

Maple Montessori Children's Center Registration Package



Please fill out the following package to the best of your ability. Should an allotted space not require information or does not apply to you, we ask that you mark said space with N/A, so we can ensure portions of the package have not been overlooked.

Start Date: _____ Registration Date: _____

Child's Name: First: _____ Middle: _____ Last: _____

Called Name(s): _____ Gender: Male Female

Address: _____ City: _____ Postal Code: _____

Birth Date: _____ Language(s): _____

Care Card #: _____ Immunization Records: Yes No

Person(s) With Whom Child Lives: _____

Parent / Guardians

Name: _____ Occupation: _____

Home #: _____ Work/Cell #: _____

Name: _____ Occupation: _____

Home #: _____ Work/Cell #: _____

Name: _____ Occupation: _____

Home #: _____ Work/Cell #: _____

Name: _____ Occupation: _____

Home #: _____ Work/Cell #: _____

Is there a custody agreement in effect? Yes No

If so please provide relevant details and attach a copy of said document.

Authorized Persons For Pick-Up & Emergency Contacts

Name: _____ Relationship: _____

Home #: _____ Work/Cell #: _____

Name: _____ Relationship: _____

Home #: _____ Work/Cell #: _____

Name: _____ Relationship: _____

Home #: _____ Work/Cell #: _____

Health Information

Family Doctor: _____ Phone #: _____

Family Dentist: _____ Phone #: _____

Are there any other health professionals / specialist involved with your child?

Yes

No

If Yes please explain below.

• Relevant health and personal information will be shared with representatives of the Simon Fraser Health Region.

Parent/ Guardian Signature: _____

MMCC Signature: _____

Date: _____

Maple Montessori Children's Center Emergency Release Form

20520 Lorne Ave
Maple Ridge, British Columbia
604.460.9219

maple.montessori@hotmail.ca



It is our policy to notify a parent if a child becomes ill or is involved in an accident. Occasionally we cannot contact parents, and we need to get immediate help for the child. Please sign the consent form below so that we can take appropriate action on behalf of your child.

I, _____ hereby consent for my child _____, when ill or injured, to be taken to the nearest emergency center.

I consent to an ambulance being called to transport the child if necessary.

Child's Name: First: _____ Middle: _____ Last: _____

Called Name(s): _____ Gender: Male Female

Address: _____ City: _____ Postal Code: _____

Birth Date: _____ Language(s): _____

Care Card #: _____

Parent / Guardians

Name: _____ Occupation: _____

Home #: _____ Work/Cell #: _____

Name: _____ Occupation: _____

Home #: _____ Work/Cell #: _____

Health Information

Family Doctor: _____ Phone #: _____

Parent/ Guardian Signature: _____

MMCC Signature: _____

Date: _____

Maple Montessori Children's Center Field Trips & Special Events Form

20520 Lorne Ave
Maple Ridge, British Columbia
604.460.9219
maple.montessori@hotmail.ca



We believe that field trips are a special and necessary component of any child's educational experience. The teachers will include parents in planning field trip experiences, and hope to also include parents in the field trip activity whenever possible.

On occasion, small groups of children who exhibit a special interest in a place or event may participate in individually planned experiences. We would like to be able to plan and execute short trips in response to the children's interests.

I, _____ hereby consent for my child _____, to be included in the field trip program at Maple Montessori Children's Center.

I am of the understanding that my child may be taken on short walks and field trips without prior special permission given by myself/parents/guardians.

Parent/ Guardian Printed Name: _____

Parent/ Guardian Signature: _____

MMCC Signature: _____

Date: _____

Maple Montessori Children's Center Documentation Consent Form

20520 Lorne Ave
Maple Ridge, British Columbia
604.460.9219
maple.montessori@hotmail.ca



This school participates in a Reggio-type of documentation process. We ask that all families give written permission for their children to be documented.

Documentation includes photos, video, audio and written observations of children involved in a learning experience. Teachers use the documentation to develop panels that describe and explain the child's learning process. Documentation panels are posted in the school, and may be used as a part of the training process for student teachers who are involved in practicum at our school.

I, _____ hereby consent for my child _____, to be included in documentation.

I am of the understanding that my child may be photographed, video taped, audio taped, and observed for the purposes of documentation and curriculum development only.

Parent/ Guardian Signature: _____

MMCC Signature: _____

Date: _____

- **Please be aware that it is the practice of the school to welcome practicum students into our program, and to actively participate in professional development opportunities in our community.**

Maple Montessori Children's Center

Contact Information Policy & Consent Form

20520 Lorne Ave

Maple Ridge, British Columbia

604.460.9219

maple.montessori@hotmail.ca



At Maple Montessori we keep every family's information strictly confidential, however we also recognize that it may be useful for families to have a copy of each others contact numbers and or e-mail address.

Employees of Maple Montessori will not share telephone/contact information with or between families enrolled in our center unless families have agreed to share contact information by completing the form below.

Parent/ Guardian Printed Name: _____

- . Would like to participate in the contact list
- . Would prefer **NOT** to participate in the contact list

The contact number and or e-mail best suited for the contact list is:

Parent/ Guardian Signature: _____

MMCC Signature: _____

Date: _____

Maple Montessori Children's Center
Individual Information Package
for



It is our intention to provide an interesting and developmentally appropriate individual program for each child in our school. The information you provide is invaluable and we thank you for completing the following questions.

Please comment on your child's experience away from the family.

Please comment on the following as they pertain to your child:

Favorite Foods: _____

Interests: _____

Favorite Toys/Activities: _____

What are some of your child's strengths?

How would you describe your child's personality? Temperament?

Are there some challenges that your child faces?

ie: any known fears, welcoming a new sibling, change in family dynamic?

Does your child have any diagnosed or suspected concerns with any of the following?

Allergies: _____

Allergy Procedures: _____

Speech/Language: _____

Vision/Hearing: _____

Other?: _____

If your child has any of the above concerns, what is the effect on your family?
ie: do you eat special meals? use sign language?

Is your child involved in extra-curricular activities?

What are your goals for your child during this school year?

Is there any additional information that you would like us to be aware of?

Schedule

Please select the requested/anticipated days and hours your child will be in attendance. Hours ie: 9am-5pm

Monday

Tuesday

Wednesday

Thursday

Friday

Maple Montessori Children's Center

Policy & Parent Information Package



Our school undertakes to provide responsible, nurturing, developmentally appropriate experiences for all children enrolled in the program. so that our relationship with families can proceed smoothly and fairly, we request that parents read and adhere to the following set of policies.

Business Policies

Families have the freedom to plan and attendance schedule that meets their individual needs. Once that schedule is decided on, we ask that families commit to the following:

- To pay the agreed on tuition regardless of the child's attendance. Tuition must be paid in full on or before the 1st of each month and is non-refundable. Only by paying for the spaces you have planned to use, can the school guarantee the spaces available for your child. Please note: All late pick-ups after 6:00pm will be charged a fee of \$1.00/minute.
- To provide the school with a one time \$100.00 non-refundable materials/transition fee included in your child's initial registration.
- To give **one months** written notice if you choose to withdraw from the school.
- To ensure that you arrive and leave in a timely fashion. Remember that children miss important opportunities for learning when they arrive late at the school, and they worry about their parents when parents are late to pick them up.
- To communicate with the school in a timely manner if your child will be absent or late, or if your child will need alternative care.

Health & Medicine Policy

In the interest of good health and for the benefit of all children attending the school, we feel it is helpful to establish some guidelines to assist you in deciding whether or not your child is well enough to attend.

- The center requires a copy of your child's up to date health passport/immunization records to be on file at the time of registration.
- Most children's illnesses start with a fever. The fever usually indicates that the child is fighting some form of illness and **at this time is contagious**. Your child should not come to school until 24 hours after the fever has abated, and or other acute symptoms have subsided.
- If your child has been vomiting or has diarrhea over night, he/she should not attend school for at least 24 hours or until symptoms have subsided.
- If your child is taking antibiotics he/she continues to be contagious for 24 hours after the first dose of medicine and should not return to school until this time period has elapsed.
- It is not the policy of the teachers to administer patent medicines (over the counter drugs). These medicines should be given before the child leaves home. We are permitted to administer prescription medication (if necessary) from a pharmacist labeled bottle with your written permission for each prescription.
- We cannot admit children who have communicable childhood diseases. (ie: scarlet fever, conjunctivitis, hand foot and mouth disease etc) The child may return to school at the end of the incubation and contagious period.
- Should you receive a call in regards to your child's health requesting pick-up, please make suitable arrangements to have the child picked up in a timely manner, for the health and safety of all attending the center.

Please advise teachers immediately if you become aware that your child has contracted a communicable illness so the teachers can advise other families. If you have any questions or concerns about your child's state of health, please call your doctor or the public health nurse.

Release of Child Policy

- Only adults that have been identified as alternates on the child's registration form will be permitted to pick up your child.
- Parents must notify the school if someone other than an already identified adult will pick up a child. In this case a "safety word" will be used, the written permission of the parents is required, and the new adult **must present picture identification**. Staff will record the presented ID and that information will be kept in the child's file for recorded in the daily log.
- If any court order is in place a copy **MUST** be on file in the school. Without proof of legal standing we are unable to deny a parent physical custody of their child.
- It is the policy of the center to make every effort to contact parents and their alternates in the event that a child is left after hours at the school. (note: pickups after hours are subject to late fee's) If contact cannot be made with a responsible adult, the staff will wait for one hour before following licensing guidelines and informing social services. After that time the child will be under the protection of the Ministry of Children and Families.
- If a staff member believes that an adult who is attempting to pick up a child is incapable of providing safe care (appears impaired, ill or does not have an appropriate car seat) then the staff member will offer to call a taxi (or another responsible adult) to conduct the family home safely.
- In the event that staff determine that a child is being removed from the center to an unsafe situation, staff members will not attempt to physically prevent the child from being removed, but will immediately call the police to intervene.
- All unusual release events will be recorded in the daily log and copied to the child's file.

Guidance & Behaviour Policy - Rationale

Maple Montessori follows a guidance approach to discipline. Children are treated with respect, and are shown “unrelenting positive regard” with every interaction in the school.

Maple Montessori follows a guidance approach to discipline. Our guiding principle requires that:

1. All people must behave with respect towards themselves, all other people, and the environment.

We tell the children that “it’s not okay to hurt yourself, anyone else, or the toys, equipment or building”, and our rules of behaviour are guided by that simple statement. Sometimes, however, in the process of learning, mistakes are made.

2. When people make mistakes, they will be supported through a 3R process which involves restitution, resolution, and reconciliation.

A mistake is an opportunity to learn a better way of solving problems. When a mistake is made, the offender is asked to find out what will make the victim feel better and do it – make restitution – an adult will help the offender think of a better way to solve the problem next time – resolution – and an adult will help the offender and the victim begin to play together again – reconciliation.

Procedures

A. Educators will develop an environment that supports respectful interactions, using the following strategies:

1. A guidance approach: Adults at our center understand that discipline means teaching, not punishment. Punishment is disrespectful, violates the dignity of the adult and the child, and is not an acceptable or effective long term method of behavior management. As such, no adult may use any of the following behaviours when interacting with children:

* Threats or bribes

* Spanking, pushing, or physical intimidation

* Shouting or any other vocal intimidation

* Time out

* Bullying*

*There are four markers of bullying: 1) An imbalance of power 2) An intent to harm 3) Threat of further aggression 4) The victim feels increasing fear.

2. Relationship-based care: Staff will develop positive and respectful relationships with all children, parents, and other staff in the center. Relationship-based care requires the following common practices:

- * Listening to others with respect
- * Teaching and modeling positive and respectful social behaviour
- * Understanding that fair doesn't always mean equal. Circumstances may require that some children need different limits in place to ensure everyone's safety and well-being.
- * Ensuring that children are taught, and have the opportunity to use, the tools necessary for positive and respectful communication

3. Creation of an environment that is conducive to creative, constructive and responsible activity: Adults at Maple Montessori understand that a vibrant, child-centered curriculum, developed in response to individual children's observed emerging interests, will prevent negative behaviours that could arise as a result of developmentally inappropriate materials, or subject matter that is uninteresting to the children. As such, adults ensure that:

- * Activities and equipment will support each child's interests and emerging capabilities
- * Opportunities for free play are balanced with structured, adult-led activities
- * Children's ideas are met with enthusiastic responses
- * Family-centered activity is included as part of the ongoing curriculum
- * Adults in the program are also players and learners in the program
- * Children are supported as they develop independence

4. Supervision is mandatory: Children must be constantly supervised. The following strategies and skills will be used by educators for most common guidance interactions during supervision:

- | | | |
|--------------------------------|----------------------------|----------------------------------------------|
| * Scanning | * Changing the environment | * Restating situations |
| * Redirection | * Listening | * Proximity control |
| * Providing acceptable choices | * Observing | * Facilitating a conflict resolution process |
| * Reminding | * Acknowledging feelings | |

When a mistake occurs, assisting children with the 3R's. Allowing natural consequences, when safe to do so. (Example: Child refuses to wear a coat = child will get cold.) Supporting logical consequences. (Example: Child writes on a table = child will clean the table.)

B. Educators, having developed a relationship with the children in their care, and understanding the wide range of typical development, will take short and/or long term action when children are demonstrating unusual difficulty regulating their behaviour.

Escalation of negative behaviour: Negative behaviours that escalate in number or intensity will require adult action beyond the strategies listed above.

Repeated Negative Behaviour

Short-term action:

* In the event that a child is demonstrating repeated behaviour that impacts the comfort or safety of other children in the center, the child will be removed from the situation to another room in the center, or outside, where an educator will stay with the child until the child can regulate. The educator will:

- o Ensure that the 3R's are followed, if the child is able.
- o Document the experience in the incident book.
- o At pick-up time, let the parent know about the behaviour – and emphasize that this is an FYI and further consequences are not necessary

Long-term action:

* If the child continues to demonstrate this behaviour over a period of several days, educators must:

- o open a new bound book for that child and document each incident using the event sampling method (ABC)
- o meet as a staff to review the results of the observations and determine a possible cause for the behaviour (it could be something center-based)
- o meet with the parents to develop a behaviour plan for the child ... and to decide whether or not to access further professional consultation.

Intense Negative Behaviour

Short-term action:

* In the event that a child demonstrates an isolated behaviour that results in an injury to another child in the center (where the victim requires medical, or other outside, attention), after first ensuring that the hurt child is appropriately attended to, the offending child will be removed from the situation to another room in the center, or outside, where an educator will stay with that child and provide suitable comfort. The educator will:

- o Ensure the 3R's are followed, if the children are able
- o Document the experience in the incident book.
- o Fill out a reportable incident form and inform the senior ECE

o At pick-up time, let the offender's parent know about the behaviour – and emphasize that this is an FYI and further consequences are not necessary at this time

Long-term action:

* If the behaviour is not repeated, no further action is necessary.

* If the behaviour re-occurs, educators will follow the procedure detailed above with the following additions:

o At pick-up time the parent will be asked to sign a form that allows for professional consultation (SCD), and will be told that a behaviour plan must be developed, in order to assure the safety of all children, **prior to the child returning to the center.**

C. Educators will implement strategies outlined in the care plans of all children enrolled in our program who have been diagnosed with a special need, or who are under the care of any other health professional ... provided it does not conflict or interfere with center policies regarding guidance.

School Calendar

Maple Montessori follows/distributes an updated monthly calendar that allows us to spend adequate quality time with the children, and also keep parents informed of upcoming events, holidays and school maintenance breaks.

- The school will be **closed** for the winter holidays (as designated by the school district) and for all statutory holidays.
- We remain **open** for spring break (as designated by the school district)

Nutrition Policy

The school will provide a morning and afternoon snack for each child, and an unlimited supply of clean drinking water. We do not typically serve juice or milk. Our snacks include at least two of the food groups, vary each day, and are available during group snack sessions.

Example:

A.M. Snack - Whole wheat Toast with Cream Cheese/Jam, Pears, Apples, Craisins

P.M. Snack - Alphabet Pretzels, Cheese, Celery, Carrots, Cheese Slices, Pickles

It is our policy, and consistent with our philosophy, to encourage children to spread their own toppings on crackers, pour their own water, and choose their own snack from the item available. Additionally, at morning snack, children may choose one item from their lunch if they so desire.

On occasion, the center may provide an afternoon treat in addition to a healthy snack. An example of a treat may include one of the following: timbits, cookies, hot chocolate with marshmallows or juice.

We do not have the capacity to refrigerate every child's lunch so lunches should be sent from home in an appropriate container. We are happy to heat up food, and will provide dishes, cutlery, and napkins for the children to use.

Children are required to wash their hands before all meals, to choose a place mat and a place at the table to eat, and get their own lunch kits. Teachers sit and eat with the children in order to teach and model appropriate eating habits, and to promote community building.

PLEASE NOTE: licensing regulations stipulate that we allow children to consume their lunches without undue interference.

This means that teachers will not engage in behaviours such as: removing "sweets" from a child's lunch until they eat their "healthy" food. We suggest that if you do not want your child to consume "sweets" then please do not send them in the lunch. It has been our experience that children are equally satisfied with yogurt, fresh/dried fruit, muffins etc.

Weather

Should school district 42 close its schools for reasons of excessive snow, or extreme storms etc, than Maple Montessori will be **closed** as well.

Power Outages

Should a power outage occur that effects Maple Montessori's ability to provide quality child care the following steps will be followed.

- . Parents will be notified of the outage and kept up to date on the status via cell phone/text message
- . If the outage is consistent for 1 hour parents, will then be instructed to pick up their child/children
- . If the power returns on within the designated hour of time care will remain in care

Please note weather and or cause for outage may or may not alter the request for the required pick up
ie: immediate pick up - building structure compromised

We apologize for any inconvenience this may cause you and your family, however the safety of the children and staff attending need to be considered when driving to and from the school.

Emergency Kits

Our Vancouver weather can be crazy. It is important that your child's emergency kit is readily available at the time of your child's first full day in attendance. We ask that you include the following items.

- . A complete change of clothing
- . Juice Box
- . Comfort item ie: toy, lucky charm, book
- . Fruit Leather
- . A photo of his/her family

All items must be enclosed in a large labeled zip lock bag.

All other emergency equipment is supplied by the school and stored at the school.

Supplies

Children are assigned a cubby area to store their belongings. Each child should have the following at all times in their cubby boxes.

- . 2 changes of clothing ie: underwear, socks, pants, shirt
 - . Boots & Rain Pants
 - . Hats & Mittens
 - . A Water Bottle
 - .
- During the Warm Seasons**
- . Sunscreen, Towel & Bathing Suit
 - . Sun Hat & Glasses

Please label all items clearly with your child's name.

Parent/ Guardian Initial: _____ MMCC Initial: _____

The Daily School Schedule

Our daily schedule allows for long periods of time when children can choose from many pre-planned and available activities. These activities include creative art, math, science, language and sensorial activities (water, sand sand explorations, visual, olfactory, manual explorations etc) Montessori materials are available to the children, and are enriched by the opportunity for creative art and drama.

In addition, children are invited to group time once each day, a music session every week, cooking, drama, and science explorations on a rotating basis, and the opportunity to work for long periods on child initiated projects.

A Typical Day

These time are approximate. The **order** of our schedule is always the same (unless we have a special event planned) but the time spent during each portion may vary.

7:30 - 10:00 Free Choice During this time children are free to choose from available activities that have been planned and prepared by the teachers. This is generally an inside time.

10:00 - 11:00 Morning Snack & Group Time Children and teachers enjoy a group snack and a lot of conversation at our snack tables. We then move to the “hairy carpet” for a group session. Group time venters on the children's current interests. We discuss our work, we listen to (or maybe act out) stories, we practice solving problems and teachers use this time to facilitate (or provoke) further learning.

11:00 - 12:30 Free Choice At this time children make activities choices from several teacher prepared alternatives that may include art, science, cookie or music. Children are also given lessons with the Montessori materials, and given the opportunity to pursue their learning inside or outside.

12:30 - 1:30 Lunch Hour Children who are at school for lunch will wash up and sit at our lunch tables for a group meal. Each child is responsible for cleaning up after his/her meal, and then may choose a quiet activity.

1:30 - 3:00 Free Choice & Nap Time (if so desired) This is, again, a time for a combination of child directed and teacher planned activity. Remember that is it during these free choice times that the teachers plan for small group explorations - cooking, science experiments, music and dram etc; and that children are invited (not forced) to participate. This is also an opportunity to Montessori lessons in language and math. Should your child require a nap or be provided the option, the hairy carpet room is transformed into a quiet, dark space for easy relaxation.

3:00 - 4:00 Afternoon Snack & Small Group Time Our afternoon group time is similar in structure to the morning, but the topics may be quite different - depending on the individual interests and needs of the children in the group.

4:00 - 6:00 Extended Activity & Clean Up Children are a valued part of our learning community, and this are expected to work with the teachers to ensure our environment is healthy, clean and tidy.

Parent Involvement

Maple Montessori Children's Center adopts a family-centered approach to service. We believe that it is imperative that parents are consulted, considered, and respected. We will always make every effort to keep parents involved in the school's learning community.

We appreciate your feedback on the program, and welcome your contributions in whatever way you are comfortable. If you have a special interest or talent we would love to have you share it with us.

It is important to us that you share any concerns you may have about your child's educational experience, so we can address them appropriately.

Please feel free to speak with Owner/Management , or e-mail your communication to maple.montessori@hotmail.ca