



**MONTESSORI**

**SCHOOL: 604.496.5115**  
**OPERATIONS: 604-787-8604**

**EARLY LEARNING PROGRAM ❖ DAYCARE ❖**  
**BEFORE/AFTER SCHOOL CARE**

[info@gcamontessori.ca](mailto:info@gcamontessori.ca)  
[www.gcamontessori.ca](http://www.gcamontessori.ca)

**MANAGER:** Roshan Anthonisz, ECE, AMI

**LICENSEE:** GCA Education Services Inc. (CHRISTINA PASARIBU-PURNOMO, BA. MA)


# **GCA MONTESSORI**

## **POLICY HANDBOOK**

(2023/2024)

**THIS POLICY HANDBOOK IS PROVIDED TO OUR  
PARENT/GUARDIAN(S) IN CASE OF QUESTIONS AND/OR  
CONCERNS REGARDING  
GCA MONTESSORI AS THE CHILD CARE PROVIDER.**

**GCAPH 2023**

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In order to provide the very best education your child deserves, your comments, recommendations and/or suggestions regarding child care services are welcome at all times.

To do so, please contact Christina at [info@gcamontessori.ca](mailto:info@gcamontessori.ca) or Roshan Anthonisz at [roshi@gcamontessori.ca](mailto:roshi@gcamontessori.ca)

Our commitment is to the inclusion of all families regardless of race, culture, background, language, family composition, socioeconomic, beliefs or ability.

In the Words of the Child:

“I hear and I forget,  
I see and I remember,  
I do and I understand.”  
– ***Maria Montessori***  
**1879 -1952**



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# 1 WELCOME TO OUR SCHOOL

*We are very fortunate to do what we love most: guiding children to discover, explore, investigate and learn at their own pace. GCA Montessori program is designed and dedicated to “the nurturing of independence, curiosity and grace in its students”.*

## 1.1 Company Profile & Introduction

**GCA Montessori**, or **GCA**, is pleased to continue serving our Parent/Guardians’ needs and providing extended child care services.

**GCA** stands for **Growing in Character and Academics** as our mission for each child entrusted in our care here at GCA Montessori. The facility is managed by GCA Education Services Inc. a private interest. It is in our best interest to provide a developmentally appropriate and safe environment for school-aged children. We believe that children are the future of this country. Contributing to the social, emotional, physical and intellectual development of children, no matter where they are, is crucial to building a strong country.

**GCA** holds a valid license from **Fraser Health Authority** for operating a Child Care facility and is in compliance with required Licensing Requirements, including but not limited to proper facility and liability insurance.

## 1.2 The Purpose of Early Childhood and Montessori Education

Dr. Maria Montessori believed that no human being is educated by another person. They must do it themselves or it will never be done. A truly educated individual continues learning long after the hours and years they spend in the classroom because they are motivated from within by a natural curiosity and love for knowledge. Dr. Montessori felt that the goal of early childhood education should not be to fill the child with facts from pre-selected courses of studies, but rather, to cultivate their own natural desire to learn.

# 2 PRIMARY CURRICULUM FOR INFANT-5 YEAR OLDS

- **A Prepared Environment:** uses concrete, hands-on materials. Experiencing these materials enables the child to progress toward the understanding of abstract concepts. (*“The brain retains 70% of what it experiences and only 30% of what it sees and hears.”*)



- **Practical Life:** entails the skills of daily living, where the children learn to take care of themselves, each other and their environment. These activities develop concentration and coordination.
- **Sensorial Activities:** provide specific opportunities for exploration which refine the senses.
- **Language Materials:** foster spoken, reading and writing skills.
- **Mathematical Materials:** offer an exciting, concrete experience of number concepts and operations.
- **Cultural Subjects:** which include biology, science, geography, history, art, music and dance are a broadly based and integrated part of the curriculum.

### 3 GCA ENROLMENT GUIDELINES BY AGE GROUP

**GCA** maintains its enrolment guidelines in accordance to the Ministry of Children – Child Care Development Guidelines 2011/12, whereas preliminary conditions to enroll a child to **GCA**, who are reaching the following milestones:

#### 10 – 30-month-old child

- able to grab with his fingers
- able to sit without help
- better eye-hand coordination
- respond to simple verbal requests – shaking the head or waving goodbye
- imitating

#### 30 – 36-month-old child

- pretends to take different roles
- watches other children at play and occasionally joins in for a few minutes
- jumps with two feet together from a bottom step
- balances on one foot for a moment
- turns pages of a picture book – one page at a time
- speaks using a minimum of 2 to 3 words per sentence
- begins to use pronouns (e.g. he, she, they)
- correctly sings some nursery rhymes
- answer “what” “where” and “yes/no” questions
- names most body parts
- understands the use of simple objects



### 3 – 4-year-old child

- walks alone upstairs, alternating left and right feet
- walks forwards, backwards and sideways
- stands and walks on tiptoes
- rides a tricycle, using pedals
- may show a hand preference (uses one hand more than the other)
- is able to make a cut in paper with scissors
- is able to thread large beads onto a shoelace
- speaks in sentences using words such as “and” and “but”
- uses questions for getting information and making contact with others. Ask who, what, where, and why
- enjoys stories, rhymes and poetry
- engages in make-believe play such as playing house or acting out the roles of mommy and daddy
- plays with other children
- play simple group games such as “Ring Around the Rosy”
- likes to help adults in household activities
- is starting to understand sharing
- may show fear of imaginary dangers or fear of the dark

### 4 – 5-year-old child

- can carry out simple two-step directions (e.g. “get the ball and throw it to the dog”)
- tells simple stories
- has speech almost 100% understandable
- speaks in sentences (may contain some grammatical errors)
- walks alone up and down stairs one foot on each step
- balances on one foot for at least three seconds
- stands with feet together and eyes closed without falling
- walks along a line on the floor with both feet on the line
- can catch a large ball with two hands
- uses scissors well
- is able to thread small beads on a shoelace
- draws a simple person with three parts
- can copy vertical and horizontal lines as well as O and +
- learns to use buttons
- is more independent and strong-willed
- shows a sense of humour in talk and activities
- favour make-believe play and dressing-up

- likes to build with materials when out-of-doors
- shows concern or sympathy for younger siblings or playmates in distress
- will help another child when asked by an adult
- asks others to play and can start conversations with other children
- eats well with fork and spoon
- draws people and objects

## 5-year-old child

- uses words to describe objects and people (e.g. “pretty baby)
- follows three-step directions
- has adult-like grammar
- may have errors with certain sounds (e.g. “r” “ch” “sh” “L” “th”) and may lisp on “s”
- understands the meaning of “first”, “last”, “whole”, “empty”, “half,” “more”, “near”, “behind”, “far”, etc.
- walks easily on a narrow line
- balances easily on one foot
- catches a tennis ball with one hand
- runs with arms swinging opposite to legs
- easily imitates body postures
- uses preferred hand when using a tool, and uses good coordination of both hands when needed
- cuts out shapes with accuracy
- can print a few recognizable letters without a model
- chooses their own friends
- co-operates with playmates most of the time and understands rules and fair play
- comforts playmates in distress
- will greet others with “hello” and say “goodbye” when leaving
- draws a recognizable person with a head, chest, legs, arms and facial features
- draws and undresses alone
- is tender and protective towards young children and pets

The above guidelines, subject to prior review, parent/guardian consent and/if required, Exemption Application and subsequent approval from Regional Health Licensing, may be exempted.



## 4 GCA ENROLMENT GUIDELINES FOR CHILDREN WHO REQUIRE ADDITIONAL SUPPORT

If you have concerns about your child's development, please see your family doctor who may refer you to BCAAN for a diagnostic assessment.

If you think your child may have Autism Spectrum Disorder (ASD), please read through the list of possible signs of ASD ***used by the Ministry of Child Development of BC as Early Indicators of Autism Spectrum Disorder***

Your child does not need to demonstrate all of the indicated behaviours in order to be referred for an assessment. Please note that these characteristics may also be indicators of other conditions.

Possible early signs of ASD (adapted from First Signs\* and Autism Speaks\*\*):

### 4.1 Impairment in Social Interaction

- Lack of appropriate eye gaze
- No big smiles or other warm, joyful expressions by six months or thereafter
- Lack of sharing interest or enjoyment
- Lack of response to name
- Impairment in Communication
- No back-and-forth sharing of sounds, smiles or other facial expressions by nine months
- Lack of showing gestures such as pointing, showing, reaching or waving by 12 months
- Lack of coordination of non-verbal communication
- No babbling by 12 months
- Unusual prosody (little variation in pitch, odd intonation, irregular rhythm, unusual voice quality)

### 4.2 Repetitive Behaviours & Restricted Interests

- Repetitive movements with objects
- Repetitive movements or posturing of the body, arms, hands or fingers

**Upon enrolment, you might need to take the following steps:**

- 1) to register to request support,
- 2) to get the Center Referral to give consent to conduct an assessment for your child,
- 3) upon acceptance consultant will be assigned,
- 4) consultant will contact the family and do the intake,



- 5) consultant will apply for a support teacher to be assigned,
- 6) support the assessment.

### 4.3 Licenses and Programs at GCA

At GCA every child counts. GCA is making every effort to ensure that everybody is included. GCA has licenses to operate all programs that would support parent/guardian(s) to meet their children's needs. We have classes for every child.

- Room for **GCC Infant-Toddler**: Group Child Care of 10 months to 3 years old children
- Room for **GCC 3-5 years old**: Group Child Care of 3 years old to 5 years of age children
- Room for **Early Learning Program**: students who will turn 3 years within the year of enrolment to 5 years old of age.
- Room for **Multiage** group: students ranging from Senior Toddler to Preschool age.
- Room for **Multiage** group for **Afternoon Before and After School Care** with a maximum number of 8 in total ranging from Kindergarten turning 6 to Age 10.

## 5 FEES AND HOURS OF OPERATIONS

Our policy is to consider each child's admission and placement individually regardless of race, religion, color, gender or national origin. Each child will be enrolled subject to 30 days probation whereas, GCA, at its sole discretion, may terminate contract without further notice. Please read page 25 & 26 on contract termination Under Section 12 & 15.

The following Fees for **GCA** services are effective as of 01 July, 2023 and subject to change with 30 days prior notice, solely at the discretion of the company.

### 5.1. Fees

#### Daycare, Montessori Early Learning Curriculum and Enrichment Program

GCA Montessori has been selected to join the \$ 10-a-Day ChildCareBC since January 2023. Parent/Guardian(s) do not need to apply in order to get \$10-a-Day ChildCareBC funding. The goal of the Province of British Columbia to select child care providers to participate in \$10-a-Day ChildCareBC is to make affordable child care a core service for B.C. families. This will make a positive financial impact on parent/guardian(s), with children enrolled at GCA Montessori, by only paying \$200 a month per child for full-time



enrolment during regular business hours, regardless of the care type. Extra Fee will be applied such as Registration Fee, Pro D Day and Summer Camp for School Age children. If your income is under \$111,000 you may even qualify for free child care, through additional funding programs, such as the Affordable Child Care Benefit (ACCB).

Program Daycare includes an Early Child Learning & Montessori program of a minimum 2 ½ hours daily, focusing on Montessori and Early Child Learning Frame activities for the majority of the time, and a short circle time focusing on zoology, history, geography, biology, music and body movement that extend from the classes' cultural studies. We also offer French and Music class at no additional cost. Field trips are offered at additional cost. For Field Trips and Special Treats, GCA will collect payment 2 weeks prior to the events.

All Service Fees, due to annual updates and/or changes solely at the discretion of **GCA** management, are listed and provided for reference in **Appendix A**, attached in page .

## 5.2. Fees & Receivables

Please refer to **the Registration Enrollment Contract** for applicable, Non-refundable Registration Fees, Late Pick up Fee, Late Payment Fee, Fees that may apply at Registration and/or from time to time.

Parents/Guardians are obligated to pay all applicable fees, whether or not the child attends school, inclusive of any absence due to illness or holiday, and should acknowledge that nobody is exempt from payments. **GCA Montessori®** fees are based on pro-rated over twelve months, therefore all Statutory Holidays and/or Gradual Entry, Individual Holidays/Vacation, and Pro-D Days are incorporated and therefore, no discounts will be considered. Any vacations and/or holidays or other reasons that may be taken by the registrant/parents, will NOT qualify for any discounts and/or reduction in **GCA Montessori®** Program Fees, which terms are acknowledged herewith.

### 5.2.1 Withdrawal & Termination

Any withdrawal and/or termination of Enrollment Contract will be subject to:

**30 days prior notice.** To withdraw a child from the program, parents/guardians are required to give **GCA** a written notice one month in advance. Parents/guardians are obligated to pay the next one full month regardless the last date on the child enrolled at GCA. *For instance*, on June 17, parent/guardians give a written notice one month in advance to GCA to withdraw the child, the one month in advance is July and the parents are obligated to pay one full month of July as the last month of the child enrolled at GCA. Special discretion will apply to parents/guardians who suffer financial difficulties resulting from losing their jobs, accidents or other difficult situations proven by a letter issued by



the parent/guardian's employer or any other document issued by the authorized person from the relevant institution.

### 5.2.2. NSF (Not Sufficient Fund) Checks

In the event of any DISHONORED (NSF) CHECKS, GCA reserves the right to:

**Charge \$40 cheque returned fee**

### 5.2.3. Late Payment Fee & other charges

All child care payments payable TO **GCA EDUCATION SERVICES INC.**, are due & payable by e-transfer effective/post-dated checks on the 1<sup>st</sup> day of each month. Unless payment is received in full as of the due date, directly and/or indirectly ie: Ministry of Children Subsidy if/when applicable, you are kindly reminded that it is your responsibility in ensuring payment is received in due course & therefore, we do reserve the right to charge you a

**LATE PAYMENT FEE OF \$50.00**,GCA reserves the right for the fee charge:

- Upon prior notice, the account is in arrears
- Payments are 5 days overdue
- Due to the cancellation of the Subsidy, payments are due directly to **GCA** and 30 days overdue
- A Special Promotional Contract is terminated, yet the balance owing is 30 days overdue

Whereas the enrollment contract is in breach and/or upon prior notice given to guardian (s), payments are still outstanding, to initiate immediate legal and/or collection action against any registered guardian, without any further consultation.

### 5.2.4 Late PICK-UP Fees

GCA Montessori Facilities close at 5:30 pm, **we encourage parents/guardians to pick up their children no later than 5:00 pm.** The teachers need to make sure that the rooms are neat and well-organized before they leave. **Late fees of \$10.00 per family per occurrence will be charged** if your child is not picked up within fifteen minutes after closing at 5:30 pm, every additional minute of late pickup will be charged at \$1.00 per minute, payable to **GCA** within seven days. For example: If you come at 5:35 pm, the first 15 minutes late is \$10. Then if you pick up after 5:45 pm, the extra minutes will be \$1 every minute (e.g If you pick up your child at 5:47 pm, the charge will be \$12).



### 5.3. Subsidy Enrolment

Parents/guardians with children subject to Government Subsidy Program Approval must enroll and compensate **GCA** as per Section 2 above until approval and subsequent subsidy payment is received, upon which all applicable refunds will be issued within 72 hrs.

**Any Subsidy received for that month will strictly be applied to that month only and cannot be used as credit for the months to follow whether or not the child is in attendance.**

The following is quoted from the Ministry of Children on Child Care Subsidy [http://www.mcf.gov.bc.ca/childcare/pdfs/cf\\_1701.pdf](http://www.mcf.gov.bc.ca/childcare/pdfs/cf_1701.pdf)

**Q.** Can I still claim if the child is absent?

**A.** Child Care Subsidy is paid for child care that is provided. If a child is absent because the child is on vacation or because the child or parent/guardian is ill, the ministry may continue to pay Child Care Subsidy for a period of up to two weeks. Accurate attendance records must be maintained. It is recommended that these records indicate whether the child is absent or is present (i.e. “s” = sick, “v” = vacation, “o” = other absence) and indicate the child’s time of arrival and departure. The Province of BC monitors Child Care Subsidy claims and may audit and verify information and billing through random checks or as a result of information received.

## 6 STANDARD SCHOOL POLICIES

### 6.1. Gradual Entry

**Gradual entry has several goals:**

- That separation between the child and parent/guardian be gradual and positive
- That parents/guardians and children are gradually introduced to becoming familiar with the routines, activities and philosophy of our school
- That the child and teacher(s) develop a positive relationship.

### 6.2. Leave of Absence

Please, inform the school of any planned or circumstantial absence before 9:00 AM. Our contact numbers are;



**Child Care Center:** (604) 496 – 5115/604-580-9119  
**Manager:** Miss Roshan  
**Licensee:** Miss Christina

### 6.3. Care & Supervision

- There is one staff for each group of 8 children at the Daycare Program for 3-5 years children.
- There is one staff for each group of 4 children at the Daycare Program 10 months to – 36 months children.
- If there is more than one group, 2 groups i.e., one staff provides education, and the other (or next staff) are assuring there is proper care provided for children that need extra help.
- Children are supervised every time they need to use the washroom or while outside playing.
- The staff helps with warming up their meals and settling children for lunch, including creating a pleasant atmosphere in their time of rest.
- Children are led to independence and proper behaviour by examples and by presentations (Montessori Education and Early Childhood Learning Frame).

### 6.4. Post COVID-19 safety measures:

1. Teachers will send bedding to parents/guardians twice each week.
2. We will check each child's temperature if there are any signs of coughing or difficulty breathing.
3. Children exhibiting any symptoms are not to be brought to the centre.
4. We will request parents/guardians pick up their child(ren) if they show any symptoms of a fever or if anything is out of the ordinary.
5. Please make sure to stay outside when picking up the children and wait for the teachers to bring them to you.
6. Please take note that we have adjusted our hours and that our centre is open from 7 AM-5:30 PM.

Please read Section No. 9 for more information on our Health Policy.

### 6.5. Playground Usage & Supervision Procedures

Guidelines, Education and Injury Prevention on our Playground/Backyard

- Staff will consider the weather and outside temperature and schedule outdoor play accordingly to minimize exposure to extreme temperatures and harmful UV rays. During hot weather, parents/guardians are responsible for applying sunscreen to the child before sending them to **GCA**. The teachers will ensure that sunscreen is applied before they go outside for recess.



- Staff will ensure that children are dressed in the appropriate attire for outside weather.
- Staff will teach children how to be safe and act responsibly at the playground as well as how to correctly use play equipment, and to be aware of potential hazards.
- Staff will teach children about safety promotion and injury prevention, to tie shoelaces and remove items around their neck such as scarves, necklaces, and hood strings before playing on equipment.
- Staff must ensure that the Emergency Kits are immediately accessible during outside play.
- Staff must ensure that at least 1 supervising staff with a current First Aid certificate, is accessible at all times.
- All Staff must be educated with respect to safety promotion, injury prevention and First Aid procedures, as well as **GCA** Policies and Procedures.

## 6.6. Limits on Media Use

The curriculum at GCA Montessori, Early Learners or GCC doesn't require the use of Media every day. However, if it does such as daily exercise, GCA limits Media use such as TV and VCR to only 15 minutes every day, except on special occasions such as the remembrance of Terry Fox Run, or holidays such as Christmas.

In the **School Age program**, the students will watch children's movies every Friday or on special occasions. The media is also used to support the program based on the theme that is used on a particular day.

Infant and Toddler program will not use any Screen or DVD/VCR.

## 6.7. Supervision of Outdoor Playground and Equipment

- In every program, GCC, Early Learning, School Age and Toddler, the children will do outdoor activities twice daily unless weather conditions are not safe for the children to be outside.
- Each outdoor activity will take 30 – 45 minutes
- Staff will observe that no dangerous or harmful objects, animals or people are on the playground prior to use.
- Staff will ensure that children are supervised, by a direct view, at all times by one or more educator(s), assistant(s), or responsible adult(s) and that staffing ratios specified by the CCLR are maintained at all times.
- Staff will practice active supervision, a combination of close proximity and attention, watching, and listening. Staff must be able to move through and see the entire play space.





- Staff will be educated regarding the correct use of the equipment and designated age limitations on playground equipment. Manufacturer's instructions must be followed to ensure safety.
- Staff should model appropriate play.
- Staff will maintain awareness or view of playground exit points.

## 6.8. Scheduling of Playgrounds

Staff will limit the potential of multi-program usage on the playground. Staff will schedule playground and backyard usage to ensure that at no time there be any mixing of group daycare children with multi-age and Staff will supervise children to exit classroom (s) and enter the backyard/playground safely.

- Staff must ensure that, as outlined above, only age and skill-appropriate playground equipment is being used. Staff will ensure that the fence will be securely protecting the children, and not allow the children to use it as an exit.

## 6.9. Nutrition

Parents/guardians are responsible for providing lunch and snacks for their children according to **Canada's Food Guide**. There is Hot Lunch Offered for 16 months to 30 months old children enrolled in the Toddler Program regardless of whether or not the parent/guardian(s) choose to use the food for their children. Parents/guardians who prefer to bring food are suggested to choose at least half of their grain products, whole grain that is lower in fat, sugar, or salt each day, such as brown rice, oats, quinoa and wild rice, or whole grain bread, oatmeal or whole wheat pasta.

Please be sure to put an ice pack in your child's lunch box to keep the food fresh and safe to eat, cold items need to be kept cold. We suggest that hot foods are put into safe insulated containers, as to keep food hot until lunch time. If you drop your child off early in the morning, we will ensure that perishable foods are refrigerated. The staff will also assist your child in warming food to their liking.

- Our classrooms are **nut-free** due to severe allergies for some of the children. Please inform us about any food allergies your child may have. Parents/guardians are strongly encouraged to bring fruits and vegetables as snacks as well as items that comply with the guidelines of **Canada's Food Guide** such as bran muffins or whole-wheat crackers. The school will provide filtered water if the parent/guardians prefer the child to drink it.
- Please refer to Canada's Food Guide before packing your child's drink. According to CFG, it is good for your child to drink 500 mL (2 cups) of milk every day for adequate vitamin D. If the child does not drink milk, fortified soy beverages can be an option. Please compare the Nutrition Facts table on yogurts or cheeses to make wise choices.





## **We are a peanut safe school!**

### **6.10. Birthday Celebration**

We welcome birthday celebrations! If you want your child's birthday celebrated at school with a candle lighting ceremony, please bring fruit/vegetable platters. We also invite all parent/guardian(s) to celebrate with us and take pictures.

### **6.11. Clothing**

Please make sure that children come with clean and proper clothing either for extreme weather or courtesy. School clothing should be easy for children to manage by themselves and easily washable. Please avoid long fancy dresses, overalls with elaborate fasteners, jumpsuits, etc. Every child should bring to school a pair of plain non-skid slippers and a change of clothes to be left at school.

### **6.12. Show and Tell**

Children are welcome to bring their objects of interest to school such as books, photographs, souvenirs, art related things to participate in "Show and Tell" on the last day of every month.

## **7 GUIDANCE & CARING POLICY & PROCEDURES**

### **7.1. Program Planning**

- All program plans must be reviewed with the Manager or Director
- Staff must ensure that the program plan meets the physical, intellectual, social and emotional needs of all enrolled children as outlined by Manager and Director, and in accordance with CCLR.
- Staff must ensure that the program encourages age-appropriate indoor and outdoor play and activity
- Staff must ensure that the program encourages developmental growth but also meets all safety practices
- Staff must ensure that the classroom is clean and avoid of potential hazards
- Staff must ensure that the program is balanced in Curriculum focus: Language, Math, Art, Science, Cultural Studies, Physical Development, Music, and Imaginative Play



- Staff will not only teach but will also model social grace and courtesy, including appropriate communication
- Staff will create a program that fosters a positive working environment and encourages opportunities for personal and team growth; as well as respect for oneself and for others.

## 7.2. Policy and Procedures for General Care Plans

For any child requiring extra care or support outlined in any of **GCA's** general Policies (including but not limited to Guidance & Caring, Nutrition, Hygiene, Discipline etc.), Staff must ensure that a care plan is implemented. Staff will observe the following:

- A blank Care Plan Form will be given to the Parent/Guardian for completion
- Any medical diagnosis must be listed along with Doctor/Health Care Professional's Name and phone number
- All information associated with the medical diagnosis as outlined by the Health Care Professional or parent/guardian must be listed: Name of Allergy, Illness, or Medical Condition; Symptoms; Medication/Treatment; and other Medical Concerns (Any medication to be taken must also be listed on a Medication Administration Form)
- Any Dietary Needs must also be listed in detail on the form
- Any other care or support needs (including but not limited to Toileting, Napping, and Discipline...) must be listed as well as the course of action to be taken by the Staff
- The manager will review the submitted Care Plan along with Registration forms, and med forms, and ensure that all information is centralized on the Care Plan (ex. Location of medication, diapers...)
- All supportive staff will review the Care Plan

In the event of an *emergency*, Staff will care and support the child with any need, which is in accordance to **GCA** and provincial regulations regarding Child Care Guidance and Care; but should additional or continual support be needed, Staff may request from parents/guardians that a care plan be written, so as to be sure that **GCA** is meeting the needs of the child according to the Parent/Guardian's requests.

Care plans should also include any modifications, deemed necessary by the Parent/guardian and Staff, made to the facility or program, indoor or outdoor, which will meet the physical and/or emotional needs of the child

Staff will also document compliance with Care Plans, ex. Medication Administration Forms, date and time medicine was given (General documentation may also be detailed in either the Staff Communication Book, or Minor Incident Book, or in a separate



Student Observation Notebook). Care Plans will be reviewed annually by the Manager and Director AND verified and/or updated by the Parent/Guardian(s).

### **7.3. Policy and Procedures for Additional Care Plans**

A child may enroll at **GCA** with a Care Plan already written and implemented by a Health Care Professional. The Manager will review it to make sure it is in compliance with the above conditions. Should any additions be deemed necessary; staff will request that a review and approval be made by the parent/guardian(s).

Should a child have extreme medical or behavioural needs, a Medical Care Plan or Behavioral Support Plan may be written. See Safety & Risk Management for guidelines on these Plans.

### **7.4. Health & Hygiene**

**GCA** will follow compliance guidelines set out in the book: “Preventing Illness in Child Care Settings,” issued by the B.C. Ministry of Health (if you require one, please request).

### **7.5. Miscellaneous Hygiene Policies**

For the children under 3 years old, the event of any child that may require any assistance with respect to any washroom routines, **GCA** educator(s) may be required to assist a child with potty and/or diaper change and/or cleanup, due to any potty accident may have occurred. **GCA** declares that unless a prior, written parental consent is received from any authorized Guardian, **GCA** WILL NOT administer any cleanup assistance to the child.

In the event of such an occurrence, we will contact the Guardian/Parent in priority order as registered and will require their immediate support and assistance to look after their child.

### **7.6. Immunization Records & Family Doctor**

Parents/guardians must complete and return a Health Form to us during registration. This form requires immunization history and contact information for the child’s family doctor.

### **7.7. Food Preparation Areas**

Tables, where children are eating, are cleaned with a diluted bleach solution. An immaculate and well-organized classroom is in our best interest.



## 7.8. Hand Washing

All children and staff are required to wash their hands after using the toilet and before eating or preparing snacks. Soap dispensers and disposable paper towels are provided in the washroom, adjacent to our teaching facilities.

# 8 CHILD RELEASE POLICY

## Authorization for Release of Children

GCA will release children only to those individuals identified in the Enrollment Form (Child's Registration Form) by the parent/guardian(s). To release any child to any other person, a written prior consent form needs to be signed. At the first time pick up, the identified individual authorized by the parent/guardian(s) should show their ID to the teachers before the teachers release the child.

If an unknown or unauthorized person requests the release of a child, **GCA** will attempt to contact the child's parent/guardian(s) to check if approval is granted. If we cannot locate the parent/guardian(s) of a child, then the child will not be released to anyone, other than their parent/guardian(s). We will check the identification documents of all unknown persons requesting the release of a child.

In the case of parental separation or divorce, we do not have the right to deny access of a child to either parent unless we have in our files a copy of the Custody Agreement or Restraining Order – and if applicable, parents must disclose and provide proper documentation prior to their child's enrollment.

Children will not be released to any individual who does not appear to be capable of providing safe care. The designated alternate will be contacted. If they are unable to pick up their child, the child will remain at the facility and will be cared for until an authorized person arrives for pick up. If a child is not picked up by 7:00 pm, **the Ministry of Children and Family Development will be called at 1.887.387.7027.**

**As such, please ensure that you will provide proper and correct information at all times, and any changes you may incur i.e. telephone numbers, addresses, etc. for yourselves and/or your designated alternates, provide us with updates as soon as possible.**



## 9 ILLNESS

### How Sick is Too Sick to Attend School?

- A temperature of 100F/38.3C or more accompanied by general symptoms such as listlessness or sluggishness may be an early sign of an illness that requires a doctor's attention
- Vomited that morning or the night before
- Diarrhea (green /yellow watery stool)
- A rash that has not yet been diagnosed as "not being contagious"
- Conjunctivitis (pink eye) or any other eye condition where the eye is itchy red, swollen or oozing except in the case of diagnosed allergies.)
- Impetigo, Ringworm or pinworm
- Any contagious disease (measles, chicken pox, etc.)
- A severe cold or flu with fever, runny nose, sneezing or a bad cough.
- Head Lice, though it is not a disease, can spread. If a child proves to have head lice after a lice check, they should be picked up and get proper treatment at home.

If any of the above conditions may apply, your child will not be allowed to attend class.

All children returning to the facility after an illness need to be free from symptoms and may be required to have a doctor's approval.

It is requested that a child be on antibiotics for one full day before returning to school. This is to allow time for any reaction to the antibiotic to occur before re-entering school.

If a child becomes ill while attending school the parent/guardian or alternate will be contacted and the child will be closely monitored while waiting to be picked up. If symptoms become severe, we will contact the child's physician or call emergency care if required or necessary.

If a communicable disease breaks out in school, parents/guardians will be notified within 24 hours – the same rules apply to families. In some cases, the public health nurse will also be notified.

Both principal and substitute teachers hold current First Aid Training Certificates.



## 10 MEDICATION

Teachers will not administer any medication unless they have received a doctor's note and a signed permission form from the parent/guardian(s). However, if the child has a known history of mild to severe allergies and there is a potential for life-threatening situations, our teachers are authorized to administer over-the-counter allergy medication or administer an EpiPen. GCA requests that you provide us with a doctor's note and complete the permission form, specifically indicating the approved course of action for such scenarios.

## 11 ABUSE REPORTING

Under the Community Care and Assisted Living Act, the staff ensures that no child enrolled at **GCA**, while under the care or supervision of the staff, will be subjected to physical, emotional or sexual abuse or neglect. Abuse includes:

- **“emotional abuse”**, defined as “Any act, or lack of action, which may diminish the sense of well-being if a person in care, perpetrated by a person not in care, (e.g. verbal harassment, yelling, confinement).”
- **“physical abuse”** defined as “Any physical force that is excessive for, or is inappropriate to, a situation involving a person in care and perpetrated by a person not in care.”
- **“sexual abuse”** defined as “any sexual behavior directed towards a person in care by an employee of the licensee, volunteer or any other person in a position of trust, power, or authority and includes:
  - any **“sexual exploitation”** whether consensual or not, and
  - **“sexual activity”** between children if the difference in age or power between the children is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child but does not include consenting sexual behaviour between adult persons in care.”
- **“neglect”** defined as “The failure of a child provider to meet the needs of a person in care. (e.g. food, shelter, care, supervision).”

*If parents/guardians have any concerns about abuse at the daycare, they may also contact MCFD or the Licensing Officer at the local health unit:*

**Licensing Officer, Community Care Facilities  
13450, 102 Avenue, Surrey, B.C. V3T 5X3  
Offic604-587-3936, Fax 604-930-5415**

In addition to abuse, the following incidents should also be reported:



- **“aggressive or unusual behaviour”**, defined as aggressive or unusual behaviour by a child toward other persons including another child which has not been appropriately assessed in the care plan.
- **“attempted suicide”**, defined as an attempt by a child to take his or her own life
- **“choking”**, defined as a choking incident involving a person in care that requires emergency care by a medical practitioner, or transfer to a hospital
- **“death”**, defined as any death of a child
- **“disease outbreak or occurrence”**, defined as an outbreak or the occurrence of a disease above the incident level that is normally expected
- **“emergency restraint”**, defined as any use of a restraint that is not approved and documented in a child’s care plan
- **“fall”** defined as a fall of such seriousness, experienced by a child as to require emergency care by a medical practitioner or nurse practitioner or transfer to a hospital
- **“financial abuse”**
  - a. the misuse of the fund and assistance of a child by a person not in care or
  - b. the obtaining of the property and funds of a child by a person not in care without the knowledge and full consent of the child or the child’s parent/guardian(s)
- **“medication error”** defined as an error in the administration of a medication which adversely affects a child or requires emergency intervention or transfer to a hospital
- **“missing or wandering person”**, defined as a child who is missing
- **“motor vehicle injury”** defined as an injury to a child that occurs during transit by motor vehicle while the child is under the care or supervision
- **“neglect”** defined as the failure of a care provider to meet the needs of a child including food, shelter, care or supervision
- **“other injury”**, defined as an injury to a child that requires emergency care by a medical practitioner or transfers to a hospital
- **“poisoning”** defined as the ingestion of a poison or toxic substance by a child
- **“service delivery problem”** defined as any condition or event which could reasonably be expected to impair the ability of the licensee or his or her employees to provide care, or which affects the health, safety or well-being of children.

If **GCA** has reasonable grounds to find those incidents, Reportable Incident Form will be completed by the facility staff member and reported within 24 hours to the Licensing office. If the incident is of an urgent nature, we will call, or fax the report immediately to the Licensing office.

In case of Non-Reportable Incidents such as minor incidents, illnesses or unusual events, will be recorded in the Non-Reportable logbook. All entries will be dated and signed.

If the alleged abuse has occurred when the child is NOT in this care:





The caregiver must report this immediately to a child protection social worker at the Child Protection Division of the Ministry of Children and Family Development.

*Any caregiver or staff or parent or citizen may report suspected abuse anonymously and individually. They do not need to share their suspicions with any other person, staff or superiors.*

**(Help Line for Children – 310-1234)**

**Procedure upon any allegations inside our child care center:**

*Alleged offender will be suspended with or (without) pay until investigation is concluded or will work alongside other staff members and will be supervised at all times children are present.*

## **12 DISCIPLINE**

The concept of discipline has to be established long before the children come to the day care. The focus should not be on the behaviour but on the relationship between the teacher and the child. The word “discipline” is derived from the Latin word “Discipulum” which means “pupil”. The child is the pupil whom the teacher guides and to whom s/he becomes the role model.

- The teacher should possess a strong commitment to providing an atmosphere fostering trust, security, and comfort and nurturing and guiding young children. The teacher should set up an environment where the children grow, develop, and are nurtured. In compliance with Community Care and Assisted Living Act, Teachers at **GCA MONTESSORI** will always make sure that three important items support the environment where the children spend their time during the day depending on the hours the parents/guardians commit:
  - **Things** (toys and learning materials that are in good supply, familiar, and developmentally appropriate),
  - **Space** (sufficient, aesthetically pleasing planned, and organized),
  - **Time** (appropriately balanced between active and restful periods, individual, and group activities, and child initiate/adult-initiated content).

The roles of teachers are important to use a couple of methods that are in compliance with CCLA in addressing unacceptable behaviour such as:

- Hurting another child
- Damaging classroom material
- Using inappropriate language or verbal abuse

The methods are used to find a solution that is unique depending on the incident, the situation and the child. The teacher will try to gain the child’s attention in a respectful way, use proximity and touch, remind to clarify and reinforce limits, acknowledge feelings before setting the limits, and redirect or divert when appropriate.





- With upset toddlers or early learners, **redirecting** their emotions by offering a substitute toy or engaging them in some other activity may prevent inappropriate behaviours to escalate. It will help the child to develop impulse control and redirect the child to an area that assists them to “feel better”.
- **Holding** the child should only be done for safety reasons to soothe them when a child is losing control and might become a safety hazard to themselves or others.
- **Time Away** might also be used to help the child understand their own behaviour. Time away means the child is redirected from an overstimulating area to a more calming area of their choice where they can manage their own behaviours when he/she becomes anxious or agitated. The child will have a chance to listen to the teacher who will provide positive guidance.
- The teacher at **GCA** uses the story “Tucker Turtle Takes Time to Tuck and Think”, by Rochelle Lentini to help the child understand better about their misbehaviour and how to deal with it.
- If the “Time Away,” does not work and or the child’s behaviour has a repeated pattern, **GCA** Educator will set up an appointment with their parent/guardian(s) and will try to find a mutually acceptable solution. With parent/guardian(s)’ permission, a Child Care Support worker may be contacted as well to observe the child’s negative behaviour and make recommendations on how to rectify the behaviour.
- In the event that a child may have continued and proven behavioural problems, in view of other children, **GCA** may serve notice to have such child’s enrolment terminated, without any further liability to our school, whereas the only liability that may be incurred is that partial refund a parent/guardian may qualify for (please review our Enrollment Policies).
- The teachers should equally protect each child and in compliance with Community Care and Assisted Living Act, no child enrolled at **GCA** will ever be subject to:
  - Shoving, hitting, shaking or any form of corporal punishment.
  - Subject to harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child’s self-respect.
  - As a form of punishment, confined, physically restrained or kept, without adult supervision, apart from other children, and as a form of punishment, deprived of meals, snacks, rest or necessary use of a toilet.

## 13 FIELD TRIPS

Field trips are used to enhance and complement our program. Parents/guardians of younger children (younger than 36 months) are required to *participate* with their children on planned field trips. During these field trips, parents/guardians are responsible for their children and their respective activities. Every effort will be made to notify parents of dates well in advance. If the child requires additional support it is mandatory to be accompanied by one of their parents/guardians.



## 14 POLICY ON MULTICULTURALISM AND RESPECT OF OTHERS

As Canadians, we must realize that multiculturalism is an integral part of our society. Our children must be brought up in an environment where they can learn to understand our similarities and differences. Through story time, discussion and other programming we will strive to help and assist children to understand the myriad of cultures that make up our land, Canada. We include in our program Indigenous Cultures when the children learned the dance, song and food. The Early Learning children group also learns French once a week and twice a week for the Infant and Toddlers group.

As in all areas, we will answer questions openly and honestly. If we don't know the answer, we will not respond prior to proper and due research and if necessary, will seek professional and qualified outside support. *Please feel free to support our curiosity by sharing parts of your family's culture with us.*

## 15 POLICY ON PARENTS – TEACHERS COMMUNICATION

GCA has provided a telephone and Himama portal as a way for parents/guardians to communicate their concerns, updates or any questions the parents might have. Both parties, parents/guardians and teachers have the right to insist on courtesy and respect during the communication. Teachers should remain professional and inform the parents that while they value what parents/guardians have to say, teachers will not tolerate rudeness, threats or abuse. Teachers have a right to terminate the discussion if the parent/guardian(s)' behaviour becomes threatening or intimidating in any way. GCA reserves the right to terminate the child's enrolment if interactions with parents/guardians can cross the line from upsetting to threatening or even dangerous such as bullying, harassment and defamation.

## 16 EMERGENCY & FIRE - EARTHQUAKE PROCEDURE

GCA facility is equipped with smoke detectors and a central fire alarm system.

Immediately upon discovering smoke, fire, gas or other emergencies, the alarm will be activated.

- In the event, the alarm is not yet automatically set/activated, our teachers, and students will be trained and encouraged to activate the alarm if and when required to notify emergency response teams.
- In the case of an alarm, all children and staff will exit the building and assemble at the designated area following Fire Escape Drill, having placed and in compliance with Surrey Fire Department, at each Fire Pull Alarm.



## 16.1. Designated Areas

- Exit via the rear exit: follow instructions to the backyard and gather at the main gate by 108A Avenue.
- Exit via the front exit: follow instructions to exit through the front doors and gather outside to the southwest corner of the building, as designated.

## 16.2. Emergency Evacuation Location

In case of a disaster, **GCA** Educators might need to evacuate children to The Safe Place. The designated **SAFE PLACE** is:

- **Mary Jane Shannon Elementary School** It is adjacent to **GCA** facilities, just 75 meters to the west of our facilities at 10682 – 144 Street, Surrey, BC, V3T 4W1.  
Principal: Ms. Linda Chau, tel.: (604) 588-5991 or for the secondary safe place is **Guilford Child Care Center** at 10553 – 148 Street, Surrey, BC, V3R 3X7.  
Principal: Jasdip Sadhra, tel: (604) 589-5437, (604) 771-6825

Emergency phone numbers, in the event our school number (604) 496-5115 is not operational, are:

**Roshan** (778) 837-1103  
**Christina** (604) 787-8604  
**Basuki** (778) 772-1800

An emergency kit, which is ready and available by the main entrance, will be brought to our **SAFE PLACE**. It will be checked every 6 months for expiry dates on each item included therein.

As soon as possible, we will contact all parents/guardians whose children are at the **SAFE PLACE**, to let them know what is happening and where they can pick up their children.

Further, the following procedures apply:

- The Supervisor will be the last person to exit the building and shall make a final review/assessment of all children and make sure that there was nobody left in the classroom or washroom and take the attendance sheet with them.
- Once children and supervisor(s) have assembled outside at the designated area, (soccer field) supervisor will take attendance again.



- Children will be familiarized with emergency evacuation routes and fire/earthquake procedures as we go over them repeatedly, monthly. Records will be kept to record the date and time of each fire/earthquake drill (s).
- In case of an Earthquake, children will take cover under a solid table or furniture in assuming the crash position on their knees, head down, hands clasped on the back of their neck and count loud to 60. Earthquakes rarely last longer than 60 sec., and counting may help to calm children.
- In the event of an emergency, (e.g. earthquake, snowstorm, etc.) class may be canceled so please listen to **CKNW 980** or visit: **[www.sd35.bc.ca](http://www.sd35.bc.ca)** or call **Christina (604) 787-8604** and/or **Roshan at (778) 837-1103** for any information and instructions on school closure (radio with battery power in case of emergency will be provided by **GCA**).
- **GCA** will provide Emergency Kit with enough supplies to last at least 24 hours for each child. Emergency Kit will be stored inside the classroom next to the main entrance. Children will be supervised until they are picked up by their parents/guardians.

## 17 EARTHQUAKE & DISASTER EMERGENCY

We are required by law to be prepared should an earthquake strike while your children are at childcare. A plan had been set in place to make sure that your child will be safe and as comfortable as possible while he/she waits for someone to take them home. Staff will remain at the facility site until all children have been picked up-even if this will take several days.

We are gathering emergency supplies to keep at childcare, and we need your help.

### 17.1. Bring the following to the facility:

- *A 1-liter bottle of commercially prepared, sealed, filtered water per child. This will keep it fresh for an entire year.*
- *Fill out the emergency information card.*
- *Please write a loving letter of reassurance and comfort from you to your child and place it in the envelope. You may enclose a family picture and a toy.*
- *3 dried food bars (sport, granola, dried fruit bars, etc.) per child. This will be replaced by the school if the expiry date occurs before the end of the school year.*

**GCA** will provide blankets, flashlights, radio and batteries, garbage bags, dried foods, first aids kit and others. All staff will be trained and kept up to date with all fire/earthquake disasters, practices, and procedures.



# 18 CONTACT & IMPORTANT PHONE NUMBERS

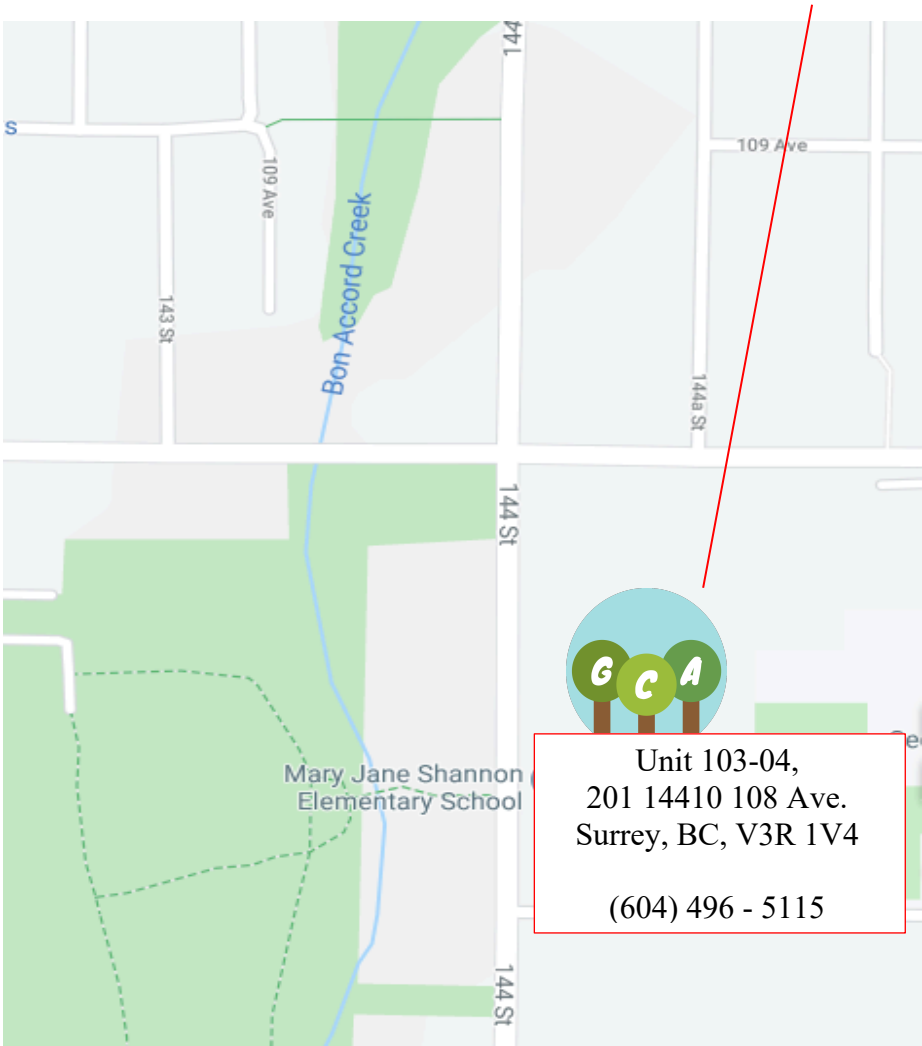
**OUR DAYCARE: (604) 496 – 5115**  
**EMERGENCY: 911, PUBLIC NURSE: 811**

NAME	FAX/CELL PHONE	HOME PHONE
ROSHAN	778 837 – 1103	
CHRISTINA	604 787 – 8604	604-464-9956
BASUKI	778-772-1800	604-464-9956
SUBSIDY	<b>Fax:</b> 1 877 544 – 0699	1 800 338 – 6622
LICENSING	<b>Fax:</b> 604 930 – 5415	604 587 – 3936
POISON CONTROL	604 682 – 5050	1 800 567 – 8911
BC. NURSE LINE	604 215 – 4700	1 866 215 – 4700
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT		1 887 387 – 7027
ABUSE REPORT, VICTORIA		604 310 – 1234



19 OUR LOCATION

GCA MONTESSORI



# APPENDIX A



## Program Fees

- Early Childhood Education and Montessori Early Program curriculum-based child care fees are effective as of 01 July 2023, payable by post-dated checks to GCA Education Services Inc. or e-transfer using [eric@gcamontessori.ca](mailto:eric@gcamontessori.ca) (no need a password)
- Parents should give a month's notice upon contract termination and are entitled to pay a full monthly fee. For instance, on June 8 parents give a written advance notice to withdraw the child, July is considered a one-month advance notice and parents are to pay a full monthly fee for July whether or not the child stays until the end of July.
- Subsidy applications (approved or not) are subject to one-month Security refundable upon contract termination.
- Any changes to approved Subsidy Programs are the responsibilities of the parents/guardians to report to and must compensate GCA Montessori retroactively for any outstanding within 7 days of the Notice of Change.
- A Registration Non-Refundable Fee of \$150.
- An extra charge for field trip and a special treat fee will be applied.
- A Graduation Fee of \$30 collected in May for those children who will be graduating in June of that year.
- A deposit of \$30 should be paid upon the receipt of the access card for parents/guardians whose children are in Room 201 upstairs. The deposit will be refunded when the parents/guardians return back the access card.
  - i) **\$5 (non-refundable) for the first card,**
  - ii) **\$10 (non-refundable) for the second card,**
  - iii) **\$1 (non-refundable) for the third card.**



<b>Fees Type</b>	<b>Age range</b>	<b>Price</b>	<b>Hours</b>
Registration	Infant & Toddler	\$150	n/a
	3–5-year-old	\$150	n/a
Program	Junior Toddler (10-24 months)	\$200 (lunch included)	5 days a week: 7:00am - 5:30pm
	Senior Toddler (24-36 months)	\$200 (lunch included)	5 days a week: 7am - 5:30pm OR 9:00am - 2:00pm
	Early Learning Program	\$140	5 days a week: 9:00am - 11:30 am
	3-5-year-old	\$200 (Hot lunch + Snacks & Milk are offered with an additional \$165 per month)	5 days a week: 7am - 5:30pm OR 9:00am - 2:00pm
Before and After school	School age  Note: there is an additional \$25 fee per day for longer day and other extra cost for a field trip. e.g., on a Pro D day, early dismissal, spring or summer break, etc.)	\$200	7:00am – 8:15am AND 2:15pm – 5:30pm
After school		\$140	2:15pm - 5:30pm