



**495 Glencoe Drive
Port Moody, B.C.
V3H 1G6
604-937-0084**

Table of Contents

Dealing with Separation Anxiety.....	3
Fee Schedule	3
Clothing	4
Meals and Snacks	5
Birthday Celebrations.....	5
Field Trips	6
Bad Weather Closing	6
Discipline Policy	6
Abuse Policy.....	7
Emergency Procedures	8
Fire Drill Procedure.....	8
Power Failure	10
Health Policy.....	10
Medication.....	10
Pandemic Policy	11
Nutrition	13
Missing Child Policy	14
Pick-up Policies.....	14
Pick-Up by Unauthorized Person	15
Extreme Heat Policy.....	16
PARENT ACCEPTANCE OF CENTRE POLICIES.....	18



Welcome to Glenayre Montessori Centre!

We look forward to a happy and rewarding experience for you and your child. Please take a few minutes to read the Parent Handbook. It outlines the Centre's policies and procedures and also answers commonly asked questions. We suggest that you keep this hand-book for the year, as you may need to refer to it occasionally.

Dealing with Separation Anxiety

It is not unusual for a child or parent to experience anxiety on the first few days of attending a new Centre. We have found that, for the child, positive reinforcement and reassurance will help the child to adjust to his/her new school. If you, as a parent, are feeling uncomfortable after the first two weeks or so, please come in and talk to the teachers.

Parents who are positive and enthusiastic with their children and become involved with the ongoing activities of the Centre will share with their children the rich rewards of a fulfilling education.

Helpful Hints

Listed below are some hints to help your child integrate into school. Some children will adjust easily to the routine, while others will take a little time. Following these hints will ensure a positive start to the school year.

1. If you have any anxieties, discuss them with the teachers, not in front of the child.
2. Allow plenty of time to get ready for school, so that your child will feel calm upon arrival.
3. Arrive on time.
4. Keep your good-byes short and sweet and reassure your child of your return.
5. Leave the premises.
6. Be prompt at pick up time.
7. Have faith not only in your child but also in the teachers!

Fee Schedule

Glenayre Montessori Daycare requires that post-dated cheques be issued at the beginning of the school year. All program fees are payable on the first of each month. The tuition fees are worked out on an annual basis and then divided into monthly payments for your convenience.

Please note: if post-dated cheques are not received by the above-mentioned deadline, the child cannot be guaranteed acceptance into the program.

Early Registration

Please note that daycare spaces cannot be reserved unless paid for. We cannot guarantee a space unless the month has been paid for in advance.

Absences

Absences due to sickness, vacation or changes of plan are not exempt from payment and cannot be made up during the year.

Centre Closures

Days will not be refunded or “made up” for any Centre closures due to either environmental issue (power outage bad weather, etc.), or professional days.

Extra Days

If an extra day is booked (other than your child’s regular days) you will be required to pay for that day whether it is used or not.

Withdrawal

Glenayre Montessori Centre requires **two full calendar months’** (i.e., from the 1st of the month) written notice of withdrawal or the monthly charge for that month must be made in full. Notice may be provided via email or hard copy.

Returned Cheques

A fee of \$50.00 will be charged for returned cheques

Late Payments

All payments are due at the first of each month. Any payments received after the 5th of the month will be charged a \$50 late fee. To avoid this, we encourage all postdated cheques be submitted to us in advance.

Clothing

Please dress your child in clothes that are sturdy, simple and manageable. (Easy to pull up and down). The children paint and glue, and are involved in the daily practical life activities. Dressing them in clothes that will take a bit of abuse will mean the children won’t worry if they get them dirty.

Daycare parents are asked to provide the Centre with a full change of clothes throughout the seasons i.e., rain pants, a hat and boots for winter; a hat and water shoes in the summer, and a small blanket for naptime. Please make sure your child’s belongings are clearly marked with their name.

Indoor Shoes

Each child will need to bring a pair of indoor shoes to school, which will remain at school for the year. Canvas rubber-soled shoes with elastic sides work very well. Please label your child’s shoes clearly as we always seem to have identical shoes in the shoe basket. (No laces please, unless your child can tie!)

Photographs

Please provide the school with 2 small photographs, which the teachers will cut to size and mount one above your child’s coat hook and the other will be kept

with your child's emergency card.

Toys

Bringing personal toys to school is generally discouraged as we do not allow toys in the classroom during the Montessori programme, nor on the playground. If your child wishes to bring a toy to school, it should be a **non-violent, non-threatening pocket toy**. The children will be asked to put their toys away during morning school time. If you are concerned about the toy being misplaced, we recommend discouraging bringing of toys to school. Show and tell takes place twice a week. We ask that children only bring 1 show and tell per week to allow other children with the opportunity, and we ask that only items of educational purpose and interest be brought. Toys are not to be presented as a part of Show and Tell.

Telephone Interviews and Class Observations

All parents will receive a telephone conference call in October or November. Class observations will be held in January

Meals and Snacks

Daycare

Please provide your child with a nutritious meal, two snacks and juice or milk daily. If the teachers feel that your child seems to be extra hungry, they will let you know. A small ice pack in your child's lunch bag will keep it cold.

Suggested snack: Pre-cut fruit and vegetables, crackers and cheese, real fruit jerky (not roll-ups). The Centre will provide filtered water for the children to drink. Please stay away from junk food or sugar filled snacks such as chips, chocolate granola bars etc.

Birthday Celebrations

Children enjoy having a small celebration with their friends. At Glenayre, we have a birthday song in which we discuss their growth (a time line). It goes just like this:

The earth goes round the sun,
The earth goes round the sun,
The earth goes round the sun and Sally was one.
And what did you do when you were one, Sally?

On your child's birthday, please provide a photograph for each year of their life including a newborn one. These photos will be cut and mounted to make their

own special timeline. This will be discussed at the information evening.

If you wish to provide a small birthday snack on your child's birthday, please inform the teachers a couple of days before.

Please do not send cakes, ice cream or anything containing a lot of sugar.

Snacks must be finger-food.

If you are planning a home party, please do not hand out the invitations in front of the children or let the children hand them out at school. Unfortunately, young children do not understand that party numbers have to be restricted - we don't want any hurt feelings! Please hand the invitations to your child's teacher.

Field Trips

The school will arrange a field trip to the Pumpkin Patch in October. The Centre will be closed for the duration of the field trip. Please note that this field trip is weather dependant, and parents will be informed of the date/time and status closer to time.

Parents will be asked to volunteer to drive and help with the children. They must have \$2,000,000 auto liability insurance coverage. There will be a maximum of three children per adult. Each parent will be given the Emergency Card for the children in their care.

A release form is sent home with each child. This form must be signed, dated and returned to the school prior to the field trip.

Bad Weather Closing

Glenayre Montessori Centre will close if the weather and road conditions become hazardous. The decision to close the school will be made by 6:30 a.m. As well as trying to contact each parent individually, an announcement will be made on the radio, CKNW 980, CTV and Global Television. As most of our children are driven to school and our staff have long commutes to get to work, our judgment will err on the side of safety for all concerned.

The Centre will not have make-up days for cancellation due to poor weather and fees will not be refunded for these days.

Parents are always responsible for their cars in the parking lot during all weather conditions.

Discipline Policy

The staff at Glenayre Montessori Centre will apply discipline methods, which guide the child to inner self-control, using techniques in which the child's dignity is maintained, such as the use of natural and logical consequences. This may be achieved by redirection and discussion and also building into the environment attainable experiences and opportunities. If these methods are not effective, the child will be removed from the situation and remain with a teacher until such time that he or she is able to rejoin the group.

The child will not be subjected to shoving, hitting, shaking, spanking or any other

type of corporal punishment. The child will not be subjected to any harsh or belittling treatment whether verbal, emotional or physical, that would humiliate the child or undermine the child's self respect. The child will not, as a form of punishment, be confined, physically restrained, or kept, without supervision, apart from the other children. The child will not be deprived of snacks or necessary use of the toilet as a form of punishment.

When a child's behavioural needs are not served by the policy in place, a behaviour care plan may be necessary. Consultation and approval from the parents are always necessary before speaking with an outside professional or the implementation of a guidance plan.

Abuse Policy

Glenayre Montessori Centre will ensure that a child enrolled in the school is not subjected to emotional, physical or sexual abuse or to physical or emotional neglect. As required by the Child, Family and Community Service Act, any suspected abuse will be immediately reported.

Glenayre Montessori Centre will ensure that any child, while under supervision at the Centre will not be subjected to any of the following

- Shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child;

- Confinement or physical restraint by an employee, except as authorized in a child's care plan if the care plan includes instructions respecting behavioral guidance;

- Harsh, belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self respect;

- Spanking or any other form of corporal punishment;

- Separation, without supervision by a responsible adult, from other children;

- Deprivation of meals, snacks, rest or necessary use of a toilet.

Glenayre Montessori Centre will ensure that a child is not, subjected to emotional abuse, physical abuse, sexual abuse or neglect.

Reporting

Should any form of neglect or abuse take place while a child is under the care of Glenayre Montessori Centre, this will immediately be reported to Fraser Health Licensing in order to facilitate any inspection, which may be required.

Staff should record whom they spoke to and date when the call was made.

Documentation

If abuse is disclosed, children are not to be interviewed. The information from the person disclosing the abuse should be recorded in a logbook with detailed observations. The incident itself, along with names, date, location and any other related details should be recorded. All forms of documentation should be signed and dated.

Informing Parents

Parents of the child will be contacted as soon as possible. If all the parents of the Centre are to be informed, this will be done by sending them a letter. The letter will state that an investigation is being performed into an allegation and will state contact information for the facility and Licensing officer in charge.

Abuse Outside the Facility

Should any form of abuse take place or be suspected as taking place outside Glenayre Montessori Centre, staff will report any allegations or suspected allegations to Child Protection Services at the Ministry of Children and Family Development.

Emergency Procedures

Fire Drill Procedure

1. If the fire alarm rings, the staff will quieten the children so they may receive instructions to quietly take a partner and line up at the designated exit door.
2. The supervisor will collect the attendance register; first aid kit and emergency cards while the staff lead the children to the nearest exit and to the designated meeting area outside the school. The designated area is the goal post on the west side of the gravel playing field.
3. The supervisor will then check the washrooms and exit the school closing all doors.
4. When all staff and children are assembled attendance will be taken for both the children and the staff.
5. 911 will be called at the nearest residence or on a cellular phone, stating the name of the person calling, the name of the facility and the nearest intersection and will provide details of the emergency.
6. Depending on the staff numbers, an attempt to control the fire or emergency will be made using the equipment available. However, at no time will the children be left unsupervised.
7. The children will remain at the meeting site until it is deemed safe to return to the school. In the event the staff are unable to return into the school premises, the children will be escorted to Glenayre Elementary School, 495

Earthquake Procedure

****DROP, COVER, HOLD ON****

These are the appropriate actions in order to reduce injury and death during an earthquake. In the event of an earthquake, staff and children will have seconds to protect themselves before strong shaking starts.

IF YOU ARE INSIDE:

DROP to the ground (before the earthquake drops you)

Take COVER by getting under a sturdy desk or table

HOLD ON to it if possible until the shaking stops

****** If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your neck and head with your hands and arms. **DO NOT** try to run to another room just to get under a table. Do not move around – remain on your knees to protect your vital organs and move away from windows.

IF YOU ARE OUTDOORS:

When the shaking starts, find a clear spot away from buildings, trees, streetlights and power lines, then DROP, COVER AND HOLD ON. Stay there until shaking stops.

IF YOU ARE DRIVING:

Pull over to a clear location, stop and stay there with your seatbelt fastened until the shaking stops. Once the shaking stops, proceed with caution and avoid bridges, ramps that may have been damaged.

****DO NOT:**

- Move into a doorway (this was previous guidance, but has now changed) as flying objects can strike you. Always drop to the ground and cover your head and neck with your arms.
- Run outside as you can get seriously injured

Please note that each child is required to have a comfort/survival pack, which will be kept at the school. A list of items will be sent home with the September newsletter.

The Centre has on hand an Emergency Preparedness Kit and Emergency Food Supplies for 72 hours.

In the event of landlines being down, the out-of-town emergency number is: Mahedi and Parin Meghani 1-403-271-6996 or 1-403-606-2995.

1. In the event of an earthquake, the children will be directed to take cover under the tables, desks or, in a corner of the room.
2. After the required time has elapsed, the procedure followed will be the same as the fire drill from point 2.

Power Failure

In the event of a power failure the Centre will call B.C. Hydro to ascertain the expected length of the outage. Parents will be called to pick up their children if the outage is expected to be lengthy.

Health Policy

Illness

It is the school's policy that a child who is sick must be symptom free for twenty-four hours before returning to school. For example: A child who last vomited at a six o'clock in the morning may not return to school until the following day, even if they are feeling fine.

Please be advised to keep your children at home or to seek alternate care arrangements for the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain.
- An acute cold with fever, runny nose and eyes, coughing and sore throat. Once temperature, well-being and energy are normal, coughing and runny nose may continue (depending on the suspect illness) with the child being contagious. (If symptoms are caused by a known allergic reaction, the child is not contagious).
- Difficulty in breathing – wheezing or a persistent cough.
- Fever (100F or 38.3C or more) accompanied by general symptoms such, as listlessness may be an early sign of illness that requires a physician's attention.
- Sore throat or trouble swallowing.
- Infected skin or eyes or an undiagnosed rash.
- Unexplained 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 on from one child to another. The child should be kept at home until all symptoms have ceased.
- Nausea and vomiting may be an early sign of illness that requires a physician's attention.
- Severe itching of the body and scalp.
- Children with known or suspected communicable diseases.
It is required to keep (or take) a child home when the child:
 - Is suffering from one or all of the above symptoms.

If your child is not well enough to participate in all the regular activities of the facility i.e., go outside to play, please do not send him/her to school.

Medication

It is GMC policy that we do dispense medications at the school if the following criteria are met:

Medications will only be dispensed if they are in the original packaging. For example, the GMC staff will not dispense medication if they are in a syringe.

Medication Administration Forms

A Medical Permission form must be filled out each time GMC is required to dispense medication. If the child has more than one medication a separate form must be filled out for each medication given.

Please note: throat lozenges, suckers, as they contain medication, need a medical permission form. If it has a DIN number, it will require a form. These medications also must also be in original packaging.

Immunization

The Fraser Health Authority prefers to have the immunization dates of the child. The Centre requires from parents whose children are immunized but cannot provide the dates: A signed letter stating that their child's immunizations are up to date.

The Centre requires from parents who have chosen not to immunize their child: A signed letter stating that their child is not immunized and they understand that if an outbreak occurs, a child who is not immunized must be excluded from school until the outbreak is over.

The parents are still responsible for school fees while child is not attending due to outbreak.

Ultimately the wellness of the child is the parent's responsibility.

Please notify the school if your child contracts a communicable disease.

A list of communicable diseases is available from the school. The above was provided by the Simon Fraser Health Unit.

Pandemic Policy

Child care programs in BC are licensed and regulated through the Ministry of Health, child care licensing. As a result, Glenayre Montessori Centre, may be directed by a child care licensing officer to close operations during a pandemic or other communicable disease outbreak.

Glenayre Montessori Centre will follow all directives provided from the Ministry of Health.

The legal authority to close a child care program for public health reasons falls under the purview of the local Medical Health Officer and the Provincial Health Officer and their decision overrules any decision to stay open that an individual daycare or parents may wish to make.

Child care ratios are required during operation, regardless of a pandemic or communicable disease outbreak. In the event that enough employees are unable to come into work or are in a quarantine and ratio is not able to be met, Glenayre Montessori may require reduced operational hours or rotating days off between children. This decision would be made as required, and would be communicated with parents in writing, via email.

Health and wellness policy

Our health and wellness policy continues to apply during a pandemic or communicable disease outbreak; however, additional restrictions may apply, based on government / licensing officer directives. This may include, but is not limited to, extending our required at-home “symptom free” time period following any symptoms or requiring children/staff with symptoms - *even if they are feeling well and have plenty of energy* - to remain at home. Any temporary changes to our health and wellness policy during a pandemic / outbreak will be communicated in writing, via email, and will link to the authorized source of information that our temporary change is based on.

Should any child exhibit any signs of illness, specifically, cold or flu symptoms such as fever, running nose, coughing, or any illness which may be related to a respiratory virus, he/she will be sent home immediately. Families are not to bring their children to the daycare if the child, or anyone in the child’s household is experiencing such symptoms. The child may return after he/she and/or the family member is symptom free.

Note: fees will not be reimbursed for sick time away

If any staff member is exhibiting signs of illness, she will be asked to go home and return once she is symptom free.

Should anyone at the Centre (child, family member or staff) contract COVID-19, necessary steps will be taken to potentially close the Centre for at least 5 days.

Additional Cleaning

In the event of a pandemic or communicable disease outbreak, Glenayre Montessori Centre, while in operation, will follow additional cleaning measures. This includes:

- Using a Ministry of Health-approved sanitizing solution within the program twice a day, to sanitize the facility and all equipment
- Any food provided by our program will be served directly to children rather than a family-style or buffet style snack or meal service
- Children will be asked to bring their own eating utensils, which can be taken home to wash daily
- Children have been asked not to bring toys to the Centre from home
- Increasing handwashing and using social stories and direct teacher instruction with children to promote healthy handwashing habits. Children will be asked to wash their hands using soap and water upon arrival to the Centre, and also frequently during the day (before and after eating, upon returning from outdoor play).

Social Distancing Measures

As much as possible, children will be kept at reasonable distance from their peers. They will be seated 2-3 per table or workspace. During lunchtime, children will be spread out as much as possible to avoid contact. Classroom furniture will be disinfected throughout the day.

No more than 2 children will be permitted in the washroom at a time. Staff members will be present to ensure proper handwashing is taking place.

Staff members will eat their lunches at separate tables, to minimize contact with others. Staff members have been reminded to wash hands as frequently as possible.

Pick Up/Drop Off Procedures

Parents will be asked to drop their children off at the front door or side door of the Centre. A staff member will open the door and allow the child in. Parents will not be permitted to enter the Centre. The child will change his/her shoes and remove outerwear, and will be asked to wash his/her hands with soap and water.

For pickups, parents are to call 5 minutes prior to arrival at the Centre and upon arrival, the staff member will open the door and let the child out. During this time, staff members will sign

children in/out. For safety reasons, the Centre doors will remain locked during the day to prohibit visitors to the Centre.

Fees during pandemic / communicable disease closures

In the event of a short-term closure due to a pandemic or communicable disease outbreak (less than 30 days), fees are due and payable as per usual operations. Fees payable during closures exceeding 30 days will be determined on a case-by-case basis.

Fee reductions such as the CCFRI or ACCB are provided through MCFD, and may or may not be provided during required pandemic or communicable disease closures. Parents may directly contact the MCFD office at 1 888 338-6622, to discuss MCFD's policy regarding CCFRI or ACCB payments; this decision is outside of Glenayre Montessori's authority.

Individual exclusions

In the event that the Ministry of Health provides a regional or provincial quarantine recommendation for individuals - be it due to international travel, linked to potential exposures, or linked to individual symptoms, Glenayre Montessori will require all families and children to comply with this recommendation. In the event this occurs, the Ministry of Health will provide our child care program with written information; this recommendation will be shared directly with families. These exclusions will apply equally to all children, families and employees.

Authorized sources of information

A pandemic or localized communicable disease outbreak is subject to governance by official sources: our child care licensing officers, the Ministry of Health, Ministry of Children and Families, and the federal government. While we appreciate that social media and news sources provide an extensive amount of information, we will respond to official, authorized sources of information only.

A non-biased, inclusive approach

Fear-based responses in times of pandemic or communicable disease, have historically led to actions stemming from bias and self-protective measures. Not only can these measures lead to conflict between parents, child care educators, and community members, but they can also lead to actions rooted in racism. Glenayre Montessori has an inclusive-based approach and works to be a safe space for all families and children; we will not tolerate acts of racism or bigotry towards any parent, child, employee, or community member. Any such acts may be subject to an immediate dismissal from our program.

Covid19

Information about COVID-19, including advice and guidance to schools, is regularly updated on the BC Centre for Disease Control site

The provincial pandemic plan can be found here:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/pandemic-provincial-coordination-plan.pdf>

Nutrition

The staff at GMC recognizes the impact of health in a child's life. Healthy eating, food enjoyment and independent healthy eating habits support future well-being and foster optimal growth, development, and learning ability. We understand the importance of modeling positive eating behavior and encouraging positive role models of healthful living, including healthful food choices

In order to increase your child's awareness of alternative food choices, please avoid sending sugary foods for snack and lunch. Sending nutritious and balanced snack and lunch for your child each day, will assist in growth and concentration of your child. Most children prefer small quantities of a variety of foods rather than a large quantity of only one or two items. If your child cannot finish his or her lunch, the remaining food will be sent home in the lunch box. This will help you to better gauge the amount of food needed for your child's lunch.

Missing Child Policy

1. In the event of a missing child, a search of the building and immediate outside area will be conducted.
2. If the child is not found, the school will immediately notify the police, the child's parents and the licensing office.
3. If the child goes missing during outside activities, an immediate search will be conducted.
4. If the child is not found, the school will immediately inform the police, the child's parents and the licensing office. 604-949-7700

Pick-up Policies

Glenayre Montessori Centre closes at 6 p.m.

All families and authorized pick-up persons should be at the Centre **no later than 5:55 p.m.** so that the staff may lock the doors at 6 p.m.

Late Pick Policy for All Day Care

If a child has not been picked up by 6:00p.m., and the Centre has not been notified by the authorized pick-up person or the enrolling family, the Centre will try to contact the family and then the persons on the authorized pick-up list. If all efforts are unsuccessful, the staff will then contact the Ministry of Children and Families at approximately 7:00p.m.

Each family is given one warning after which the late fee policy will take effect.

A late fee of \$50.00 will apply for late pickups after the second warning has been issued. After the first 20 minutes, an additional late fee of \$1.00 per minute will be charged.

This fee is payable on the spot, in cash, to the staff member(s) on duty. Failure to pay will result in cancellation of enrolment without refund.

Late Pick Policy for Summer

Our summer program runs from **8:30 am – 5 pm** for the months of July and August. Summer students must be picked up **no later than 4:55 pm**. If a child has not been picked up by 5:15 pm, and the Centre has not been notified by the authorized pick-up person or the enrolling family, the Centre will try to contact the family and then the persons on the authorized pick-up list. If all efforts are unsuccessful, the staff will then contact the Ministry of Children and Families at approximately 5:45 pm.

Each family is given one warning after which the late fee policy will take effect.

A late fee of \$50 will apply for the first 20 minutes, after which a fee of \$1.00 per minute will be charged after 12:20 pm.

This fee is payable on the spot, in cash, to the staff member(s) on duty.

If late pick-up is a repeated problem, a meeting will be scheduled and the problem addressed. If unresolved, then the Centre will give one month's notice to the offending family and the Centre's services will no longer be offered to that family.

Pick-Up by Unauthorized Person

If an unauthorized person arrives to pick up a child, the child will not be released to that person but remain under the supervision of the staff. The staff will explain to the person that a child may not be released without written permission from that child's parent or guardian (the enrolling family).

In an emergency situation, verbal permission via the telephone will be allowed from the enrolling family, as long as the parent/guardian confirms information such as name, address, telephone number and relationship to the child. Staff will document the time of the call and information. The person picking up the child will be required to show picture identification. Whenever difficulties exist, all reasonable efforts will be made to ensure the safety of the child, the other children at the Centre and the staff. If necessary, the staff may need to call the police for assistance.

Please be aware that GMC does not have the authority to refuse release to a parent even if that parent is not the primary caregiver unless documentation such as a custody agreement is on file.

Alleged Impaired Authorized Pick-Up Policy

It is the staff's legal responsibility, where it is possible, not to release a child to an authorized person who is unable to adequately care for the child. If a staff member believes that the child will be at risk, the staff person in charge will:

a. Offer to call an alternative such as the emergency contact or a friend or relative to pick up the child.

Or

b. Contact the Ministry for Children and Families. 604-660-2421

If the person is driving, the staff will explain that driving while under the influence of drugs or alcohol is against the law. The staff is obligated to ensure the safety

and well being of the child and the adult. If the presumed impaired person chooses to get in the car with or without the child, the staff will immediately call the police. The senior staff person will call the Ministry if they feel the child is in need of protection.

Extreme Heat Policy

In the case of an extreme heat event, we will take the children outside earlier in the morning to give them adequate time to play before the afternoon heat. Should the temperature climb between 25 and 30 degrees Celsius, the teachers will do their best to keep the children cool – offer water, keep the children in the shade and limit time outside during the hottest part of the day.

The use of sunscreen is encouraged throughout the year as the weather dictates. Parents are asked to apply sunscreen on their children prior to bringing them to the Centre, and to leave sunscreen at the Centre for the teachers to re-apply prior to outdoor play.

Children must come prepared with proper clothing to protect them from the sun such as sun hats and UV clothing.

Although we have 2 air conditioning units and several fans, our Centre does not get any shade due to its location on an open field with no greenery. We will do our best to keep the Centre cool by drawing shades in the morning and circulate the cool air as much as possible. However, at times of extreme heat, these methods may not prove to be adequate enough to keep the temperature at a safe level. Should the temperature reach above 32 degrees Celsius, we will make a decision to close if we feel that the health and safety of the staff and children is at risk. As much notice as possible will be given to the parents.

The provider will watch for signs of heat illness which may include:

- Changes in behaviour
- Dizziness or fainting
- Nausea or vomiting
- Headache
- Increased heartbeat or breathing
- Extreme thirst and decrease of urinary output

Signs of severe illness include:

- High body temperature
- Confusion
- Hallucination
- Lack of coordination
- Seizures
- Loss of consciousness

If any signs of heat illness are observed, the provider will address them immediately and seek medical care if deemed necessary. Parents will be notified immediately.

PARENT ACCEPTANCE OF CENTRE POLICIES

Glenayre Montessori Centre

**495 Glencoe Drive, Port Moody, B.C.V3H 1G6
604-937-0084**

I have read the parent handbook and understand and agree with the policies and procedures in effect at Glenayre Montessori Centre.

Child's Name: _____

The parents/guardians/primary caregivers of the above-named child have read this handbook.

Signing for the family of the above-named child:

Date: _____

Please provide us with your email address to receive our monthly newsletters.

Email address: _____