

# **Welcome to**

## **Mountain Nursery School!**

At Mountain Nursery School, we understand that the early, formative years are very important in your child's life. A well-balanced program of learning through play will give your child a better start for when he/she enters school.

At Mountain Nursery School, we are dedicated to providing every opportunity for a child to explore, inquire, and interact with the world around them.

We believe that fostering creativity, critical thinking, communication, and problem solving skills in our children will set a great foundation for future success in school and later adult life. Our curriculum will follow "ELECT" (Early Learning for Every Child Today).

At Mountain Nursery School, we believe that our program is organized, planned and implemented around four foundations that we believe ensure optimal learning and development: Belonging,

Engagement, Expression, and Well Being. These foundations will apply regardless of age, ability, culture, economic circumstances, language, and religion.

We will provide an environment and experiences that will engage children in active, creative, and meaningful play and inquiry.

Our caring staff will assist children in finding new ways to achieve their goals rather than reprimanding them for undesirable behavior.

In a positive way, the staff will help children to enhance their self-regulating ability and help them to deal with stressors and recover from dramatic events.

At Mountain Nursery School, **our staff will never, under any circumstances:**

**a.) use corporal punishment**

**b.) use harsh and degrading disciplinary measures**

**c.) deprive child of basic needs such as food, shelter, clothing or bedding**

**d.) punish or reprimand child for refusing to eat or drink**

**e.) punish or reprimand child for not participating in activities.**

**1. Licensing**

Mountain Nursery School is licensed by the Ministry of Education, Early Learning Division. Provincial Government standards are established to ensure that all our programs provide a safe, healthy and stimulating environment with quality care for the children they serve.

We are inspected annually to confirm compliance with the Child Care and Early Years Act.

The License and Licensing Summary Chart will always be posted near the main entrance.

**2. Programs**

The Toddler Program – provides full day care for children 14 months – 30 months

The Preschool Program – provides full day care for children 2.5 years to 4 years

We Offer 3 Options:

Option I – Full Time – 5 full days a week

Option II – Part Time – 3 full days a week

Option III – Part Time – 2 full days a week

**3. Days and Hours of Operation**

The Nursery School is Open:

Monday to Friday ..... 7:45 a.m. – 5:30 p.m.

However, we recommend that a child stays no longer than 8.5 hours. Should this policy be a problem, please talk to the supervisor.

The time of arrival and departure of a child will be recorded by the duty teacher.

It is important that all the children are at the nursery school by 9:30 a.m.

#### 4. Program Goals

- \* To provide a safe, secure and stimulating environment
- \* To encourage each child to reach his/her potential in physical, intellectual, social, emotional, language and creative areas of development
- \* To offer support for all families involved with the nursery school
- \* To involve community partners

#### 5. Community Partners Policy

Mountain Nursery School has been providing services for our community since 1998. Over time, we have noticed that engaging other community agencies will enhance our program. Mountain Nursery School will make every effort to organize special events and invite various community partners to visit our center and share their experiences with us.

Mountain Nursery School is dedicated to working with community agencies and will regularly seek their input.

#### 6. Parent Engagement and Off Premises Activities

Parents are welcome to visit our program at any time to observe and talk with the staff and program supervisor.

Parents are also encouraged to participate in various activities during operational hours of our center.

Suggestions from parents will be considered when planning children's activities.

Parents will be invited and asked to volunteer during special events (ex. Summer picnic parties, Halloween parties, Christmas parties etc.)

Mountain Nursery School does not offer trips. However, our oversized backyard allows to organize many special events for children on premises. Throughout the year, we invite entertainers and community partners to organize a variety of special events. During those events, parents are welcome to participate and/or volunteer.

## 7. Staff

Mountain Nursery School staff are fully qualified and experienced in the field of Early Childhood Education. Our teachers have been selected for their qualities of warmth, energy and their ability to relate positively with the children and adults.

Under the Child Care and Early Years Act, all staff must provide proof of freedom from communicable disease and an updated immunization record.

All staff including volunteers and students must provide updated criminal reference checks that will include vulnerable sector screening.

### Staff Ratios:

Toddlers (14 months – 30 months) – 1 Teacher per every 5 children

Preschoolers (2.5 years -4y) – 1 Teacher per every 8 children

## 8. Student/Volunteer/Supervision Policy

At Mountain Nursery School, no child is supervised by any person under 18 years of age.

Only employees will have direct unsupervised access to children.

Volunteers and students will not be counted in the staffing ratios and will be only working with children under supervision of E.C.E staff.

All students and volunteers will have to review Mountain Nursery School policies annually.

At Mountain Nursery School, there will be a designated staff member to orient and mentor students and volunteers.

Prior to accepting a volunteer/student, there will be an interview.

All volunteers/students will be required to provide us with a criminal reference check.

We reserve the right to dismiss a student/volunteer if they display unacceptable behaviour with staff, parents, and children.

## 9. Registration

Parents and children are invited to come in and observe the activities at our nursery school. Simply call ahead and notify the supervisor of your arrival time so a personal tour can be arranged. Following that, a play visit will be scheduled.

Upon agreement to register your child, Enrolment Forms must be completed and returned along with an Immunization Record and a One Week Fee that will be used towards the first week of childcare. This is NOT refundable.

Mountain Nursery School reserves a right to amend/adjust the number of spaces offered to subsidized families under special circumstances.

#### 10. Waitlist Policy

Mountain Nursery School does not maintain waitlist. We offer our services on a first come/first served basis. However, when a full enrolment has been reached, a waitlist will be formed.

1. No fee will be charged to place a child on the waitlist.
2. Parents' and child's information will be collected.
3. In order to maintain confidentiality, each waitlisted family will be given a number and a corresponding numbered file in which their information will be kept confidential.
4. The waitlist containing the number only will be available to a party involved at any time. During this time, the family's information will be kept confidential in the file.

Children will be removed from waitlist if:

1. The parent or guardian requests it.
2. The child becomes too old to attend our center.
3. The client is unreachable.

#### 11. Fees

The supervisor will inform each family at the time of enrolment of the fees to be paid.

Fees are paid by weekly post-dated cheques. A series of 12 Post-dated cheques (covering 12 one week blocks of contracted care) or 6 post-dated cheques (covering 6 two week blocks of contracted care) will be submitted to the supervisor prior to enrolment.

We must receive your post-dated cheques 3 days prior to each new period.

Please make cheques out to: Mountain Nursery School.

Cheques that are not used (ie. Termination) will be returned to you.

The following procedure will be followed in the event that a family fails to make their fee payments:

- \* If a family is one week behind in their fees, the supervisor will give a reminder

to the family to pay the fees.

- \* If a family is two weeks behind, the child's place will be offered to another family.

## 12. Delivery and Collection of Children

Always bring your child in the appropriate room and make sure that staff are aware of your arrival.

Children must not be left in the foyer without a parent or staff member.

Children will only be released from the nursery school to a person other than the parent/legal guardian with prior written authorization to the nursery school. Proper identification must be shown with an accompanying picture. Please remember, when you come to pick up your child, you are responsible for your child's behaviour.

## 13. Lateness Policy

In the unfortunate circumstances of a child not being collected by 5:30 p.m., the staff will:

- \* Begin to call parents and emergency contacts and will continue to do so until 6:00 p.m. Late charges will be incurred.
- \* If no contact has been made either way (ie. Parents to Staff and Vice versa), Staff will then contact the Children's Aid Society and report the situation who will take control of the situation if necessary.

Parents who pick up their children after the closing time of 5:30 p.m., will be fined at the rate of \$0.50 per minute. Money is to be paid on the spot to the teacher supervising the classroom.

## 14. Absences and Holidays

### **IMPORTANT!**

There will NOT be a reduction of fees for any absences, sick days or vacation taken during the year when the school is open. Also there will NOT be a reduction of fees for statutory holidays.

Mountain Nursery School will be closed the week between Christmas and New Year.  
No Fees will be charged for that week.

#### 15. Centre Closures Due to Inclement Weather

Mountain Nursery School will be closed due to inclement weather if all schools (Public and Separate) are closed. There will be no refund for that day unless the closure remains in effect for more than 2 consecutive days.

#### 16. Nutrition

We Provide:

- \* Morning Snack/Breakfast
- \* Hot, Nutritious Lunch
- \* Afternoon Snack

The Menu is carefully planned by the supervisor and cook according to the Canada Food Guide. The Menu is rotated every four weeks and changes seasonally. During the summer and fall season, we offer a lot of local products.

Mountain Nursery School will make every effort to buy local food.

#### 17. Sleep time Policy

At Mountain Nursery School, we offer a 2 hour rest period for children attending the full day program.

However, we understand that each child may demonstrate a different sleep pattern. We will strive to meet every child's needs in regards to sleeping arrangements.

A parent will be consulted about the child's sleeping routine:

1. At the time of enrollment.
2. Every time a staff member notices any changes in the child's sleeping pattern.
3. At the time of transition to another age group.

Based on information collected and upon a parent's request or if needed, MNS staff will develop an individualized sleep time plan for the child.

At Mountain Nursery School, every child will be assigned an individual cot to sleep on. MNS will also supply sheets and blankets or give an option to parents to bring their own. The staff will be responsible to wash and dry sheets and blankets once a week or more often if needed.

During sleep time, the staff on duty will perform direct visual checks on every child by walking around the room and listening to the child's breathing. The check will be repeated every half hour and findings will be recorded in the SLEEPTIME LOG BOOK.

Any changes in sleeping pattern or concerns will be immediately brought to the supervisor's attention and communicated with the parent via phone call or text message.



The appropriate report will be recorded and kept on the child's file.  
If needed, an individualized plan in regards to sleeping patterns will be created. Daily implementation of the adjustments will be recorded in the child's log book.

#### 18. Clothing and Diapers

Parents are requested to place one set labeled change of clothes in their children's bag(s). Dirty clothes will be sent home with children for washing. Parents are asked not to send their children in "Good" clothes if they worry about them getting dirty. Children are sometimes involved in "Messy" activities.

The nursery school will not provide diapers for children who are still in diapers. Parents are requested to send their children with extra diapers and wipes.

#### 19. Illness and Medication/Anaphylaxis Policy

The well-being of children is the highest priority in the nursery school. Health regulations do not allow sick children to attend child care centers due to the risk of cross-infection. In the event of your child becoming ill while at the nursery school, you will be notified immediately and asked to pick him/her up as soon as possible. Mountain Nursery School will make every effort to separate the sick child from the rest of the group.

If any medication prescribed by a doctor is required when your child is at our nursery school, you are responsible for:

- \* Notifying the staff
- \* Completing and signing authorization form

#### Never Leave Medications in Your Child's Bag!

Special attention will be given to severe allergies including anaphylaxis. An individual plan will be developed for every child with severe allergies which will include all information provided by parents/guardians and doctors. An information will be placed in the child's file and a copy will be posted in the entrance area as well as each classroom and kitchen. Parents will be responsible for training the supervisor and the child's teacher in administering the medication and will sign a consent form to allow staff to administer all medication prescribed by the doctor. The supervisor will train all other staff, students and volunteers. The parents are required to review all information and plan every six months or more often if changes occur.

**Mountain Nursery School is a peanut-free environment. Do not send any snacks or treats to school that have peanut ingredients or peanut traced ingredients.**

## 20. Serious Occurrence Policy

Any accident will be recorded. A copy of the accident report will be provided to the parents/guardians.

If it is a serious occurrence (death, missing child, injury, any accident that requires medical attention, abuse, disaster on premises), the following procedure must be followed:

1. Parents must be notified immediately
2. Accident report must be completed
3. The Supervisor/Operator will take action
4. The Supervisor/Operator will
  - submit a Serious Occurrence Initial Report to the Ministry
  - within 24 hours, complete a Serious Occurrence Notification Form to communicate information to parents in regards to the serious occurrences that have happened at their childcare center.
5. Mountain Nursery School will complete Serious Occurrence Notification Form and post it on the bulletin board next to the main entrance. This form will be posted near the license and licensing summary chart. This form will be posted for a minimum of 10 business days. If necessary, it will be updated and posted for 10 days.

This form will be kept on file for at least 3 years and it will be available to parents. Licensing and Municipal Children's Services Staff will also be available upon request.

6. An annual summary of serious occurrences will be filed every year by December 31<sup>st</sup> and kept on site for authorities to review.

## 21. Publication and Communication

The nursery school has its own booklet of policies and procedures.

A newsletter is produced at least once a term. It contains a lot of nursery school news and general information. Please read all the notes and newsletters carefully. This is the only way we can make sure you are all kept informed. We also encourage you to read "Daily Routine Chart". It contains information about your child's day. It is kept in your child's room.

General child care information are usually posted on the notice board in the front entrance.

If you have a concern about the care of your child, speak directly to your child's teacher. If you are not satisfied, then speak to the supervisor. If your concern is about the school or its operation, the supervisor should be your first contact.

## 22. Harassment Policy

Mountain Nursery School is dedicated to providing a safe environment for all our students, parents/legal guardians, and staff. In case of disrespectful, violent or threatening behaviour by either child, parent or caregiver where safety or wellbeing of other children or staff are at risk, we reserve the right to refuse our services to said clients.

In the case that a decision will be made to refuse services to the clients, every effort will be made to give the clients reasonable notice to find alternative care.

## 23. Unusual Situations

Although we are dedicated to meet the needs of every family, there may be unusual situations when group needs have to be chosen over individual needs. Therefore, Mountain Nursery School reserves the right to request that a child be removed from the school either on temporary or permanent basis if the child consistently exhibits behaviour that is disrespectful, unsafe or destructive to him/herself or others.

### Mountain Nursery School

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