

# **Miss Melissa's Modified Montessori Preschool**

## **Policies and Procedures**

### ***Philosophy and Objectives:***

Miss Melissa's Preschool is an enriched program based on the educational philosophy and methods of Dr. Maria Montessori, designed to develop each child's social, emotional, physical and intellectual development combined with the philosophy that children learn best through play. Montessori learning focuses on the potential of the individual child to grow in all areas through self-motivation, self-direction and self-discipline. The staff provides guidance and warm support as the child discovers for him/herself the satisfaction and enjoyment of interaction with materials and other children. The resulting satisfaction and enjoyment of learning promotes self-confidence, independence and positive attitudes that continue through later school years.

### ***Days and Hours of Operation:***

The preschool center operates according to the public school year (September to June) and observes the same holidays. Each class session is 2 and one half-hour. Morning class runs from 8:45am-11:15am and the afternoon class runs 12:30pm-3pm. Parents should bring and pick up their child no more than 5 minutes before and after each class as set up and clean up require time without distraction.

In accordance with Licensing Guidelines, children are not allowed under any circumstances to remain at the center beyond the closing time. If this occurs, every effort will be made to contact the parent/guardian or emergency contact persons. If unsuccessful, the Ministry of Children and Families will be contacted to arrange for the child's care. In the result of late pick up, a \$10 late fee will be charged and collected at pick up.

Children must be accompanied by a parent/guardian or emergency contact person into and away from the center and signed in and out each class. If someone other than you will be picking up your child or dropping off, please inform the staff before hand. This person should be identified on the emergency list or you may leave a note with your signature and date prior to the change in pick up and drop off stating what is happening. This person will be asked to show identification. Children are not allowed to leave the center with children under the age of 19. No child will be turned over to anyone not designated in writing. This ensures the child's safety and well being.

### ***Staff:***

Melissa Pollock is the preschool owner/operator with an Early Childhood Education Certificate, a degree in the Early Childhood Education with a specialty in the Montessori philosophy, over ten years of experience in the childcare field and other qualifications to meet Provincial Community Care Facility Licensing standards.

Susan Snowdon offers a fun and interactive drama session once a month during class time.

Crystal Doughty offers a music and movement session once a month during class time.

All members involved in the preschool (excluding parents) have gone through a screening process that includes a criminal record check and reference check.

***Guiding and Care Policy:***

Discipline describes the teaching/learning process by which children develop socially acceptable and appropriate behavior as they grow. The goal for disciplining is to assist children in developing self-control, self-confidence and ultimately self-discipline and sensitivity in their reaction to others.

A positive attitude is used in disciplining the children rather than condemning the child for what s/he has done. Instead we show an alternate approach. Praise is used liberally and the power of positive suggestion is often the answer in many situations. Children are encouraged to use words instead of yelling, pinching or hitting. We will stop the child if s/he is not managing in a particular situation. We bend down or kneel to the child's level and speak clearly and directly to the child. Any discipline situation is between the teacher, child and the parents involved. If the situation lends itself to removing the child from his/her surroundings for a short while, we do so and explain the reasons for the removal. Redirection is often the best technique to use if we see a child is not able to manage. We ensure the child is included and praised for things done properly and when they are managing in the group. We encourage children to express feelings appropriately.

This age group is a transition group. Children are going from parallel play to group play. They are learning from experience what feelings are and what it is like to have a conscious. They are maturing quickly in all respects. It is important to give choices only where s/he can make a definite decision. Respecting and understanding the child's feelings in any situation is very important.

***Safety:***

All staff has first aid training. The preschool is equipped with a first aid kit. The safety of your children in all activities is one of our first concerns.

\*If your child is injured or becomes ill, staff will quickly assess the situation and decide what action/attention is required. Any emergency fees, when applicable (including ambulance fees), will be the responsibility of the parent/guardian.

\*In the event of an emergency that requires evacuation of the preschool, we will meet across the street at Naito Park.

\*In the event of an emergency that requires evacuation of the immediate area, we will meet parents at IGA on Kane Road. The school will remain closed until the issue is normalized.

\*In the event of an emergency that requires evacuation of the entire neighborhood, we will meet parents at Mission Creek Park. Parents will be contacted.

***Illness:***

Please respect others in the preschool and do not bring your child to school if they are not well. Children should be kept home if they have had a fever, have been vomiting or have had diarrhea within the previous 12 hours.

Please notify the preschool if your child has come into contact with a communicable disease. Child may not return to the preschool until he/she has received

medical attention and followed through with the doctor's request. Staff will notify all parents if their child has been exposed to a communicable disease and will notify the health authorities when any illness or condition specified by regulation is present at the preschool.

Should your child become ill at preschool, staff will contact parent or the emergency contact person to come and pick up your child.

Should Miss Melissa or her daughter become ill, every attempt will be made to have class continue, but if no options are available classes will be cancelled. All families will be notified prior and fees will not be adjusted.

### ***Suspected Child Abuse Policy:***

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

### ***Impairment:***

Should it appear to staff that a parent is impaired, the staff will offer to call a relative or friend to pick up the parent and child. If this is not acceptable they will offer to call a cab. If the parent insists on driving the staff will call the RCMP. A call will also be made to the ministry of Children and Families to inform them of the risk to the child.

### ***Fees/Bills/Payments:***

Fees are set up to meet yearly budgeted costs and are based on monthly enrollment. NO deductions can be made in cases of absences of child or teacher. NO additional days can be substituted for missed classes due to absences.

A non-refundable \$50 registration fee will be collected at time of registration along with first month's fees.

Fees for the preschool each month are as follows:

\$224 per month for 4 day program

\$168 per month for 3 day program

\$112 per month for 2 day program

\$56 per month for 1 day program

Nine months of post dated cheques made out to Miss Melissa's Preschool dated for the first of every month will be collected. Email money transfers are accepted. Please request additional forms for this option of payment. Failure to keep accounts current may result in termination of service.

In the event that you may want to remove your child from the preschool, **1-MONTH NOTICE MUST BE GIVEN TO MISS MELISSA.** For example: A notice given December 1st means your child will be finished school January 1st. You still must pay for the month of December.

One-month notice must also be given in order to receive a refund for attendance of a partial month. For example: If your notice is given December 15<sup>th</sup>, you will be refunded for part of January. In the event your child is absent due to serious illness, upon receipt of a Doctor's note a refund will be issued without one-month notice.

***Field Trips:***

The preschool will be taking trips to various locations during the school year. Field trip dates, locations, times and any other information will be posted in the monthly newsletter. Field trip days are typically shorter than regular class time due to the companies' business hours. On field trip day parents are required to drop off and pick up their child at the field trip location.

Parents are more than welcome to stay and enjoy our trip but it is not mandatory.

***Snacks:***

There is a short snack time (10-15 minutes) scheduled for each class. Snacks should be small and nutritious. Please do not send candy or gum. This age group often wastes juice boxes, so a water bottle with a beverage is highly recommended.

***Clothing:***

Each child should be wearing inside shoes or slippers at the preschool. This keeps dirt and germs out of our play space. No matter what the weather is please come with an inside pair of shoes or slippers. The inside shoes or slippers may be left at the preschool as long as they are labeled. An extra set of clothing for your child must come to preschool each day just in case.

Please dress your child in "Ready-to-Play" clothes, as there is always the chance of paint, felts, water, etc. hitting the clothes. This allows for full participation by your child in any activity. Ensure that there is appropriate outdoor clothing for your child as outside play is part of the daily routine.

***Daily Schedule:***

The preschool program approximates the schedule below. It is a flexible and informal schedule to allow for changes in weather and special projects.

<b>AM</b>		<b>PM</b>
8:45	Greeting and some activities open	12:30
9:00	Show and Tell/Free play	12:45
10:15	Clean Up	2:00
10:30	Snack	2:15
11:45	Circle	2:30
11:00	Outside	2:45
11:15	Home time	3:00

***Extra Notes:***

\*During each class we have a Show 'n' Tell time. This helps promote public speaking and turn taking in conversation. Please have something from home **every** class for your child to talk about and share. Toys will be put away for the remainder of the class.

\*We will have a small celebration in class for the children's birthdays that fall during the school year. Please be sensitive to all of the children's' feelings. Birthday

invitations and gifts should not be given out at preschool, unless there is one for everyone, where some children may feel left out.

\*Monthly newsletters will be available at the start of each month. Themes, field trip information and any other special announcements will be in the newsletter. This information will be sent to you via email along with updates throughout the month. There is also a white board in the preschool with information as well. It is your responsibility to read the information.

\*Monthly scholastic book club order forms will be available for parents. The order forms have great books at great deals and support the preschool's library as well as early literacy.

\*Photos will not be taken of the children but various activities will be posted on our Facebook page for your viewing. Join us to see what's happening.

\*The preschool sponsors students from the Early Childhood Education program at Okanagan College and Vancouver Career College throughout the year.