwear and socks)

SUPPLY LIST FOR DAYCARE PROGRAM (3-5 YEARS)

- Earthquake kit
- Drink cup
- Indoor shoes or slippers
- Photograph of the child
- Full change of clothes (including underwear and socks)

ADDITIONAL SEASONAL SUPPLY LISTS:

SPRING & SUMMER (SUNNY DAYS):

- Hat
- Sunscreen (staff will apply)
- Bathing suit & towel
- Full change of clothes (including underwear and socks)

FALL & SPRING (RAINY WEATHER)

- Boots
- Raincoat
- Mud pants (splash pants)
- Full change of clothes (including underwear and socks)

WINTER (COLD WEATHER)

- Snow boots
- Mittens
- Snow pants
- Toque/hat
- Full change of clothes (including underwear and socks)

“Cuddles” or blankets are welcome if your child needs comfort from home.

FOR YOUR CHILD’S BENEFIT AND SAFETY (I/T PROGRAM)

- Please empty your child's lunch bag before you leave the daycare. Each item should be placed in the designated basket in the fridge. Teachers are going to help you at the beginning.
- Please make sure to cut your child's lunch, fruits and veggies to bite size pieces to help your child's independence.
- All items in your child's lunch kit should be marked or labeled clearly with your child's name or initials. Labeling should include lunch containers/bags, bottles, morning snacks, afternoon snacks, sippy cups, soothers, etc. **Try to do this at home for your own convenience. If you forget, there will be a basket beside the fridge with markers and tape.**
- Lunch kit should be placed on the designated shelf in the kitchen.
- Please label all your child’s items clearly including diaper packs, wipes container, bedding items, toys, teething rings, clothes, socks, and shoes.
- If you are using a stroller, please carry your child inside. No strollers are allowed inside for hygiene and safety reasons.
- Please remember to take an information slip daily and put your child’s name on it

and the date.

- All children registered in the Infant and Toddler group having reached the age of 2 years of age will be introduced into the Group Daycare (ages 3-5) program. This transition will be based on the availability of space in the 3-5 group.

HEALTH

PERSONAL HYGIENE

The staff promotes good personal habits. Children must wash their hands with soap and water before food preparation or eating, and after using the washroom.

MEDICATIONS

Non-prescription medication (such as aspirin, cough syrup, etc.) WILL NOT be given to children under ANY circumstances without a doctor's note.

Prescription medication can only be given to your child by the staff if it is specifically entered into his or her records and is properly prescribed by a licensed physician. The procedure for giving medication is as follows:

- Medication must be received in the original container, clearly labeled by the pharmacist with the current date and dosage, child's name, name of medication and specific instructions.
- Parents must complete a medication consent form.
- Medication must be kept locked up and out of reach of children. We maintain a locked box in the refrigerator and a locking cabinet in the kitchen. **Please notify a staff member directly when medication is brought to the centre.**

ILLNESS

The daycare is a busy communicable place. Therefore it is in the best interest of everyone that children not well enough to participate in our regular program, or who have an infectious illness, **NOT** be brought to the centre. The staff will refuse to accept a child deemed too ill to attend, or call parents and request the child be taken home immediately.

Parents should keep their children at home or seek alternate care arrangements for the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain.
- An acute cold with any of the following: fever, runny nose and eyes, coughing or sore throat.
- Difficulty in breathing - wheezing or a persistent cough.
- Fever (100 degrees F /38.3 degrees C or more) accompanied by general

symptoms such as listlessness (may be an early sign of illness that requires a doctor's attention).

- Sore throat or trouble swallowing.
- Infected skin or eyes, or an undiagnosed rash.
- Headache and stiff neck - should see a doctor immediately.
- Diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. These symptoms may indicate a bacterial or viral (gastrointestinal) infection, which is very easily passed between children. The child should be kept at home until ALL symptoms have stopped. If a child has more than one bowel movement of diarrhea or loose stool while at the centre, the parents will be contacted to pick him or her up.
- Severe itching of body or scalp.
- Child has known or suspected communicable disease.
- Emotional distress requiring a long period of one on one attention.

YOU ARE REQUIRED TO KEEP (OR TAKE) A CHILD HOME WHEN THE CHILD IS:

- Suffering from one or more of the above noted symptoms
- Is not well enough to take part in the regular program

WE ARE NOT LICENSED TO CARE FOR ILL CHILDREN

Parents are expected to make IMMEDIATE arrangements to have their child picked up when requested by a staff member. If the parents cannot be reached, the emergency phone numbers on the child's registration form will be called.

When a child returns after a lengthy illness of 3 days or more, or from a communicable disease, a doctor's note may be requested to certify that your child is not contagious and can participate in the regular program.

NUTRITION

Our staff provides guidance on nutrition to children and parents as appropriate and makes an effort to model good eating habits. Parents are responsible for ensuring their child has a nourishing breakfast before arriving at the centre. In the event that time prevents you from serving your child breakfast at home, you are welcome to set up your child with their breakfast in the designated area when dropping them off.

Please **DO NOT** send sweets, chocolate, or candy with your child. Chewing gum is never permitted. Ideas for nutritious snacks could include: fruit, veggies, cheese, crackers, hard boiled eggs, breads or muffins, yogurt, custard, fruit leather or dried fruit. Please don't send popcorn, uncut grapes, or uncut hot dogs with the 3 - 5 year olds as they are easily choked on in a daycare setting. Please be sensitive about nuts as well.

All persons handling food items must follow the rules of cleanliness as required by the Public Health Department. The staff is also encouraged to participate in the Food Safe

Program.

Parents are required to make staff aware of any food allergies or sensitivities, which will then be posted in the kitchen.

LUNCHES

Lunch will be provided on behalf of the daycare. If your child is a picky eater, please do feel free to provide a lunch with your child as we follow a menu at the centre.

CHILD GUIDANCE

PARENT / CHILD GUIDANCE AT THE CENTRE

Other parents at our centre will not discipline children. We ask that parents are discreet in disciplining their children in front of others out of respect for the child. Should you require a private place to speak with your child, please ask a supervisor.

GUIDANCE AND DISCIPLINE

We follow the guidelines from the Ministry Of Health's Handbook on Guidance and Discipline.

Setting limits is part of the guiding and caring process. The best way to teach children limits is to have a consistent, non-punitive approach. To this end, the staff set reasonable limits and supports each child's growth towards self-control and social awareness. The staff is happy to discuss any specific guidance procedures with parents.

The guidance policy at Bonnycastle Montessori Preschool Daycare states that **NO** child while in our care shall be:

- Subjected to shoving, hitting, shaking, spanking or any other form of corporal punishment.
- Subjected to harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child's self respect.
- Confined, physically restrained or kept, without adult supervision, apart from other children.
- Deprived of meals, snacks, rest, or use of the toilet as a form of punishment.

OUR APPROACH

- Meeting the children at their own level. We encourage the expression of feelings and using words to problem solve.
- We address the behavior and help to provide an alternative method for the children to express themselves.
- We use logical consequences and choices as a means of guidance.
- We use redirection to another area or activity.
- We may use time out as a form of Stop, Calm & Try Again.
- A preventative approach is strongly in place. A child may be tired, hungry, sad, or simply in need of a hug
- From time to time, a survey will be given to parents asking for ways on how we could improve our services.

DAILY ROUTINE (subject to change)

INFANT / TODDLER PROGRAM

7:00 – 8:00 am	Centre opens
8:00 - 9:15 am	Free play and table activity
9:15 - 9:30 am	Clean-up, washroom and diaper change
9:30 - 10:00 am	Snack time
10:00 - 10:45 am	Book time and circle time
10:45 - 11:30 am	Outside play (backyard) or Walk around neighborhood or Physical activities or Music and movement
11:30 - 11:45 am	Clean up, washroom and diaper change
11:45 - 12:15 pm	Lunchtime
12:15 - 12:30 pm	Washroom and diaper change
12:30 - 1:00 pm	TV Time (educational)
1:00 - 3:00 pm	Naptime
3:00 - 3:45 pm	Tracing letters and numbers or Arts & crafts
3:45 - 4:00 pm	Clean up, washroom and diaper change
4:00 - 4:30 pm	Snack time
4:30 - 5:00 pm	Story time
5:00 - 5:30 pm	Home time prep and table play

DAILY SCHEDULE (3-5 YEAR OLD'S PROGRAM)

The daycare offers a flexible routine that is based on the children's needs as a group.

7:00 am	Center opens, free play
8:30 - 9:00 am	Clean-up and washroom Snack
9:00 - 11:15 am	Classroom
11:15 - 11:45 am	Lunch
11:45 - 12:30 pm	Movie or Outdoor play
12:30 - 2:30 pm	Nap/quiet time
2:30 - 3:15 pm	Art
3:15 - 4:00 pm	Snack
4:00 - 5:30 pm	Outdoor play or Free play

NOTE: This is a general schedule and activities change daily based on the children's interests. The day may also include field trips, special activities such as baking, theme days and other special events. We will keep you informed through the parents' notice board.

FINANCIAL POLICIES AND INFORMATION

Bonnycastle Montessori Preschool Daycare is completely funded through parent fees. Parent participation throughout the program will maintain our competitive childcare rates.

Government subsidies for eligible clients are available from the Ministry of Children and Family Development. You can determine if you may be eligible for a subsidy by completing the online **Child Care Subsidy Eligibility Evaluator** at:

<http://www.childcaresubsidy.gov.bc.ca/ChildCareSubsidyEvaluator/Step00.aspx>

To apply for Child Care Subsidy:

- Application information and necessary forms are available online at:

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

- You may also call the Child Care Help Line at 1 888 338-6622 and ask for an application and guide.
- The application and guide may also be picked up at a Child Care Resource and Referral office, or an Immigrant Settlement Services Agency.

If you are eligible for a government subsidy, the forms must be given to Bonnycastle Montessori Preschool Daycare by the first of the month. If the forms are not in on time, you will have to pay the fee in full and you will be reimbursed when subsidies are received.

All fees are to be paid to: **Bonnycastle Montessori Preschool Daycare** on the first day of each month. Receipts will be issued either at the end of the year or within one week from the date of request.

You are responsible for full payment of your childcare fees. If fees are more than seven days overdue and no arrangement for payment has been made, you will be asked to withdraw your child.

A **non-refundable** administrative fee of \$75.00 per child is required at time of registration. If applicable, your waitlist application deposit will be used to cover this registration.

Non-sufficient funds (NSF) cheques will result in a charge of \$30 and must be covered within 48 hours of notification. Failure to do so may result in the parent being asked to make other child care arrangements. After 2 dishonoured cheques within a six month period, we require payment for a period of a six month in the form of; (Cash | Certified Cheque | Money order).

Note: Fees are subject to change. At least one month's written notice will be given for changes in the fee schedule.

Part time fees are based on pre-booking one month in advance. There is no refund for days the child is absent. It is not possible to substitute days when the child is absent or if the scheduled days fall on a statutory holiday.

SUMMER AND/OR EXTENDED ABSENCE

If you decide to take your child out for 1-2 weeks or for an extended period of time, **we cannot hold their "spot" without payment.** You are paying for a "reserved spot" specifically for your child that cannot be filled on a short-term basis. We must receive at least a month notice and the leave must be for no longer than 2 months. If payment is not received on the 1st weekday of each month during the extended leave, we will assume he/she is not returning and childcare services are terminated.

PROFESSIONAL DAYS, EARLY DISMISSAL, SCHOOL BREAKS AND SCHOOL STRIKE FOR SCHOOL AGE PROGRAM ONLY

You will be charged an additional \$10 for full days prior to the actual day of care required. Please notify staff at least one week in advance if your child **WILL NOT** be attending the full day (Program and staff schedules must be arranged).

UPDATES TO PARENT POLICY

New Screen time policy Due to new requirements by Child Care Licensing we have made the following changes to our policies below:

Total 30 mins maximum screen time per day for children over 2 years old (screen time means TV, Tablets, computers etc)

Only selected movies will be shown such as Educational movies, cartoons, nonviolent programs during lunch to nap time transition

If children bring in an electronic device from home that is also limited to 30 minutes per

day but child will have to choose either movie time or electronic device

Children under the age of 2 will get no screen time as per regulations for that age

Outdoor policy

We will be taking the children outside for outdoor play on a daily basis for an hour as per regulations

This hour may get broken up during the day be it 15-30 minute intervals throughout the day rain or shine

The daycare outdoor play areas will be used as well as going on nature walks, going to community parks, school playgrounds, which will be considered local field trips, children will wear daycare T shirts or pinnies for these outings.

Please make sure that your child has the appropriate clothing and footwear at the daycare at all times

If the weather does not allow us at any circumstances to go outside we will be doing large motor activities and games indoors.

UPDATES TO PARENT HANDBOOK (April 11, 2018)

Due to new requirements by Childcare Licensing we have made the following changes to our policies below:

New Screen time policy

Total 30 mins maximum screen time per day for children over 2 years old (screen time means TV, Tablets, computers etc)

Only selected movies will be shown such as Educational movies, cartoons, nonviolent programs during lunch to nap time transition

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If the weather does not allow us at any circumstances to go outside we will be doing large motor activities and games indoors.

Important links :

Dealing with separation Anxiety

[Separation Anxiety](#)

<https://www.parenting.com/article/separation-anxiety-age-by-age>

Earthquake Kits are available at our center for purchase at \$15.00 each or items can be purchased individually at Walmart or Superstore etc