



Kiran's Montessori Preschool

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kiransmontessoripreschool.com

General School Policy

Arrivals and Departures

Arrival and Departure times are a busy part of the day with parents and children at the door. Always say goodbye to your child, never sneak out, but do try to make your goodbye brief (a few minutes at best). The longer you take to say goodbye the harder it is for your child.

Pick up time can be hectic too. If other parents are present and you wish to discuss an important issue with me, please let me know and we will arrange to talk at a "quieter" time. Please do not allow your child to run outside to your car while you are still inside.

Please refrain from having long conversations with other parents or students during pickup and drop off time. Children in the classroom tend to get distracted, and we will be working on extending our focus.

Ring the bell even if another parent is at the door for the safety of other children in my care I have to ensure that it's a designated pick up person at the door.

Behavior Management

My philosophy in life is to treat children with respect and dignity at all times. My job is to ensure that your child enjoys and makes the most of his or her day at Kiran's Montessori Preschool.

Children are just beginning to learn how to interact with the world beyond home. The tools I use in supporting good behavior management are praise, respect, positive redirection, active listening, and fair consequences for behavior. Appropriate limit setting, positive reinforcement, and consistency go a long way in helping to give children a good start in learning to manage their behavior.

I encourage children to solve problems themselves, (aka peace table) but am ready to assist if necessary by providing possible words, phrases, or other appropriate conflict solving tools.

The rule of thumb at Kiran's Montessori is "Treat yourself, others, and the things around you with respect". If a child is a threat to others or the property around them, or previous warnings given, I will briefly discuss the behavior in short sentences the child will understand. Children will never be punished if they have an accident (spills, bathroom accidents etc), only encouraged to help clean up. There will NEVER be any form of spanking or hitting used.

If a child exhibits serious behavior issues, I will discuss the situation privately with parents. (Biting, swearing, kicking etc.) If there is no noticeable change in the child's behavior and the other children or I are in physical danger then the child will no longer be able to attend preschool..

Meals and Snacks

Kiran's Montessori preschool provides Breakfast, a healthy lunch and one snack every day. Meals and snacks are a daily opportunity for us to sit down together, eat, and socialize. Children are encouraged but never forced to eat.

I will do my best to incorporate some of your child's favorite foods in our meal plans. Please make sure that you include some of these items on the child profile/information sheet. It is also important that you provide updated information on anything your child has or has not had in terms of food. If any allergies develop, please tell me right away.

Supplies and Equipment

Parents are responsible for supplying:

- Extra change of clothing appropriate to season
- Diapers or pull-ups for potty trainers
- wipes
- Child's own diaper changing pad
- Suitable outdoor clothing for the season
- Sunhat, Bathing suit,, towel, and sunscreen (summer)
- Crib sheet for the nap mattress and a toddler nap mat.
- I will provide a personal storage bin for your child's belongings
- Extra pair of shoes for backyard use. Shoes to be closed in the front and back and have a good grip.

I encourage sensory play and creativity which means that sometimes your child will get messy. Please ensure that your child comes to preschool dressed ready to play. We also will be outside for a period of time every day weather permitting. Please ensure that you provide appropriate outerwear for the season.

Illness

The health policy is for the health and well-being of all the children at Kiran's Montessori Preschool and enables me to provide the best possible environment for your child.

Parents must keep a child at home if he or she has a contagious illness and/or is displaying symptoms that would inhibit him or her from participating in the program. Payment is still required, even if your child is absent due to illness. Please call the preschool before 7:00 the morning of or if possible the night before to tell me your child will not be coming in. Please leave a message on voicemail if I cannot get to the phone. The main illnesses are:

- fever (100 F or higher)
- vomiting
- diarrhea
- discharge from eyes and or ears
- head lice
- conjunctivitis (pink eye)
- unexplained rash
- coughing until vomiting
- child obviously unwell (excessive crying , whining or other behavior that inhibits your child from participating in program)
- Contagious illness of any sort,

I will not accept a child for care if any of these symptoms/illnesses have present within the last 24 hours. If a child displays any of these symptoms while in my care, I will contact parents for immediate pick up. Your child may return 24 hours after the temperature has returned to normal vomiting/diarrhea has stopped or 24 hours after the first dose of an antibiotic. Your child may return after the incubation/contagious period is over and he or she is well enough to carry on with the daily schedule. Your child is welcome to attend preschool if he/she has a mild cold and is able to participate.

Please do not administer Tylenol or other over the counter medications before drop off as it may mask symptoms of something more serious or contagious.

To help eliminate the spread of germs, regular material washing and disinfecting will take place. If there has been a child with an illness, I will wash the materials on a more regular basis.

Children will wash hands after toileting, at meals and snacks. I will wash my hands after diapering, at meal prep, and at meals and snacks.

I do my best to keep myself and my family healthy and germ free but there may be a time when I am too sick to keep the preschool open or my child is too sick to expose to other children, I will let parents know as soon as possible so you can make alternate arrangements for your child. I will try to call the night before, but sometimes this is not possible. If I wake up sick, I will call parents between 6:30- 7:00 the morning of. . If I fall seriously ill during the course of the day, I will notify parents for immediate pick up of your child. It will be your responsibility to find alternate care for your child. I strongly recommend that you have a backup provider lined up for the times that I am closed due to illness or emergency.

Emergencies

I make every effort to provide the children with a safe environment through supervision and childproofing. However, minor bumps, scrapes and cuts are inevitable. In the case that something should happen, the appropriate first aid will be given and accident forms will be filled out and signed. All Lead teachers at Kiran's Montessori Preschool have current First Aid and CPR Training. If a major injury or medical problem occurs, the parents will be contacted immediately. If I am unable to contact either parent, I will call the emergency contact numbers supplied to me. If necessary I will not hesitate to call 911 or the poison control centre, prior to calling the parents. If necessary the injured or ill child will be transported to the hospital by ambulance at the parent's expense. All parents are responsible for completing the child's Health Form and Consent for Emergency Treatment and Transportation. These forms must be returned signed to me prior to the child starting at Kiran's Montessori Preschool.

I have a written fire evacuation plan and regular fire drills are practiced with the children. Emergency numbers are posted at telephone locations and there are First Aid kits ready in the house and backyard.

Toys from Home

Kiran's Montessori Preschool provides a wide variety of books, games and Montessori Materials. I ask that children and parents leave toys from home at home. This ensures that your child's toys don't get lost or forgotten. This also reduces any problems regarding sharing a special item. We have show and tell on Friday's when you child can bring a toy to school and show it to their friends.

If your child has a special blanket or stuffed animal that he or she likes to sleep with or uses for comforting reasons, then your child is welcome to bring his/her special item. Just make sure that the stuffed toy is small enough to fit in their cubby.

Nap Time

There will be a nap/quiet time each day after lunch. All children must nap, read, or play quietly during this period. I will provide the mattress and I expect parents to bring in a crib sheet and a toddler nap mat.

Cleanliness and Hygiene

I do my best to maintain cleanliness. Children's hands are washed before and after meals and toileting. I wash my hands frequently. Materials and equipment are washed and disinfected on a regular basis

Toilet Training

I ask parents to start the training at home (on vacation or weekend) and we will continue your process once you inform us that your child has remained dry though a whole week. I like to follow the parent's lead so there is less confusion for your child. When your child is ready to start toilet training I ask that parents provide plenty of pull ups and changes of clothing. I have a child sized toilet seat. All wet clothing must be taken home by the parents and replaced the following day

Toilet Learning will be as per the Daily Schedule. At Potty Time/Diaper Check times, all children that can walk will be encouraged to sit on the potty or toilet. If they are successful, they will be praised, but rewards will not be given. All other times, children will be assisted (if needed) and/or allowed to use the toilet whenever they need to. As well, dirty diapers will be changed as needed. When your child is toilet training, please dress them in a Pull-Up or training pants.

Releasing Child from Care

The normal procedure for release of a child is to let them go with the parent or guardian. **I will not release a child to anyone besides a parent or guardian unless I have been notified of a change.** A verbal notice is fine on the day, if the person is on the list of people who are authorized to pick up your child. If the person is not on your list, I must have written permission to release your child. If I do not know the person I will ask for photo identification. This procedure is done for your child's protection. Please inform your emergency contacts and designated pick-up people so that they will not be surprised or offended.

Early drop off/Late Pick up

Any early drop off or late pickup will incur

- \$3/ minute for the first 5 minutes(3*5 =\$15)
- \$5/ minute after the first 5 minutes of being late.

Friday

Bedding goes home every Friday and clean linens back on Monday. Please make sure you clean out your child's cubby, and their backpack every Friday.

Child's folder should be cleaned out every day. It's a great way to know part of what your child has been learning at school and a great conversation starter while going home.

Tuition

Invoices are sent out through PayPal on the last day of the previous month and are due on the 1st of the next month. Please pay by the 5th of the month to avoid late charges of \$5 for each day after the 5th.

Tuition payments to be made either by check, bank transfer, or cash. Payment through Paypal will incur a 2.9% fee.

Holidays/Vacation

Please refer to the Holiday schedule which you should have received during the school tour.

- If your child is sick and has to stay home you do not get a discount for that day.
- Tuition is not discounted if your child is on vacation. If you are going on a vacation for a month or over I ask you to pay 80% of the tuition amount to hold the spot or you may withdraw from the program and check back for an open spot after you are back from vacation.

Start date adjustments-

- If your start date is between the 1st and the 15th of the month you will be paying the tuition for the entire month.
- If your start date is after the 15th of the month the tuition will be pro-rated for the weeks attended and not days.

Withdrawl from the program-

- I ask for a month's notice if you are withdrawing your child from the program. If the notice is a short notice you will be expected to pay for the remainder of the weeks.