

PARENT HANDBOOK

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ALL ABOUT US

With over 20 years of experience, our staff guarantees quality education for your child. Building Blocks Montessori and Preschool offers a unique twist in learning by integrating Early Childhood Teachings with Montessori methods and equipment.

We believe that play is an important learning tool in the development of children in the early years. We run Play Based program where the children have the opportunity to explore their world through various small and large group activities, creative art, science, sensorial, dramatic, and play activities.

The Montessori philosophy seeks as its goal, an independent, self-directed child. Dr. Maria Montessori believed and taught that no human being can truly be educated by another person. She believed that he/she must do it for himself, or it will never be done. Someone who is truly educated continues learning long after the hours and years he/she spends in the classroom, for he/she is motivated from within by a natural curiosity and love for knowledge. For this reason Dr. Montessori felt, therefore, that the goal of the early childhood educator should not only offer facts from pre-selected course of studies, but also; ***cultivate his/her own natural desire to learn.***

Our program offers an enriched environment from which each child can absorb information.

Specially designed abstract Montessori materials are integrated with other developmentally appropriate activities to provide your child with progressive learning in the areas of Practical Life, Sensorial, Language, Mathematics, Cultural, Dramatic and Creative Activities. Six principles of the Montessori environment are also present in our school**; Freedom, Structure and Order** (In environment), **Beauty, Nature/Reality** and a **Social** and **Intellectual Environment**.

Building Blocks Montessori and Preschool offers a unique twist in learning by integrating Early Childhood Teachings with Montessori method and equipment. By pursuing his/her individual interests in the Early Childhood/Montessori classroom, he/she gains an early enthusiasm for learning which is the key to becoming a truly educated person. Our program integrates specially designed Montessori materials with other developmentally appropriate activities. Our program uses the How Does Learning Happen? Ontario's Pedagogy for the Early Years which is "a professional learning resource guide intended to support pedagogy and curriculum/program development an early years programs" (How Does Learning Happen? Page 5). In addition, Excerpts from ELECT as well as the Think, Feel, Act are referenced by our educators. Educators document the child-led activities in their classrooms as well as sending pictures with references to the developmental skills being observed and How Does Learning Happen? by using iPads and the program Lillio to communicate daily with parents.

Building Blocks Montessori Inc. is a Licensed Child Care Centre under the Ministry of Education and follows the rules and regulations as outlined under the Child Care and Early Years Act, 2014.

We currently provide care for children between the ages of 6 weeks and 5 years old on a full-time basis. Our daily capacity at the Fourth line location is 102 children and 98 children at the Bronte location. Our hours of operation are 7:00am – 6:00pm, Monday to Friday.

PROGRAM STATEMENT

"every child deserves to have someone's eyes light up when they enter the room "(Clinton 2012)

Building Blocks Montessori recognizes that each child is unique and that each child brings forth diverse ideas, cultures and experiences. We understand that each child's development differs. Varying factors such as life experiences, family, and the community bring forth enriched differences to share. We envelop these and nurture growth through the four foundational conditions that are considered to be essential to optimal learning and healthy development for children. These conditions are consistent with the "How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)" (pp7, 8), which includes the following:

* Every child has a sense of ***belonging*** when he/she is connected to others and contributes to their world * Every child is developing a sense of their self, ***well-being*** and health * Every child is an active and ***engaged*** learner who explores the world with full body, mind and senses * Every child is a capable communicator who ***expresses*** himself in many diverse ways

Montessori teachings seek as its goal an independent, self-directed child. It is believed that by pursuing his/her own individual interests, he/she gains an early enthusiasm for learning which is the key to becoming a truly educated person.

Montessori education enables children to develop self-control and self-regulation. Children are encouraged to seek out their own activities for as long as they desire/need, and to manage their own daily routines and activities.
Children individually pursue activities that spark their interests. This individualized approach enables children to control their own choices, movements and activities.

The materials themselves are inviting and intriguing to children. These materials are self-correcting and available and accessible for children to manipulate through the day. This design feature enables the materials to instruct the child therefore the children are drawn to activities. The educator ensures that there are suitable activities that will inspire children's natural interest which are developmentally appropriate that meet the child at their developmental level.

We provide an environment that fosters curiosity, and that allows children to explore. We believe that every child deserves a safe and caring environment. Here they can grow and develop to their maximum potential.

We bring forth "home" into our classroom creating the most comfortable environment for a child.

Our Co-Planning Process and Documentation

We determine what interests each child through play opportunities. The educator expands the child's interests by asking questions, adding materials, and providing new challenges and ideas as well as a gateway for conversation and communication with other peers for additional interest points. Our educators use these areas of interest and create new learning experiences with active open minds, an equation for success. This emergent approach celebrates new ideas and supports the spontaneity of the developing child. Our educators record these observations, reflect, and then create new learning experiences.

We understand that pedagogical documentation is a way for our program staff to learn about how children think and learn, thereby giving us ideas to branch out teaching opportunities involving the child's curiosity and therefore the child is open, aware and absorbs information like a sponge. The purpose of our documentation is to also value each child's individual experiences and a way to reflect

on developmental growth over time as well as reflection for teaching opportunities. Our program staff can co-plan with the children. This gives an opportunity to make children's learning visible to themselves, to other children and to their families.

Daily play highlights of each individual child are documented in their Developmental Journal, in order to demonstrate to each parent how their child is developing and learning through their daily play.

Building Blocks Montessori Inc. meets the child's need to trust in the world and people. We provide staff who are cheerful and happy to see them every day, educators who provide consistency in classroom conduct. Our days are conducted in a familiar pattern creating consistency and a sense of expectation. Everything is planned to follow the child's lead and interest. We foster a home like atmosphere. Respect, empathy, trust, and honesty are all core values in all our interactions with our families.

"Children who thrive in primary school and whose pathways are set for later academic success are those who enter Grade 1 with strong oral communication skills, are confident, able to make friends, are persistent and creative in completing tasks and solving problems and excited to learn" (Shonkoff and Phillips, 2000; Bennett 2004; National Research Council 2001, Sylva et al 2004; Maggi et al 2005)

We foster the learning process, at Building Blocks Montessori and Preschool; we offer a variety of learning opportunities inclusive of: Phonics, Language, Mathematics and Literacy, Montessori, Science, and Music incorporated into our Circle times, Creative Arts, Sensory, Fine and Gross motor (both indoors and outdoors) activities.

We appreciate daily interactions and feedback from our program staff and families. This partnership with the families supports our program in many ways. We also encourage families to leave us Google reviews at the end of your term with Building Blocks Montessori Inc. Together we work to meet each child's needs as families know their child best and are the first most powerful influence on learning and development. This helps us to build strong relationships by understanding all our families' values and structures. One way we communicate with our parents is via our Lillio electronic program. Educators will send pictures of your child showing all the activities they are participating in throughout the day and relay what skill they are using and developing during that interaction.

Self-Expression, Communication and Self-Regulation

Our program welcomes children of all abilities. We have respect for diversity, equity, and inclusion. We believe this is vital for optimal development and learning. We encourage children's self-expression, their communication and self-regulation as well as their abilities to deal with stress. Children learn how to remain in a state of calm in stressful situations. As they learn they can control their emotions, focus attention, ignore distraction, and understand consequences.

We recognize and respect the unique qualities of each child and family, including ancestry, culture, ethnicity, language, gender and developmental needs and abilities. We create strategies that value each child's individual make-up. We view and absorb the diversity of our children and families, empower and enrich our environment.

Partnerships with Children, Families and Communities

"Increasing family's participation in their children's early learning and development reaps powerful benefits" (Mustard 2006, Greenspan and Shanker 2004)

Building Blocks Montessori Inc. works as a team with our children, their families, and the Community. The web of families and community is our anchor for the child's early learning and development. Our families are our primary educators and the most powerful influence on a child's early learning and development.

Our knowledgeable educators are reflective practitioners who use an emotionally warm and positive approach, this in turn leads to constructive behaviour in children. We integrate theoretical frameworks, research their findings and daily interests to guide their interactions. Reflective practitioners observe how children think and create a link to learn and experience this world and its environments. With communication being the key, this information is then relayed to their families so they as well can share further input. Educators add materials, initiate set-ups, and participate in play opportunities as the third party (Child, Environment, and then Teacher) These play opportunities that relate to the child's natural sparks of interest and their experiences help them to move beyond their current levels of understanding and abilities where the sky's the limit.

We promote a sense of belonging for children and their families by creating positive communications and partnerships. We are committed to working collaboratively with all our community partners to meet the best interests of the children and their families.

"Relationships between Early Childhood settings and families and their communities benefit those children when those relationships are respectful of family structure, culture, values, language and knowledge" (Caspe and Lopez, 2006)

Staff and Volunteers

We support volunteers and students from the community by providing training and learning opportunities along with practical work experience. We support our staff through continuous professional learning meetings, opportunities, and seminars. We thrive as a team, each member holding an important role.

Safety and Health

Building Blocks Montessori Inc. meets and always strives to exceed all health and safety requirements of the Ministry of Education, Region of Halton as well as local government bylaws.

Information is always posted in all our classrooms, kitchen and/or in students files. Information is provided in our Parent Handbooks as well as posted outside of our offices. Please feel free to speak to our program staff at any time should you wish to be more informed of our safety policies and protocols.

In closing, our overall goal is to ensure the health, safety, and well-being of each child. We always strive to ensure a sense of belonging, an outlet for engagement and expression.

Building Blocks Montessori Inc.'s Program Statement is reviewed by our Director to ensure that it is aligned with the Ministry of Education's practices outlined in the Child Care and Early Years Act, 2014.



The four foundations of How Does Learning Happen (How Does Learning Happen pg. 8)

Building Blocks Montessori and Preschool will ensure that all new staff, students and volunteers review the program statement prior to interacting with children, on an annual basis, as well as at any time when the Program Statement is modified.



Building Blocks Montessori and Preschool recognizes children are capable and curious and delivers programs and services that value and build on their strengths and abilities. Building Blocks Montessori and Preschool has embraced How Does Learning Happen? Ontario's Pedagogy for the Early Years as a professional learning resource guide for Educators to support pedagogy and curriculum/program development in our early learning programs. This aligns with the Ministry of Education's Policy Statement on programming and pedagogy. At Building Blocks Montessori and Preschool we view children and families as capable and competent community members with valuable ideas and perspectives.

Children are competent, capable, curious and rich in potential. Building Blocks Montessori and Preschool recognizes each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity. We provide an environment that fosters curiosity; one that allows children to explore. We believe that every child deserves a safe and caring environment (a place where children want to be and where they feel "at home"), in which to grow and develop to their maximum potential. We understand the importance of taking children's stages of development into consideration. For each child, their stage of development is an individualized and complex interplay between developmental factors and their unique family, community and life experiences. In each case, we aim to integrate all areas of the child's development into our program in a holistic way.

To foster learning and support children's interests, Building Blocks Montessori and Preschool offers a variety of daily activities surrounding language and literacy, numeracy, music, science, nature, fine motor and gross motor, creative arts, and physical activity both indoors and outdoors. Our goals for children, consistent with the Ministry of Education pedagogy The Four Foundations of How Does Learning Happen, include the following:

- Every child has a sense of belonging when he or she is connected to others and contributes to their world.
- Every child is developing a sense of self, health, and well-being.
- Every child is an active and engaged learner who explores the world with body, mind, and senses.
- Every child is a capable communicator who expresses himself or herself in many ways

A focus on these foundations throughout all aspects of our programs ensures optimal learning and healthy development.

http://www.edu.gov.on.ca/

Building Blocks Montessori and Preschool is a licensed childcare under the Ministry of Education. As such we follow the rules and regulations as outlined under the Child Care and Early Years Act, 2014.

http://www.halton.ca/

Building Blocks Montessori and Preschool is inspected by a licensed Health Inspector and follows the rules and regulations set out by the Region of Halton Health Department in regards to the following:

- Immunization and Health Awareness
- Illness
- Appropriate temperatures and weather conditions for outdoor play
- Sanitary Practices

The College of Early Childhood Educators regulates Ontario's profession of early childhood education in the public interest.

The College is not an educational institution or a professional association that advocates for early childhood educators. It is an organization that helps to protect children and families by setting registration requirements and ethical and professional standards for ECEs, and governing member conduct through a complaints and discipline process. By governing the profession of early childhood education in the public interest, the College helps to assure parents that Ontario's children are cared for by professionals who are trained, qualified and accountable. RECEs are members of the College of Early Childhood Educators. Only members of the College can use the protected titles and designations "early childhood educator" (ECE) and "registered early childhood educator" (RECE). Only individuals who have met the registration requirements of the College and hold a Certificate of Registration in good standing may practice the profession of early childhood education. You can search the College's online public register of over 50,000 RECEs. Parents can look up an individual by name to confirm that she or he is registered with the College and verify whether there are any terms, conditions or limitations on their Certificate of Registration. To search for an RECE, please visit the College's public register at college-ece.ca.

Toronto Montessori Institute (TMI) and the Association Montessori International (AMI) are education institutes that deliver internationally recognized educational experiences designed to inspire and challenge adult students to realize the Montessori philosophy and methodology in the classroom and in their world.

HOURS OF OPERATION

Our hours of operation are 7:00 a.m. to 6:00 p.m., Monday to Friday, excluding all public holidays and any additional closure dates.

HOLIDAYS/SCHOOL CLOSURE DAYS

Our centre is open Monday through Friday, 12 months a year, with the exception of the following days:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Civic Holidays
- Thanksgiving Day
- Christmas Eve **CLOSED**
- Christmas Day
- Boxing Day
- New Year's Eve **CLOSED**

Please note: If any of the above days fall on the weekend, Building Blocks will provide an additional day of closure in lieu of the weekend holiday. Building Blocks reserves the right to close the last two weeks of December into the first week of January, dependent on how holidays fall per calendar year. This will be determined at the discretion of the organization and communicated to all families in a timely manner.

For the December closure, Building Blocks will inform families of the exact closure dates at the end of January. Building Blocks Montessori and Preschool reserves the right to close for 20 business days under the CWELCC program. As parent fees are charged during closure periods, closures will not exceed two consecutive weeks or more than four total weeks in a calendar year, including statutory holidays. Any planned closure days that exceed 20 days will not be fee-paying days.

We will provide at least 30 days' notice before any additional school closure days are scheduled. Our centre may also close due to severe weather conditions. Our centre may also close due to severe weather conditions. Our school follows the Halton School Boards and closes accordingly for snow days. Please follow social media news accounts and television news stations for up-to-date information. A message will be sent through Lillio to notify you of any unscheduled closures.

Regular fees are charged for all closure days listed above and any additional closure days through the holidays.

TEACHERS AND STAFF

All staff employed at Building Blocks are required to meet the standards and regulations as outlined by the Ministry of Education.

All teachers must be registered respectively and be in good standing with their governing bodies prior to employment. Early Childhood Educators must be registered with the College of Early Childhood

Education. Teachers and Montessori teachers must be recognized by their host council, AMI, TMI etc.

All staff are fully trained in Standard First Aid and Infant/Child CPR and are required to complete a Police Check including a Vulnerable Sector Screening prior to employment. An Offence Declaration is signed yearly and a new Police Check including a Vulnerable Sector Screening is completed every five (5) years.

Building Blocks Montessori Inc. provides ongoing professional development opportunities, both internally and externally, for all staff.

From time to time, as part of our involvement in the community, we host student teachers from community colleges and secondary schools. All participants in such joint educational opportunities must also meet regulation and government standards.

ABOUT OUR PROGRAMS

The teaching staff in each of the classrooms consists of at least one Registered Early Childhood Educator (RECE) with a Montessori trained educator and/or Assistant teacher. Larger preschool programs (above 16 children) will consist of 2 RECE's. Each program follows their individual daily routine.

INFANT PROGRAM (Bronte location only)

We offer an enriched full time/full day program for our infants aged 6 weeks to 18 months. Our program is designed to meet the needs of each child individually rather than as a whole group. Personalized schedules ensure that each child's individual needs are focused on and met. Parents are required to fill out a "Get To Know You Sheet" which outlines your child's daily schedule (sleep and feedings times) as well as any instructions/requirements that your child may have. Each child's daily routine is documented for future reference. Parents are required to provide diapers, wipes, creams and powders for their child in addition to formula, baby food and baby crackers and cookies. Once your infant is ready to eat the foods off our menus, meals will be provided. We provide Homo (3.5%) milk for the Infant program. The Infant classroom has a separate sleep room which has a crib for each child enrolled. Parents are asked to provide a blanket for their child. This program operates on a 3:1 child: teacher ratio and is only available at our Bronte location.

TODDLER PROGRAM

Our Toddler program is designed to fit the needs of children 18-30 months. Self-help skills are the main focus of this age group, as skills are developing quite rapidly. Our program is individualized, and our curriculum has been designed to develop the skills and concepts consistent with your child's needs and interests. A challenging Cognitive and Fine Motor Program ensures that skills are well developed. A Toddler's self-confidence is building so quickly, our program recognizes this and encourages Social/Emotional Play with much patience for Receptive and Expressive Language. In addition to the main meals provided, we serve 2 additional snacks served around 9:45am and 5:00pm. There is a 2-hour rest period after lunch for the toddlers. Cots are provided and we ask parents to bring in a blanket. Parents are also required to provide diapers, wipes, creams, and powders. This program is on a full-time basis only (5 days per week) and operates on a 5:1 child: teacher ratio.

PRESCHOOL PROGRAM

Our Preschool program is designed to fit the needs of children 2.5- 5 years old. This age group uses both a self-directed approach to learning as well as teacher directed activities. Our program encourages experimentation as well as exploration while learning. Our challenging program provides individualized Academics, Phonics, Basic Mathematics as well as Music, Botany and Culture. There is a 2-hour rest period after lunch for the preschoolers. Cots are provided and we ask parents to bring in a small blanket. The preschool program is on a full-time basis only (5 days per week). This program offers a 8:1 child: teacher ratio.

DAILY SCHEDULE/ROUTINE

The following is an example of what a typical day **might** look like. Please note that times and details will vary depending on age group. Actual schedules/routines are posted outside individual classrooms.

7:00am – 9:00am Classrooms combine for open with children's choice activities

9:00am – 11:30am The children may participate in a combination of the following:

- Circle Time
- Programmed activities (Cognitive/Academic learning, Montessori, creative art, sensory, fine and gross motor)
- Outdoor play (library visit, neighbourhood walks) or indoor gross motor

12:30pm – 2:30pm Rest/sleep time
1:30pm – 2:30pm Quiet activities (children who are awake – books, puzzles, colouring)

2:30pm – 5:00pm The children may participate in a combination of the following:

- Circle Time
- Programmed activities (Cognitive/Academic learning, Montessori, creative art, sensory, fine and gross motor)
- Outdoor play (library visit, neighbourhood walks) or indoor gross motor

5:00pm – 6:00pm Classrooms combine for close with children's choice activities

Meal times occur between the hours of:

- 7:00am – 8:30am Morning snack is offered
- 9:30am – 10:00am Mid-morning snack is offered (infants and toddlers)
- 11:00am – 11:45am Lunch is offered
- 2:30pm – 3:30pm Afternoon snack is offered
- 4:30pm – 5:00pm Evening snack is offered (infants and toddlers)

PROGRAM HIGHLIGHTS

At Building Blocks Montessori Inc., we have carefully selected programs to enrich and fill all your child's needs. Below are highlights of everyday activities at school:

HANDS ON MONTESSORI

- Montessori Presentations, Educational Circles
- Working with Montessori equipment (Practical life, Sensorial, Mathematics, Language and Cultural Activities)

ACADEMIC LANGUAGE AND MATHEMATICS

- Pre writing skills
- Pre math skills
- Printing numbers and letters
- Shapes
- Colors

SELF EXPRESSION / CREATIVE

- Creative Art
- Educational circles
- Sensorial Activities
- Dramatic Play

MUSIC

- Singing
- Circles
- Self-expression

OUTDOOR TIME

The Early years are an ideal time to lay the foundation for children to be physically active. This is a time when children learn basic motor skills such as running, jumping, and climbing. Young children have lots of energy and love to move. All our full day programs include outdoor time for a **minimum** of 2 hours per day weather permitting. It may be too cold, too wet, too windy or too hot for the children to be safely outside. The following are guidelines used to determine if conditions are not suitable for outdoor play and/or special precautions need to be taken. It is at the discretion of the Supervisor/designate on duty to determine if weather conditions are safe for outdoor play.

- It is too COLD when the weather calls for…
    - The temperature is -15 degrees℃ or colder with windchill it is -20℃ temperature
    - A cold weather alert has been issued by Environment Canada
    - Weather conditions such as light rain, rain, freezing rain, high winds, blizzard or ice storm
- It is too HOT when the weather calls for…
    - The temperature is 30℃ with or without humidex
    - A heat advisory/alert has been issued by Environment Canada
    - A tornado advisory/alert has been issued by Environment Canada
    - There is a smog alert, high heat alert, humidex advisory
    - Poor air quality – air quality advisory has been issued by Environment Canada
    - Weather conditions such as high winds, rain down pours, thunder and/or lightning storms

Children are expected to follow the routine of the classroom if in attendance at the school. Due to ratios and capacity, children may not be able to remain inside during their classrooms outdoor time. Please make sure your child has weather appropriate clothing every day in the event that outdoor play is possible. **Please be sure that all clothing items are clearly labeled with the child's first and last name**.
Appropriate clothing may include but is not limited to the following:

- Cold weather clothing
    - Warm hat
    - Neck warmer
    - Warm waterproof gloves/mittens (no string allowed)
    - Warm winter boots
    - Warm snow pants
    - Warm winter coat/jacket
    - Warm sweater
- Hot weather clothing
    - Hat with visor
    - Closed toe shoes – preferably running shoes
    - Wind breaker jacket/coat
    - Sweater
    - Water proof splash pants

If the weather is not suitable for outdoor play, indoor gross motor activities such as obstacle courses, parachute games, physical large group activities are conducted in the classrooms.

REGISTRATION AND TUITION FEES:

In order for your child/children to be registered at Building Blocks Montessori and Preschool, the following information must be submitted:

- Completed Registration Package
- Copy of Child's Immunization Schedule
- Your first month fees per child enrolled is collected upon registration. Please note these fees are applied to your first 4 weeks of care and **NOT** held as a deposit for the end of care with Building Blocks Montessori and Preschool. Once paid, these fees are ***non-refundable*****.** Please see the chart below regarding base and non-base fees.
- Your four week deposit is paid via e-transfer to buildingblockschool@gmail.com (Fourth Line) or bbmp.bronte@gmail.com (Bronte Street)
- Your child care fees are due **MONTHLY in advance of care**. Please contact the school for our program rates.
- Each monthly rate may vary based on billable days in the month.
- Your monthly fees are collected via Lillio. Families are encouraged to set up automatic payments. Payments via the app can be made by families setting up direct withdrawal from a personal account (i.e. Chequing, Saving, Line of Credit, etc.) or a major credit card (i.e. Visa, Mastercard, American Express) Please note when paying with credit card there is a 2.9% fee that will be added to your invoice.
- All fees paid are ***non-refundable***
- Fees paid ***MAY*** be held, in order to defer the start of care, contingent on space availability. Please contact the supervisor for further assistance. This is a case by case situation.

There is a $30.00 service charge for all NSF payments.

Fees are charged in full, regardless of days absent due to illness, vacations, statutory holidays, and any additional closure days or emergency closures to ensure your child's spot.

Annual tax receipts are issued by the end of February of the following year and are found on Lillio under your account.

Parents/Guardians are strongly encouraged to visit the program prior to their child starting with Building Blocks Montessori Inc. The Supervisor will arrange for a visit before the actual start date. This is at no cost to you, and available once the child is registered.

Canada-Wide Early Learning and Child Care Agreement (CWELCC) Information

The Canada-Ontario Wide Early Years and Child Care Agreement system will give families access to high quality child care programing in a more affordable way. This plan will help lower fees for parents of children under the age of 6, support inclusive child care, and support the child care work force.

As a parent/guardian enrolled at Building Blocks, you do not need to apply to the CWELCC in order to receive a reduction of fees. All base fees charged by Building Blocks will continue to be charged on a monthly basis via Lillio invoicing. **All fees paid continue to be non-refundable and our 4 week written termination notice still applies**. For further information, please review our **FEES** section of the parent handbook.

We are pleased to inform you that Building Blocks Montessori and Preschool has ***OPTED-IN*** to the CWELCC program. All reduced fees listed below are the current rates for 2025 and are subject to change based on the CWELCC program. You will see these changes on your monthly invoices.

The CWELCC Agreement may change at any given point as per government/provincial guidelines. Building Blocks Montessori and Preschool will continue to follow all guidelines and notice periods as outlined to the organization to notify families of any changes to the program and/or fees and fee structures.

Building Blocks Montessori Inc. reserves the right to close for 20 business days under the CWELCC program. Any closure days that fall within these guidelines will be communicated to all registered families in a timely basis via Lillio. All fees by registered families will still be collected for any closure days that fall within the CWELCC closure guidelines.

Please find below a breakdown of our current base fees and any non-base fees the organization may charge:

Base Fees				
Program	**Old Weekly Fee**	**Old Daily Fee**	**Part Time Fee**	***Daily Fee (Effective January 1, 2025)***
Infant (Bronte St. Location Only)	$375	$75	n/a	$22
Toddler (18 months – 2.5 years)	$325	$65	n/a	$22
Preschool (2.5 years – 6 years of age)	$300	$60	n/a	$22
Non-Base Fees				
Late Fee $1 per minute – payable in CASH to the office				
NSF Fee	$30 late fee billed via Lillio			
Credit Card Invoicing Fee	2.9% per monthly invoice when a credit card is listed as primary payment method on your Lillio account or 3.25% when using an AMEX card. This fee is charged by Lillio and not charged by Building Blocks.			

QUALITY ENGAGEMENT CYCLE

Building Blocks Montessori Inc. participates in Halton Region's Quality Engagement Cycle. This cycle is a requirement for all operators to participate in to demonstrate their commitment to the Quality System Framework which includes, but is not limited, to onsite visits and meetings with Regional staff, completion an submission of required data and documentation, collaborative, goal setting, and development and implementation of action plans.

ACKNOWLEDGEMENT OF SUPPORT SERVICES

Our child care program is supported by Halton Inclusion Services.
Halton Inclusion Services is delivered by Halton Region, Community Living Burlington, Community Living North Halton and ErinoakKids. Together, we help all children feel included and supported in our program.
You may see Resource Consultants, Occupational Therapists, and Speech and Language Pathologists (SLPs) visiting our centre. They watch how things are going in the classroom and work with educators to share ideas, training, and helpful tools. Often this support is for the whole classroom and may not be focused on any one child.
Resource Consultants help our educators by checking in on children's development, making plans that focus on children's strengths and needs, supporting children who are getting ready for school and delivering workshops, sharing information and providing useful materials.
If more help is needed, the Resource Consultant may bring in a Speech and Language Pathologist or an Occupational Therapist. Speech and Language Pathologists and Occupational Therapists are regulated health professionals who support children's learning and development.
In our centre, the Speech and Language Pathologist offers helpful suggestions to support children in joining classroom activities and play that encourage different ways for children to communicate— through pictures, gestures, sounds, or words.
The Occupational Therapist looks at how the classroom and materials are set up to help children take part in play, feeding and daily routines.
Sometimes, after observing the program, the team may notice that a child could use extra help to be successful. If your child could use extra support, our educators will reach out to you.
If you have any questions, please speak to our Supervisor or Director. They'd be happy to help.

COMMUNITY LIVING BURLINGTON Halton REGION Community Living North Halton

SUBSIDY

Please call Halton Region at (905) 825-6000 to see if your family qualifies for financial assistance for child care costs.

WAIT LIST POLICY

Under the authority of Ontario Regulation 137/15, licensed child care centres and home-based child care agencies will no longer be authorized to charge prospective parents a fee or deposit to be placed upon the wait list for future enrollment.

All of our programs have enrollment limits based on our licensing capacity. We typically enroll our programs to their capacity and maintain a wait list throughout the year. A space will open up based on a child terminating from the program at which time, we will refer to the wait list. It is only required to be added to the wait list once and you will be contacted once a space becomes available. Should you decline a spot, you will be removed from our wait list.

In order to maintain an effective and accurate wait list, both locations (Fourth Line and Bronte Street), will manage their wait lists separately. Adding prospective parents and children to our wait lists will be done in order of inquiries received with siblings of currently enrolled children prioritized.
Once every 6 months, administration will review respective wait lists and move children to their

appropriate list based on age. As an example, an infant who now qualifies for the toddler classroom will be added to our toddler wait list based on the date you were added to the infant wait list.

Open spots for the following school year are filled first with our currently enrolled students. Incoming siblings are prioritized by being placed on our Internal Waitlist and will be given available spots first and any additional spots are filled from the wait list. Please note that if your child has been pulled from the program prior to the end of the school year, the sibling will be removed from our waitlists as well.

We typically begin enrollment for the following school year in February and once our currently enrolled students have secured their places, we then review our wait lists for possible enrollment; this typically begins in March.

All information kept by Building Blocks Montessori Inc. to maintain your place on the waiting list will be kept confidential. No information will be disclosed. You may call or email and check to see if any movement on our waitlist has taken place at any time.

TERMINATION/CHANGE OF CURRENT PROGRAM OPTION

A minimum of **four weeks (20 business days) written notice** submitted to the office is mandatory to withdraw a child from the program. Space cannot be guaranteed for a child to be withdrawn on a temporary basis.

Child services will be terminated if school policies are not followed, tuition fees are unpaid, or if we are unable to fit the needs of your child.

A minimum of **four weeks (20 business days) written notice** submitted to the office is required should you require a change to your current program.

Safe Arrival and Dismissal Policy and Procedures

Date Policy and Procedures Established: November 22, 2023
Date Policy and Procedures Updated: December 15, 2023

Purpose of the Policy:

This policy and the procedures help support the safe arrival and dismissal of children receiving care at Building Blocks Montessori and Preschool.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care at Building Blocks Montessori and Preschool, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

General Policy:

- Building Blocks Montessori and Preschool will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.

- Parents/guardians are to ensure emergency contacts in the child's file are filled out at the time of enrolment at

the centre, and updated whenever families deem necessary to ensure emergency contact lists are up to date.

- Building Blocks Montessori and Preschool will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision, or to anyone under the age of 18.

- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Additional Policy Statements:

Building Blocks Montessori and Preschool will only release children to those individuals 18 years of age or older.

Should individuals arrive at the centre that are un-familiar to staff, they are required to provide government issued photo identification (i.e. Driver's Licence, Health Card, Passport) which matches the information the parent/guardian has provided to the centre.

Children should never be left unattended in the child care building at any time.

Program staff will not release a child if they feel that it is not in the child's best interest to do so.

Parents will communicate to the centre by 10:00 am via Lillio (formerly known as HiMama) should their child be absent or late arriving.

Procedures

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:
    - greet the parent/guardian and child.
    - ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the emergency contact sheet or in the child's file in the office, or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note, email, or a message on Lillio, formerly known as HiMama). A reminder that government issued photo identification will be required.
    - document the change in pick-up procedure in the daily written record.
    - sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message, advised the closing staff at pick-up, an email, or a message on Lillio, or indicated prior to the day that they will be absent), the staff in the classroom must:
    - Inform their direct co-workers, as well as the Supervisor, Designate in charge, or Assistant Supervisor.
    - The Supervisor, Designate, or Assistant Supervisor will send a message to all families using Lillio whom have not dropped off their children by approximately 10:30 am.
    - Should the Supervisor, Designate, or Assistant Supervisor not be able to send a message by approximately 10:30 am (i.e. individuals are sick, they are conducting tours, they are in meetings), program staff will be responsible for sending the message to families via Lillio.
    - Should families not contact the centre by no later than 11:00 am, the Supervisor,

Designate, or Assistant Supervisor will call remaining parents/guardians and leave a message indicating that a Lillio message was sent and that contact has not been established, therefore a phone call is being conduct.

- Should families have not contacted the centre by 11:30 am, the Supervisor, Designate, or Assistant Supervisor will call the parent/guardian one final time and leaving a message explaining our policy and asking for an immediate call back should they not establish contact.
- Should all above steps be taken and no contact has been made with parent/guardians by 11:45 am, Building Blocks Montessori and Preschool will contact the Halton Regional non-emergency police line at (905) 825-4777 and follow all directions provided.

2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily classroom logbook. Program staff are also required to document all non-reported absences and steps taken in the daily classroom logbook.
3. Program staff will not contact families who are currently following public health, physician, or Building Blocks Montessori and Preschool illness policy guidelines while sick from the centre (i.e. children who must stay home for 48 hours due to fever, gastro-intestinal symptoms, or other exclusionary symptoms). Program staff will follow the above listed procedure should a child not return as expected after the exclusionary period has ended and families have not contacted the centre with updated information.

Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
   - confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
   - where the above is not possible, ask the parent/guardian/authorized individual for government issued photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up as expected (before centre closes)

1. Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up no earlier than approximately 1 hour later than expected, the program staff will notify the supervisor or designate on site.
   The direct program staff of the child will contact the parent/guardian via phone call and advise them that the child has not been picked up and is still at Building Blocks Montessori and Preschool.
   - Where the staff is unable to reach the parent/guardian, staff must leave a message to contact the centre and call the next parent/guardian (if applicable).
   - If the staff cannot reach either parent/guardian after leaving a message, program staff will follow up with a message via Lillio (formerly known as HiMama) for the parent/guardian to contact the centre
   - Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.

- Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact the first emergency contact listed on the child's file. Program staff are to leave a message should they be unable to contact the emergency contact.
- Program staff will continue to call any/all emergency contacts and leave messages should they be unable to contact individuals from the emergency contact list.
- All phone calls and messages will be documented in the classroom daily log book.
- Should the parent/guardian, or authorized individual arrive at the centre during this process, program staff will stop any phone calls being made and ensure to communicate with the individual about the child's day and remind them of the safe dismissal policy. Program staff will ensure the child is marked out on their attendance and Lillio app.

Where a child has not been picked up and the centre is closed

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6:05 pm, staff shall ensure that the child is given a snack and activity while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first to let them know of the late pick up, and then proceed to contact the authorized individual responsible for pick-up if the parent/guardian cannot be reached.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact the Supervisor, Designate, or Assistant Supervisor to let them know of the situation. Staff will commence with contacting all authorized individuals listed on the child's emergency contact sheet and all authorized individuals listed in their file in the office.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:30 pm, the staff shall proceed with contacting the local Children's Aid Society (CAS) at (905) 333-4441. Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

1. Staff will only release children from care to the parent/guardian, or other authorized adult. Under no circumstances will children be released from care to walk home alone, or with anyone under 18 years of age.

Additional Procedures

Building Blocks Montessori and Preschool reserves the right to withdraw child care services from families should policies and procedures continue to not be followed.

Glossary

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.

Licensee: The individual or corporation named on the license issued by the Ministry of Education responsible for the operation and management of the child care centre and home child agency.

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled

intention to treat a child as a child of his or her family.

Lillio: The communication and documentation tool used by Building Blocks Montessori and Preschool. Lillio's former name was HiMama as used in other policies and procedures.

LATE PICK UP POLICY

A late fee of **$1 per minute per child** after our closing time will be charged directly to the parent and is payable immediately to the staff member on duty. The lateness will be recorded in a logbook and repeated occurrences may be cause for your family to be withdrawn from program. Please respect the closing times of the program and remember staff are on their own time after 6:00 pm.

Should you anticipate that you may be late arriving to pick up your child, we ask that you try to make alternate arrangements to have your child picked up on time. Please call the school (or email if before 5:00 pm) to notify the educators that you will be late and or who will be picking up your child. A reminder that any person arriving to pick your child up is required to have proper government issued photo identification.

ILLNESS, HEALTH AND MEDICATION

In the Region of Halton, the Medical Officer of Health requires that all children attending child care be immunized against certain communicable diseases. An up-to-date immunization record is required for all children upon registration. Copies of updated immunization records are required to be submitted as your child's immunizations are received. If you have opted to not get your child immunized for medical, conscience or religious reasons please let the supervisor know. An exception form must be completed. Please note this form must be signed and notarized by a notary public. You are also required to submit your child's immunization to the Halton Region Health Department in one of the following ways

a. Online at halton.ca
b. Download the OneHalton app and choose the Online service request
c. In person or mail to 1151 Bronte Road in Oakville, ON, L6M 3L1
d. Call 311

Required Immunization Schedule

AGE	Vaccine
2 month	DPTP, Hib
4 months	DPTP, Hib
6 months	DPTP, Hib
After 1st birthday	MMR
15 months	Varicella
18 months	DPTP, Hib
4 – 6 years	DPTP, MMRV

Please note if your child is not fully immunized against any of the following, and there is an outbreak, they can be excluded and/or suspended by a Medical Officer of Health from the school.

- Measles
- Mumps
- Rubella
- Haemophilus influenza b
- Diphtheria

- Pertussis
- Tetanus
- Poliomyelitis

Upon admission to our centre, a form must be filled out in order for us to be made aware of any health, food allergies, and/or dietary restrictions. A detailed description of signs and symptoms may be requested for certain allergies and medical needs, and an Anaphylaxis Emergency Plan is required to be filled out for ALL anaphylactic allergies. Please see the Anaphylaxis policy. A Medical Needs Plan may be required for certain medical requirements which include, but is not exhaustive of: seizures, FPIE allergies, asthma, and more.

If your child should become ill during the school day, you will be notified to arrange for pickup of the child. The child **MUST be picked up within 2 hours** of the initial phone call to the parent. If you are unable to arrive at the school within the 2 hours, please make arrangements for someone to pick your child up. Picture identification is mandatory for anyone picking up that the educators are not familiar with.

"Illness" may be classified as any one or more of the following: fever, vomiting, unexpected loose stools/diarrhea not related to dietary or medical causes previously disclosed, constant coughing, difficulty breathing, constant sneezing, constant flow of discolored mucus from nose and or eye, unknown rash/skin irritation, suspicion of ANY contagious and or communicable disease.

Any child that is sent home due to an illness or suspected illness/communicable disease, will be required to stay home for the following amount of time:

- Fever: minimum 24 hours fever free (without the use of symptom reducing medication) prior to the child's return, **not including the day the child was sent home**
- Coughing and runny nose: Symptoms improving for a minimum of 24 hours (without the use of symptom reducing medication) prior to the child's return, **not including the day the child was sent home**
- Gastro-Intestinal symptoms including but not limited to diarrhea, vomiting and any other gastro symptoms: minimum 48 hours after the symptoms have started improving (without the use of symptom reducing medication), **not including the day the child was sent home**

  Child may return to the center after the minimum above exclusion period has been met and the child is able to actively participate in all parts of the program.

  Certain diseases and infections require different exclusion periods (see below). In some cases, a NON-CONTAGIOUS form may be required to be given to the child's parent. This is at the discretion of the supervisor/designate and is dependent on symptoms. Should a NON-CONTAGEOUS form be sent home, it MUST be filled out by a medical professional (at your expense) and returned to the school when the child has been cleared to return to school by said medical professional. A doctor's note (at your expense) will also be accepted should your child be cleared by the medical professional to return to child care earlier than the general exclusion policy timeline.

The following is a detailed outline of when you will be notified should the school require you to pick up your child due to an illness or a suspected illness

- Fever – 2 consecutive readings taken 15 min apart reading at or higher than **100.04 F (37.8 C)** both times

- Diarrhea – 2 or more episodes of water like bowel movements that are not normal for the child that have occurred within 2 hours or less
- Vomiting – 2 or more episodes of vomiting that have occurred within 2 hours or less.
- Rash/marks on skin not previously explained/common to the child
- Continuous discharge from child's eye
- Continuous runny nose with colored discharge

An educator may call to notify and **recommend** that your child be picked up if the child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, or difficult to awake. Any prolonged or communicable illness must be reported immediately to our office.

It is the parent's responsibility to inform the school if your child has been diagnosed with an infection/communicable disease. The supervisor will guide you as to the accurate exclusion periods if applicable. If a reportable communicable disease is known, the school must post a notice on the front door indicating the type of infection/disease, the number of cases and the classroom that the child is in. The school must also notify the Health Department immediately. The following information will be provided to the Health Department:

- Name of child
- Date of birth
- Address
- Telephone numbers of primary care giver(s)
- Diagnosis
- Physician name and phone number
- Name of hospital if admitted

The Health Department may deem an outbreak has occurred if the number of ill children and or staff becomes a concern – generally if 20% or more of the school population have similar symptoms/illness.

Children who show signs of fever, vomiting, diarrhea and/or excessive tiredness must remain home for the well-being of your child as well as their peers at school. While children are in our centre, they are expected to follow the daily schedule and routine.

Our center will administer current prescription medication when a parent provides written authorization – a medication form must be filled out prior to medication being administered. The Ministry of Education requires that ALL medication arrive in the original container, is clearly labeled with child's first AND last name, and has clear original prescription sticker, dosage instructions and current prescription date and expiry date. Medications will not be accepted if the above are not clearly visible. The supervisor/designate staff have the right to refuse administration of any medication if they feel that it is unsafe to do so.

Medications pertaining to Anaphylaxis Emergency Plans and Medical Needs Plans will be accepted with a medical authorization form that is filled out prior to your child starting. These forms will always stay with the medications. Any non-prescription medications that are directly affiliated with Anaphylaxis Emergency Plans and/or Medical Plans (i.e Benadryl, Tylenol, Advil, Motrin, etc.) will have a label created by the supervisor or designate in charge. This label will contain: the child's name, medication name, date of purchase, expiry date, and when to administer the medication. Non-prescription medication that is not associated with an Anaphylaxis Emergency Plan and/or a medical plan will not be permitted on premises.

The requirements for the administration of drugs and medication apply to more than prescription

medications. All products containing Drug Identification Numbers require a schedule of administration and applicable record keeping.

Please note: In situations where a parent/guardian chooses to attend the centre to personally administer medication to their child, the parent/guardian is required to take the child home for the remainder of the day.

Anyone with the following diseases should remain at home and away from others:

- Pinkeye: Until 1 full day of antibiotic treatment.
- Strep Throat: Until 24 hours (1 full business day) after antibiotics are started.
- Head lice: Until child has been treated for head lice and cleared by a medical professional or a Lice Clinic. A note (at your expense) is required
- Ringworm: Until treatment has started; keep child from swimming/wading pools, and water play until treatment is complete.
- E.coli: Until 2 consecutive negative stool specimens taken 24 hours apart
- Giardia: Until diarrhea has stopped.
- Hepatitis A: Until 1 week after onset of jaundice.
- Impetigo: Until 24 hours (1 full business day) of antibiotics.
- Influenza: Until 5 days after symptoms began.
- Pertussis: Until 5 days after antibiotics are started, or until 3 weeks if not treated with antibiotics.
- Pinworms: Until 24 hours (1 full business day) after treatment is started.
- Rubella: Until 7 days after onset of rash.
- Scabies: Until 24 hours (1 full business day) after treatment.
- Chicken Pox: Stay home until feeling well AND it has been 5 days since the start of the rash OR until lesions have crusted over; whichever comes first
- Diarrhea: Until 48 hours (2 full business days) symptom free
- Vomiting: Until 48 hours (2 full business days) symptom free
- Measles: Minimum 4 days after the rash begins
- Meningitis (bacterial or viral)
- Mumps: Minimum 5 days after the swollen glands appear
  Shigella: Until 2 consecutive negative stool specimens taken 24 hours apart.
- Tuberculosis: Active Call Public Health (905) 825-6000
- Scarlet Fever: Antibiotics for a minimum of 24 hours (1 full business day) AND the child is feeling better

The following illnesses do NOT require a person to be excluded, unless the child is not well enough to participate in regular activities and or advised by a medical professional:

- Ear Infection
- Hepatitis B
- Roseola
- Cold Sores
- Fifths Disease
- HIV
- Thrush or Diaper Rash
- Colds
- Hand, Foot, Mouth Disease
- Shingles
- Cytomegalovirus

Should an Emergency arise resulting from an accident or illness, and prompt medical attention is necessary, 911 will be called and the child will be taken to the nearest medical facility by means of emergency services and to proceed with any medical treatment that is immediately necessary. As part of the registration package, you are given the opportunity to indicate your preferred choice of hospital that you would like your child transported to should an emergency arise. This will be conveyed to the emergency response team by the staff, however it is understood that the medical facility that your child will be transported to will be the decision of the emergency response team. It is understood that any medical expenses involved are the responsibility of the parent. Parents will be notified as to the location of the medical facility as soon as the staff are able.

It is the parent's responsibility to notify the school if your child will be away from the school due to an illness. It is the parent's responsibility to inform the school if your child has been diagnosed with an infection/communicable disease.

PERSONAL HEALTH CARE

Frequent hand hygiene is the best way to prevent the spread of germs and illness. Children practice a structured hygiene schedule. Washroom routines and regular washing of hands are part of our daily routine. Independence in the washroom is encouraged by the educators, teaching proper sanitary procedures including proper usage of toilets, wiping after toilet use, proper hand washing and disposal of paper towel.

A spare change of all clothing items is requested for ALL children while in attendance. Please be sure that all **items are clearly labeled with the child's first and last name**.

DIAPERS, WIPES, AND CREAMS

Please provide diapers, wipes, diaper cream, and powder for your child should they require it. We recommend providing a sleeve of diapers and 2 packages of wipes (one in a container) to start. As the supplies run low, the classroom educators will notify the families to bring in more of the items(s) needed.

With children in diapers, diaper rashes are a common occurrence. To help the children feel at ease, we ask that you please provide diaper cream to be applied to your child.

Please note all creams must arrive to the school in their original container and the following MUST be clearly visible on the bottle/container or it will not be accepted:

Child's first and last name of
application Expiry Date
Application instructions

NUTRITION AND MEALS

Nutrition is a vital part of every day. Food is provided for all children as part of the program. All food is catered by Wholesome Kids Food at our Bronte Street as well as our Fourth Line location. W e provide nutritious, well-balanced meals, following the suggestions of Canada's Food Guide working on a four rotational menu. We provide 3 meals per day. Morning breakfast: served between 7:00am – 8:30am, Lunch: served between 11:00am – 12:00 pm and afternoon snack: served between 2:45pm – 3:30pm. There are an additional 2 snacks offered to our infants and toddlers – a mid-morning snack and an evening snack. Please see individual class schedules for specific times. 2% milk is provided for our toddlers and preschool aged children. 3.5% homo milk is provided for our infants and toddlers up to 18

months of age. Menus are posted outside the kitchen and classrooms. The educators at Building Blocks will encourage your child to try the foods that are offered to them at mealtimes. Please note that your child WILL NOT be forced to eat or drink at any time in the day.

INFANT PARENTS: please note you are required to provide formula, baby (pureed) food and baby crackers and cookies if your child is not ready to eat/drink the items listed on our menus. A "Get to Know You" sheet is provided during the transition week for you to fill out detailing feeding times and instructions. You are also required to provide labelled bottles, sippy cups, and a soother if necessary for your child to use.

We strive to be a PEANUT/NUT FREE centre. In order to reduce the risk of exposure to anaphylactic causative agents, our menu does not include high allergy foods. We ask that you please ensure that these products stay off our school premises. Ensure that all labels are checked carefully for these food contents.

PLEASE DO NOT BRING ANY OURSIDE FOOD INTO THE SCHOOL unless it has been preapproved by the SUPERVISOR. You will be asked to remove it from the premises immediately!

Upon admission to our centre, a form must be filled out, in order for us to be made aware of any health or food allergies and/or restrictions. A detailed description of signs and symptoms may be requested for certain allergies, and an Anaphylaxis Emergency Plan is required to be filled out for ALL anaphylactic allergies. Please see the Anaphylaxis policy. For children with specific diet restrictions, foods MAY be substituted either by the school or the parent upon review by the supervisor, designate, or assistant supervisor. Upon registration, specific instructions as to foods allowed to be ingested are documented and the menu is reviewed. We make every effort to work together with the family to accommodate dietary or religious food requirements.

Parents are requested to provide a labelled reusable water bottle for their child. The educators will ensure that they are filled with water and readily available to the children at all times of the day. The water bottles will be washed and sanitized daily at school. Please ensure your child's name is clearly visible on all items provided from home; for water bottles, have your child's name on both the bottle and the lid. Please note that plates, cups, and utensils will be provided by Building Blocks for use during mealtimes. All items are washed and sanitized as per Health Board requirements.

FEEDING AN INFANT POLICY

During the transition week, a "Get To Know You" sheet is provided to each parent which provides the school written instructions in regard to feeding schedules as well as food/milk/formula types. The infant room follows the individual's child's schedule in regard to sleeping and feeding times.

Bottles should not be given to infants while they are lying down. Infants will be held up at least a 45-degree angle when feeding and a teacher will always hold the bottle until the infant is able to do so independently. Bottles should never be propped up against something or left in a child's mouth when they are falling asleep or asleep. Educators' will be responsive to children's cues of hunger and fullness and intake of milk/formula and food WILL NOT be forced. If a child does not finish a bottle, the remainder of the milk/formula will be discarded, and the bottle washed and sanitized before the next use. A food preparation area within the infant room is provided that includes (but is not limited to) a counter, a fridge, bottle warmer and a microwave so that foods can be stored and heated as needed without requiring staff to leave the room. Please ensure that it is clearly labelled with your child's name.

Introduction of solid food and new types of foods in a progressively coarser texture should be offered to correspond with an infant's development, consistent with instructions from parents. Parents will review the menu of food provided to older children and will communicate to the staff any items that are safe for their child to consume (potentially with modifications such as cutting up into smaller pieces).

Where food or drink or both are supplied by a parent of a child, the container for the food or drink must be labelled with the child's name. All food or drink is stored, prepared, and served so as to retain maximum nutritive value and prevent contamination.

ANAPHYLAXIS POLICY

Anaphylaxis is a severe systemic allergic reaction, which can be fatal. The allergy may be related to food, medicine, latex, insect bites etc. We have an Anaphylaxis policy designed to help support the needs of a child with a severe allergy and provide information on anaphylaxis and awareness to parents, staff, visitors and volunteers at the center.

For each child that has an anaphylactic allergy, the parents/guardians are to fill out the "Anaphylactic Emergency Plan" to ensure precaution. This will then be passed around to each staff to review. A copy of the form will then be kept with the classrooms emergency information for that child, as well as with any medication if applicable and posted in a visible area along with an updated photograph in every classroom, the office and kitchen. The form is to be renewed/updated annually (at minimum) or as soon as there are any changes to the plan. Please note that the instructions on this plan WILL be followed by all staff and volunteers.

Where food or drink or both are supplied by a parent of a child as directed by a medical professional, the container for the food or drink must be labelled with the child's name and ingredients. All food or drink is stored, prepared, and served so as to retain maximum nutritive value and prevent contamination.

BIRTHDAY AND OTHER CELEBRATIONS

Throughout the year there are many celebrations that occur including but not limited to birthdays, Valentine's Day and seasonal parties. We encourage the children to celebrate with their peers, and welcome treats and goodies from home. All cakes/cupcakes and other "celebratory" goodies are to be limited to **store bought foods** with no nuts and have a peanut free AND tree nut free indicator on the package, and are permitted with administration approval ONLY. Ideas of treats to bring in for birthdays/celebrations: cakes, cupcakes, cookies, granola bars, ice cream sandwiches, ice cream and cones, fruit platters, vegetable platters, loot bags (age appropriate). You may also bring in party decorations, plates, cups etc. We ask that you please refrain from bringing balloons into the school for safety reasons. We welcome parents to join in on your child's birthday celebration. Please speak to your child's educator to arrange the details.

It is common for parents to show appreciation for their child's educator(s) by bringing in refreshments for them to enjoy. Please ensure that all items entering the school are PEANUT AND TREE NUT FREE.

SLEEP ROOM SUPERVISION POLICY - INFANTS

"Every licensee shall ensure that every child who receives child care at a child care centre…is supervised by an adult at all times…" which "…includes the time periods when children are sleeping in a separate infant sleep room/area." Ontario Regulation 137/15 1.8 11

When three or more infants are in the sleep area (resting or asleep) a staff member must physically be present in the sleep area at all times. When less than three children are in the sleep area (resting or asleep) and more than 3 children are in the playroom area, staff do not have to physically be in the sleep area but must conduct physical checks on each child as outlined in the "sleep check procedure" section of this policy. Physical checks are done to monitor breathing and body temperature of the child.

A sleep room log must be kept to indicate how many children are in the sleep room area and the names of the children. This log is in the form of a dry erase board that is located in the sleep area of the infant room. Each day the names of all children present are to be visible on the board, and the information completed as required on the board (sleep times).

Each child attending the infant program will be assigned a crib. Parents are asked to provide any specifics regarding a child's sleep arrangements on the getting to know you sheet in the registration package. All children under 12 months of age will be placed on their backs for sleep as recommended in the Joint Statement of Safe Sleep (SS.33.1) Any significant changes to a child's sleep patterns or behaviours will be communicated to parents verbally by their educators. If a change is observed, it may require adjustments at that time to how the child will be supervised during sleep. A copy of any written recommendation from a child's physician regarding the placement of a child for sleep will be kept in that child's file and followed by staff.

Parents will provide a blanket or sleep sack to be used for their child during sleep time. NO heavy blankets are allowed to be used.
Pillows and sleep toys are NOT permitted to be used in cribs. If a child requires a sleep toy to fall asleep with (as per WRITTEN instruction from the parent on the Get to Know You Sheet), once the child is asleep the toy MUST be removed from the crib.
If a child takes a pacifier, it will be given at the beginning of sleep, however if expelled during sleep it will not be put back in unless the child wakes and is wanting it again.
Children under 12 months will be placed on their back for sleep. If a child is able to roll over on their own during sleep, they will be left to do so as recommended by the Joint Statement of Safe Sleep document.
Blankets are not to cover an infant's head at any time.
Bottles are not to be given to a child in the crib. If a child requires a bottle to "fall asleep" with, that child must be held in the appropriate way (see feeding an infant policy).
Dim lighting in the sleep area will be used while the children are resting or asleep.

SLEEP ROOM SUPERVISION POLICY – TODDLERS

The Toddler children sleep on cots that are placed around the classroom during the sleep time and stored away in the classroom when not in use. Sheets are provided by Building Blocks Montessori Inc.; parents are asked to provide a small, light weighted blanket/sleep sack for their child to use during sleep times. The staff will ensure the children are properly covered, being careful NOT to cover the child's head. The lights will be dimmed during sleep times to ensure adequate lighting and soft soothing music and sounds will be played. The educators will physically be present in the sleep area/room as outlined in the CCEYA and conduct periodical physical checks on each child. Physical checks are done to monitor breathing and body temperature of the child.

ACCIDENT REPORTS AND SERIOUS OCCURANCE

Injuries of various kinds happen with all children. Accidents reports are completed any time a child injures themselves while in the care of Building Blocks. Accident Reports are completed by the

educator on duty at the time of the incident and reviewed and signed by the school supervisor. Should the injury be minor or otherwise when including the head, a phone call notifying the parent will be made at the time of the incident. The completed Accident Report is reviewed with the parent at the time of pick up by the educator present and your signature is requested. A copy of the report will be provided to you. The original report will be placed in your child's file in the office. A First Aid Kit will be kept on site and is accessible to all staff.

All staff employed by Building Blocks Montessori Inc. are required to have a valid standard first aid certification including infant and child cardiopulmonary resuscitation (CPR).

If the parent takes the child for medical treatment due to the injury, the parent must inform the staff before returning to the program as this may be deemed a Serious Occurrence and must be reported within 24 hours to the Ministry of Education. When this occurs, Building Blocks will post a "Serious Occurrence Notification Form" near the program license for 10 days.

A Serious Occurrence (under the Ontario Regulation 137/15) is defined as:

- the death of a child who received child care at a home child care or a child care centre,
- abuse, neglect, or any allegations of abuse/neglect of a child while receiving child care at a home child care or a child care centre,
- a life-threatening injury to or a life-threatening illness of a child who receives child care at a home child care or child care centre,
- any incident where a child who is receiving child care at a home child care or child care centre goes missing or is temporarily unsupervised,
- an unplanned disruption of the normal operations of a home child care or a child care centre that poses a risk of the health, safety, or well-being of the children receiving child care at the home child care or child care centre

If on the basis of the inquiry, there is a reason to suspect that a child has been abused (and/or in need of protection), the staff are required to contact the Children's Aid Society and Police as appropriate under the:

- Child and Family Services Act
- Duty To Report Act.

CLOTHING

Please ensure that you send an extra set of clothes, **labeled** clearly with your child's first and last names, in the event that your child should require them. We suggest that you send your child to school in comfortable play clothes, as they will be busy all day at school and may become a little messy.
We require that all children have an **indoor pair of shoes** to be worn while in school. Please make sure they are clearly labeled with your child's name. Please ensure that your child has appropriate outdoor clothing every day as we do go outside for a minimum of 2 hours per day (see outdoor policy).

VACATIONS AND SICK DAYS

Building Blocks understands the importance of family vacation time however, to ensure keeping your child's spot during the school year, full fees are required. Please inform the office in writing in advance of when your child will be taking vacation.

Tuition fees are charged in full, regardless of days absent due to illness, holidays, emergency closures, additional closures and Professional Development Days in order to ensure your child's spot.

BEHAVIOURAL GUIDANCE

Reasonable limits should be clearly set and enforced consistently through positive example, affection and empathy. You can shape and manage a child's behavior through positive teaching methods such as, leading by example, asking open-ended questions, and positive reinforcement. Children learn best when given reasonable limits and the freedom to make choices. By listening to children, respecting their rights, giving them choices and setting appropriate limits, the educators' foster positive self-esteem and a sense of well-being and belonging in the children. We believe that children learn respect by being given respect and as such, our behaviour guidance policies reflect these beliefs. Strategies that the teachers utilize include setting appropriate limits and expectations, promoting positive behaviour, natural and logical consequences, redirection and physical environment considerations.

PROHIBITED PRACTICES

Building Blocks Montessori Inc. believes that the practices outlined below are inappropriate, negate children's rights, must not be utilized, and will not be tolerated:

- Corporal punishment of a child;
- Physical retrain of a child for the purposes of discipline or in lieu of supervision;
- Locking the exits of the school for the purpose of confining a child, using a locked or lockable room or structure to confine a child, or separating them from the other children;
- Deliberate use of harsh or degrading measures on a child that would humiliate shame and or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving a child of basic needs including food, drink, shelter, toilet use, clothing or bedding;
- Inflicting any bodily harm on a child including making children eat or drink against their will;

CHILD PROTECTION RESPONSIBILITIES

Staff of Building Blocks Montessori Inc. are required by law to report a case where a child is in need of protection. Every person who believes, on reasonable grounds that a child is, or may be in need of protection must report promptly the belief and the information upon which it is based to the Children's Aid Society (905) 333-4441.

Safeguarding Children (Additional Offences under s.9 of the CCEYA – s.88.1)

To strengthen protection of children at Building Blocks Montessori Inc., anyone working within the organization who has been convicted of below noted offenses must notify the organization immediately and cannot continue working or providing childcare**.**

Building Blocks Montessori Inc. shall ensure that all hiring procedures are consistent with its policy on Employment Equity and that hiring shall be conducted in an ethical, professional and non-discriminatory manner. Building Blocks Montessori Inc. shall hire and promote staff based on the merit principle.
Anyone working in licensed childcare who has been convicted of below noted offenses must notify Building Blocks Montessori Inc. immediately and cannot continue working with the organization:

- Section 152 invitation to sexual touching
- Section 153 sexual exploitation
- Section 153.1 sexual exploitation of person with a disability
- Section 160(1)(2)(3) bestiality
- Section 162 voyeurism
- Section 162.1 publication of intimate imaging without consent
- Section 170 parent or guardian procuring sexual activity
- Section 171.1 making sexually explicit materials available to a child
- Section 172.1 luring a child
- Section 172.2 agreement or arrangement sexual offence against a child
- Section 271 sexual assault
- Section 272 sexual assault with weapon, threats to a third party or bodily harm
- Section 273 aggravated sexual assault
- Section 281 abduction of person under 14
- Section 286.1(1) obtaining sexual services for consideration
- Section 286.1(2) obtaining sexual services for consideration from an individual under the age of 18

COLLECTION OF PERSONAL INFORMATION

Please be assured that Building Blocks Montessori Inc. only collects information required to provide care for your child. All children's files are kept in storage cabinets in the office. Children's individual files are retained for 3 years from the date the child is discharged. All files are discarded once the 3 year period is over.

SECURITY SYSTEM

For the safety of all the children and staff we have a security "Pin Code Access" system on the doorways at the main entrances. The parent pin code is operational between the hours of 7:00am – 6:00pm ONLY. Should your pin code not work BETWEEN these hours, please speak to the office. Please DO NOT request access to the building outside of these hours. If you arrive past 6:00pm, the pin code will not work. Please ring the doorbell and a staff member will grant you access. Staff will NOT grant access to the building prior to 7:00am. Please DO NOT attempt to access the school from any of the other external doors as these are FIRE/EMERGENCY EXITS. The educators WILL NOT unlock/open these doors to grant access but rather they will direct you to the appropriate/closest entrance to the school. We ask that you please be conscious of who is around you when you are entering/exiting the school, and grant access to ONLY those that you are familiar with.
A key code is provided at the time of registration. Please do not pass your code on to anyone unless they are regularly picking up your child. If you forget your code, or it is not working, please ring the doorbell and an educator will open the door for you. Pin codes grant access to the school during the hours of 7:00am – 6:00 pm only. All codes will be activated on your child's first day of school and deactivated at the end of your child's last day of school.

PARENT COMMUNICATIONS

Opportunities for daily communication verbally, written and or through email as well as through Lillio are welcomed and encouraged. We guarantee parent satisfaction and strive to provide systems of communications.

Daily logs are completed for each infant and toddler and shared with parents through Lillio every evening. Details include diaper routines, how they ate/drank, what their overall mood was. Daily logs are sent through Lillio to all infant and toddler parents at the end of the day summarizing your child's day. Details include toileting habits, how they ate and slept and how their day was.

Building Blocks Montessori Inc. recognizes the change in technological communications and understands that texting and emailing is more often an easier and more effective way of communicating. We encourage parents to contact the school either by phone, Lillio or email at any time. We will do our very best to return all messages received promptly. We ask that parents NOT ask staff for their personal cell phone numbers and text them during the day.

Our office door is always open; please feel free to voice opinions and suggestions at any time.

PARENT ISSUES AND CONCERNS

General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As reflected in our program statement, we support positive and responsive interactions among the children, parents/guardians, Building Blocks Montessori Inc. staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Building Blocks Montessori Inc. and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two (2) business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial, and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students, and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or owner/operator.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*, R.S.O. 1990, c. C.11.

For more information, visit
http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or supervisor and/or owner/operator in responding to issue/concern:
Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly or - the supervisor.	- Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/guardian within five (5) business days. Document the issues/concerns in detail. Documentation should include: - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the
General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - the supervisor.	

Staff- Educator, Supervisor, and/or Owner/Operator	Raise the issue or concern to - the individual directly or - the supervisor or - the owner/operator All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	parent/guardian regarding next steps or referral. Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within two (2) business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
Student- / Volunteer-Related	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - the supervisor. All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	

I Need To	Who To Contact	Contact Information
• **Report an absence** • **Make alternate pick up arrangements** • **Provide information about my child** • **Leave a message for the supervisor** • **Leave a message for the owner/operator**	**Classroom educator and/or Supervisor**	**BRONTE LOCATION** **Phone: 905-693-9620** **Email:** bbmp.bronte@gmail.com **FOURTH LINE LOCATION** **Phone: 905-636-9600** **Email:** buildingblockschool@gmail.com
• **Make arrangements about my child's diet**	**Cook, classroom educator and supervisor**	**BRONTE LOCATION** **Phone: 905-693-9620** **Email:** bbmp.bronte@gmail.com **FOURTH LINE LOCATION** **Phone: 905-636-9600** **Email:** buildingblockschool@gmail.com
• **Get assistance for registration/program changes** • **Ask about billing or Building Blocks Montessori and Preschool programs available** • **Ask about available subsidies**	**Supervisor**	**BRONTE LOCATION** **Phone: 905-693-9620** **Email:** bbmp.bronte@gmail.com **FOURTH LINE LOCATION** **Phone: 905-636-9600** **Email:** buildingblockschool@gmail.com
• **Make payment/payment arrangements** • **Make subsidy arrangements**	**Supervisor**	**BRONTE LOCATION** **Phone: 905-693-9620** **Email:** bbmp.bronte@gmail.com **FOURTH LINE LOCATION** **Phone: 905-636-9600** **Email:** buildingblockschool@gmail.com
• **Ask about Building Blocks Montessori and Preschool policies and procedures** • **Ask about program operations** • **Ask about volunteering**	**Supervisor**	**BRONTE LOCATION** **Phone: 905-693-9620** **Email:** bbmp.bronte@gmail.com **FOURTH LINE LOCATION** **Phone: 905-636-9600** **Email:** buildingblockschool@gmail.com

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Owner/Operator. Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

SUNSCREEN

We all want to protect our children's sensitive skin from the sun. This is why we ask that you apply sunscreen to your child before you come into school in the morning. Also please provide a sunscreen of your choice to be kept on the premises to us early spring (usually requested when temperatures begin to change) so that we can apply it before we go outside. At the beginning of the season when the weather starts to change after winter, the educators will ask for a bottle of sunscreen to be brought in (store bought; homemade will not be accepted). The sunscreen policy sign off in your registration package MUST be signed granting permission for the specific sunscreen to be applied to your child. All sunscreen bottles will be returned to you at the end of the season.

Please note the following MUST be clearly visible on the sunscreen bottle or it will not be accepted:

Child's first and last name
Name of sunscreen
SPF
Expiry Date
Applications instructions

PARENT VOLUNTEERS, STUDENT TEACHERS AND VOLUNTEERS

Building Blocks Montessori Inc. welcomes the opportunity for Volunteers and or Student Teachers from various high schools, colleges and universities within the community to come in to the school to complete the field placement/co-op components of their program. The following guidelines have been established to help support the well-being and safety of all children at the school, and to provide direction to the Teaching staff regarding the supervision of volunteers and placement students in the school.

At Building Blocks Montessori Inc.:

- No child is supervised by a person under 18 years of age
- Only employees will have direct unsupervised (i.e. when the adult is alone with a child) access to the children.
- Only employees will be counted in the staffing ratios.

The following WILL NOT be permitted:

- Direct unsupervised access (i.e. when the adult is alone with a child) is not permitted for persons who are not employees of the school.
- Placement and Co-op students may not be counted in the staffing ratios at any time.
- Volunteers may not be counted in staffing ratios at any time.

Every Student Teacher and Volunteer prior to starting will complete the following:

- A Police Check including the Vulnerable Sector must be completed. An Offence Declaration must be signed yearly and a new Police Check including a Vulnerable Sector Screening is completed every five (5) years. Please note it is mandatory that the original be provided and preferred that it be kept at the school on file, however a copy can be made by the Supervisor and will be "certified" by said supervisor with the date and time the copy has been made.
- Up to date immunization record as required by the local Medical Officer of Health and outlined in Section 62 of the CCEYA which will reflect the following:
    - Measles, Mumps and Rubella (MMR) immunization
    - Tetanus Diphtheria (TD) within the last 10 years
    - A 1-step Tuberculosis (TB) test within the last 6 months
- In addition, every student teacher and volunteer MUST read the following policies before the first day of work and annually thereafter if applicable:
    - Serious Occurrence Policy
    - Anaphylaxis Policy – review any Action Plans for children with anaphylaxis allergies

The school supervisor/designate is responsible for reviewing the above with all student teachers and volunteers prior to their first day of work in addition to completing the Student Teacher and Volunteer Orientation.
While in attendance at Building Blocks Montessori Inc. all Student Teachers and Volunteers will report directly to the classroom teachers. The classroom teachers are responsible for reviewing the daily routine and expectations of the specific classroom in which you have been assigned to, as well as completing any evaluations needed.
Failure to comply with Building Blocks Montessori Inc. Policies and Procedures may result in the termination of placement for students and volunteers.

INCLUSION POLICY

As Early Learning Educators, Building Blocks Montessori Inc. believes that every child is unique and that they possess different strengths. We strive to provide a safe environment that is warm, nurturing and loving for all children, their families, and staff. We provide essential learning to encompass and develop different cultures, policies, and practices to include all learners.

At Building Blocks Montessori Inc., we believe that learning, achievements, opinions, and happiness of all our children, parents and staff matters. We make every effort to meet the needs of each individual child and provide support for their families by encouraging and promoting collaborations with community-based programs.
Building Blocks Montessori Inc. believes that success will be achieved through a partnership between the parent, the child, the educators, and any other professionals in the child's life.

Building Blocks Montessori Inc. believes that all children have the right to quality care, and we strive to the best of our ability to provide that quality care and inclusive learning for them to meet their full potential. It is also up to the discretion of the Owner/Operator and Supervisor to decide upon registration if we are able to meet the needs of the child possibly enrolling in our program, by looking at the dynamics of the classroom, other needs in the room and the overall environment to ensure a safe and happy environment.

It is Building Blocks Montessori Inc.'s responsibility to provide an inclusive environment to our children, parents, and staff. As individuals, children, and adults alike all require some form of support.
Educational inclusion relates to all aspects of the learning environment for all individuals no matter their ability, age, gender, ethnic origin, religious belief, impairment, status, sexuality, or social or economic background.
The word "inclusion" includes but is not limited to the following groups:

- Girls and boys, men and women
- All ethnic and faith groups
- Learners with special needs

- "Gifted and talented" learners

PICTURES AND VIDEOS

Building Blocks Montessori Inc. recognizes the importance of preserving memories and documenting milestones through pictures. The teachers may periodically take pictures/videos of the children participating in various routines and activities throughout the day and post them in the classroom or in the school. These are used as a way to show you what your child is doing while at school.

Building Blocks Montessori Inc. hosts several picture days. An outside photography company is contracted to come in to the school on a previously scheduled day and time (parents will be notified in advance) to take individual pictures as well as group class pictures. Should you wish your child not to participate and have their picture taken individually and or as part of the group, please speak with the supervisor.

FIRE DRILLS AND EMERGENCY MANAGEMENT

Fire drills are conducted on a monthly basis in all programs.

In the event of an actual emergency, the school will follow proper evacuation procedures. In the event we are instructed by emergency personnel to evacuate to our Emergency Shelters, parents will be notified as soon as possible to pick up their child.

Our emergency evacuation sites are as follows:

FOR THE BRONTE STREET LOCATION:

John Tonelli Sports Centre
217 Laurier Ave.
Milton, Ontario
L9T 3R5
905-878-2671
905-208-8016

FOR THE FOURTH LINE LOCATION:

Hawthorne Village Public School
850 Bennett Boulevard
Milton, Ontario
905-878-5478

Once at the Emergency Shelter, parents are to be notified by designate to pick up their children immediately.

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

Anti-Harassment, Discrimination and Parent/Guardian Code of Conduct Policy

Policy:
All individuals involved in Building Blocks Montessori Inc. programs have the right to address situations related to harassment, discrimination, and workplace violence. Building Blocks Montessori Inc. does not tolerate discrimination, harassment, and/or violence in any form. Any individual who has been harassed, discriminated against, or had an act of violence committed against them, or who witnesses such behavior, may file a complaint under this policy.

Notwithstanding the complaint procedure as found below, any individual may file a complaint with the Ontario Human Rights Commission.

Definitions:

Harassment is defined by the Ontario Human Rights Code (1981) as a course of comments or conduct consisting of words or actions that disparage or humiliate a person in relation to one of the prohibited ground contained in the OHRC (Ontario Human Rights Code). Building Blocks Montessori Inc. furthers this definition as one, or a serious of upsetting comments or conduct related actions that are unwelcomed/unwanted, offensive, intimidating, hostile, or inappropriate. Examples can be, but are not exclusive to: gestures, remarks, jokes, taunts, innuendoes, display of offence material, threats of any kind, verbal or physical assault, stalking, or anything related to exclusion.

Discrimination is defined as actions or behaviours that result in unfavourable, adverse, or preferential treatment related to the OHRC. Examples can be but are not exclusive to: refusing to work with a staff member based on personal beliefs.

Building Blocks Montessori Inc. prohibits harassment or discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin (including language, dialect, or accent), citizenship, creed, sex, sexual orientation, disability, age, record of offences, marital status, family status, and the receipt of public assistance. These prohibitions are based on those specified in the OHRC.

Harassment may be related to any of the grounds prohibited by the OHRC. It can include comments or conduct by a person which are intimidating, threatening, or abusive and may be accompanied by direct or implied threats to a child's care. Harassment can occur between people of all levels of authority.

Sexual harassment is behaviour in a sexual nature that is unwelcome and offensive to the person or persons it is targeted towards. Examples include but are not limited to: unwanted physical contact, foul language of an offence sexual nature, sexual propositions, sexual jokes/remarks, obscene gestures, etc.

General actions that contribute to the create of a negative environment can also be considered harassment. Conduct or comments towards staff that create and maintain an offensive, hostile, or intimidating climate for child care are unacceptable.

Supervisor, Designate, and/or Owner will ensure:

1. All those who participate at Building Blocks Montessori Inc. are aware of the above policy and procedure.
2. Follow the procedures outlined below.

Complaints Against Parents/Guardians:

If a case arises against a parent/guardian, the complainant should follow the standard complaints policy and procedure outlined in our parent handbook and staff policy handbook. All clients of Building Blocks Montessori Inc. are to be held in the same standard of conduct. Any inappropriate behaviour of any kind towards staff will result in immediate intervention by the organization, up to and including removal of the family from receiving child care within the organization.

Building Blocks Montessori Inc. encourages all complaints and/or witnesses to keep written records of incidents including dates, description, names, attempts to deal with the issue, frequency of harassment, outcomes, and any further information.

After the investigations process has been completed and if it has been determined that the parent/guardian has committed an act or multiple acts of harassment/discrimination, Building Blocks Montessori Inc. has the right to suspend or terminate child care service without notice, especially if the parent/guardian behavior is deemed dangerous, threatening, or places the safety of the children staff, or other adults at risk.

The owner will determine whether or not a request for termination or suspension of child care services will be granted based on the investigations process.

Any suspensions of child care services will be communicated to the parent/guardian via a letter in person or email.

Incident Procedure

The following steps should be followed in any complaints process:

1. Inform the alleged offender: All incidents of offensive behavior, harassment, workplace violence, or discrimination must be brought to the attention of the alleged offender by the complainant, a witness, and/or an advocate as soon as possible, via writing. The alleged offender should be given an opportunity to stop the alleged behavior and provided with another copy of the above policy. If behavior continues, the complainant and/or witness may move to the next step.
2. File the complaint: The staff member, student, volunteer can make a complaint to their direct supervisor. Should the complaint include the supervisor, the individual will submit the complaint to the owner/operator. All complaints are to be made via letter/email.

   The personal receiving the complaint will review and investigate and inform the supervisor/designate/owner/operator of their findings within 5 business days. All incidents are considered serious until proven otherwise and should be given priority to be dealt with as soon as possible.

3. Resolution: This may include a written record of the complaint, a written apology, a verbal reprimand and/or reminder of policies, recommended training or counselling, opportunities of growth/change, or immediate suspension/termination of child care

Building Blocks Montessori Inc. will keep records of all complaints and the resolution reached in each case. These records will be kept confidential, except where required to be disclosed by law. These records may also be referred to where a subsequent complaint is received that involves one or more of the same parties.

As a parent/guardian, by signing off on the policy in the registration package, I agree to the following:

1) Always showing respect for the educator(s) and to any other adult in authority in front of my child, regardless of what I may think of their actions or say to them in private. Whether speaking in public or private, I shall speak in a respectful manner.

2) Always speak respectfully and with kindness and courtesy to other parents in front of students
3) Understanding that swearing, name calling, any inappropriate behaviour as outlined in the above policy, or conduct that is injurious to the moral tone of the centre is not tolerated and will be dealt with immediately by the organization
4) Lack of parental support for the program goals, values, regulations, behavior that creates a potential safety hazard to staff and/or children, and lack of respect for the multicultural makeup of the staff, children, and/or families may result in immediate termination without notice, via writing, while following our complaints procedure.

WELCOME TO BUILDING BLOCKS MONTESSORI AND PRESCHOOL!

THANK YOU FOR CHOOSING BUILDING BLOCKS MONTESSORI AND PRESCHOOL. WE LOOK FORWARD TO BUILDING A LASTING RELATIONSHIP WITH YOU AND YOUR CHILD.

NOTES/QUESTIONS:

The responsibility of the day-to-day implementation of the policy lies with Building Blocks Montessori and Preschool Senior Management. Building Blocks Montessori and Preschool promotes and educates their staff through orientation programs that clearly outline the policies and provides regular ongoing training and access to updates of any policy.

PLEASE SIGN THE ACKNOWLEDGEMENT FORMS CONTAINED IN THE REGISTRATION PACKAGE AND RETURN THEM TO SCHOOL ALONG WITH YOUR REGISTRATION FORMS.

Updated July 2026