



☎ 604.496.5115

EARLY LEARNING PROGRAM ❖ DAYCARE ❖  
BEFORE/AFTER SCHOOL CARE

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

# GCA MONTESSORI PARENTS' POLICY HANDBOOK

(2026/2027)

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.

GCAPPH 2026

 <b>MONTESSORI</b> Growing in Character & Academics	<hr/> <p>☎ 604.496.5115</p> <hr/> <p><b>EARLY LEARNING PROGRAM ❖ DAYCARE ❖ BEFORE/AFTER SCHOOL CARE</b></p> <hr/> <p>info@gcamontessori.ca www.gcamontessori.ca</p>
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In order to provide the very best education your child deserves, your comments, recommendations and/or suggestions regarding childcare 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.

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# 1 WELCOME TO OUR SCHOOL

GCA Montessori philosophy is that Parents/guardians are the primary educators of their children, and the staff at GCA Montessori are here to collaborate with parents/guardians in guiding children to discover, explore, investigate and learn at their own pace. **GCA Montessori** programming 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 service our parent/guardians' needs and providing extended childcare services.

**GCA** stands for **Growing in Character and Academics** as is 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 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 community.

**GCA** holds a valid license from **FRASER HEALTH AUTHORITY** for operating a Child Care Facility and is in compliance with Licensing Requirements, including, but not limited to, proper facility and liability insurance.

## 1.2 The Purpose of Early Child 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 child 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 INFANTS – 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:** including biology, science, geography, history, art, music, and dance as a broadly based and integrated part of the curriculum.

## 3 GCA ENROLMENT GUIDELINES BY AGE GROUP

**GCA** maintains its enrolment guidelines in accordance with the Ministry of Children – Child Care Development Guidelines 2011/2012, whereas preliminary conditions to enroll a child at **GCA**, who are reaching the following milestones. **Due to the nature of the program, GCA only accept enrolment starting from a child of 1 year old, who is able to walk independently.**

### 12 - 30-month-old child

- Able to grab with fingers
- **Some able to walk independently**
- Able to sit without help
- Better eye-hand coordination
- Respond to simple verbal request – shaking their 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
- Answers “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. Asks “who” “what” “where” and “why.”
- Enjoys stories, rhymes and poetry

- Engages in make-believe play such as playing house or acting out roles of “mommy” and “daddy”
- Plays with other children
- Plays 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 3 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 3 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 outdoors
- Shows concern or sympathy for younger siblings or playmates in distress
- Will help another child when asked by an adult
- Asks others wto play and can start conversations with other children
- Eats well with a fork and spoon
- Draws people and objects

#### 5-year-old child

- Uses words to describe objects and people (e.g. “pretty baby”)
- Follows 3-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 rule 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.

### **3.1 Employment Verification Requirements of Parents/Guardian**

**GCA requires a current letter of employment from both parents/guardians at the time of enrollment.** The letter must be issued by the employer and include confirmation of employment status.

This document is required to verify eligibility and to maintain accurate records in accordance with centre policies.

## 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 to you **BC Autism Assessment Network** (BCAAN) for a diagnostic assessment. Please note that **GCA** is only able to enroll 6 children who need support, based on the two support teachers provided by the Child Development Centre (CDC). **GCA** reserves the right to place any child diagnosed with support needs, as determined by healthcare professionals, on a waiting list.

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*.

### 4.1 Early Signs of Autism Spectrum Disorder (ASD)

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

#### 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 interests or enjoyment
- Lack of response to name
- Impairment in communication
- No back-and-forth sharing of sounds, smiles, or other facial expressions by 9 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)

#### Repetitive Behaviours & Restricted Interests

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

## 4.2 Steps to Get Support

If your child requires support, you may need to take the following steps upon enrolment:

- 1) Register to request support,
- 2) 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.

## 5 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. The teachers hold teaching licenses from the Ministry of parent/guardian(s) to meet their children's needs. We have classes for every child.

- Room for **GCC Infant-Toddler**: Group Child Care of 12 months (able to walk independently) 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 **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.

## 6 FEES AND HOURS OF OPERATIONS

Our facilities for **GCC 3-5 years old** are open from 7:00 AM to 5:30 PM, and **GCC Infant-Toddler** 7 Am – 5:00 PM. Please see [Section 7](#) for information regarding drop-off and pick-up times.

Our policy is to consider each child's admission and placement individually regardless of race, religion, gender or national origin. Each child will be enrolled subject to 30 days of probation whereas, **GCA** at its sole discretion may terminate contract without further notice. Please read about contract termination under [Section 6](#) & [Section 16](#)

**The following fees for GCA Services are effective as of 01 May 2025 and subject to change with 30 days prior notice, solely at the discretion of the company.**

### 6.1 \$10-a-Day ChildCare BC

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 ChildCare BC funding.**

The goal of the Province of British Columbia to select childcare providers to participate in \$10-a-Day ChildCare BC is to make affordable childcare a core service for BC 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 fees will be applied, such as Non-Refundable Registration Fees, Annual Registration Fee, Pro-D Day and Summer Camp Fees for School Age children. If your income is under \$111,000, you may qualify for subsidized childcare through additional funding programs, such as the **Affordable Childcare Benefit (ACCB)**

## 6.2 Programming

**Program daycare includes Group Childcare 3-5 years program of a minimum of 2.5 hours daily, focusing on Montessori 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 at no additional cost. For Field Trips, Special Events, Special Treats, GCA will collect payment 2 weeks prior to the event.**

All service fees, due to annual updates and/or changes solely at the discretion of GCA management, are listed and provided for reference in the [Appendix](#).

## 6.3 Fees & Receivables

Please refer to your registration package for applicable, Non-refundable Registration Fees, Annual Fees, Late Pickup Fees, Late Payment Fees, and Fees that may apply at registration and/or from time to time.

The Registration Fee is not a waitlist fee. Parents who have paid the registration fee are those who have been informed that a spot is available for the child. For example, GCA inform parents there will be a spot on 01 September 2025 for the child, the parent/guardian will need to pay the registration fee to secure the spot. The spot is secured for the child UNLESS the parents change their minds. In such cases, the registration is not refunded.

**Please be aware that due to high demand GCA can not hold a spot for a child too long. GCA have right to designate the spot to other parents if you are informed that a spot available and GCA have contacted you and get no response, or you decline the offer.**

Parents, 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 prorated over 12 months, therefore the fees include all Statutory Holidays and/or Gradual Entry and individual Holidays/Vacation. Any vacations and/or holidays or other reasons that may be taken by the registrant or parent/guardians will NOT qualify for any discounts and/or reduction in GCA Montessori Program Fees, which terms are acknowledged herewith.

### 6.3.1 Withdrawal & Termination

Any withdrawal and/or termination of the Enrolment Contract by the Parents/Guardians will be subject to a **MINIMUM of 6 weeks prior written notice.**

To withdraw a child from the program, parents or guardians must provide GCA with written notice at least six weeks in advance. The withdrawal will take effect on the **last working day of the month following the notice (e.g. Withdrawal notice given in June, withdrawal effective on July 31st)**. Families are welcome to keep their child in attendance during this period.

Parents are responsible for paying **all fees due** for the remainder of the child's attendance at daycare, as outlined in the notice period

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.

**GCA** limits absences to 3 months, and if a child is away for longer than 3 months, **GCA** reserves the right to terminate the child's enrolment and give the space to a child who is on the waiting list.

### 6.3.2 Method of Payment

GCA requires payment through e-transfer using the following email address: [admin@gcamontessori.ca](mailto:admin@gcamontessori.ca).

### 6.3.3 Late Payment Fee & other charges

All childcare payments payable to GCA EDUCATION SERVICES INC., are due & payable by e-transfer effective/post-dated cheques 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 i.e. Ministry of Children Subsidy if/when applicable, you are kindly reminded that it is your responsibility in ensuring payment is received in due course & and therefore, we reserve the right to charge you. **Please note the following late fee also applies for parents who are on the Subsidy. Parents/Guardians should be responsible to update the Subsidy.**

#### **\$50 Late Payment Fee**

GCA reserves the right for the fee charge:

- Upon prior notice, the account is in arrears
- Payments are 5 days overdue
- Due to cancellation of Subsidy, payments are due directly to GCA and 3 days overdue

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

### 6.3.4 Late Pick-up Fees

**GCA Montessori Facilities for age 3-5 close at 5:30 pm, and Infant and Toddler at 5:00 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 pickup 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).

### 6.4 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 childcare 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.

## 7 STANDARD SCHOOL POLICIES

### 7.1 Gradual Entry

Gradual entry is a term used to describe a process by which children are acclimatized to the daycare schedule and environment by slowly increasing the length of their day in our care.

Gradual entry has several goals

- That separation between the child and parent/guardian be positive and gradual
- That parent/guardian(s) 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

### 7.2 Attendance & Punctuality

**GCA** requests parent/guardian support for the teachers to run their programming on time. Your children would fully benefit from our learning opportunities by following our schedule. Our facility is open from 7:00 AM – 5:30 PM (**GCC 3-5 years old**), 7:00 AM – 5:00 PM (**GCC Infant & Toddler**)

Parent/guardian(s) are allowed to bring their children between 7:00-9:30 AM. Children who arrive after 9:30 AM will not be admitted for the day so that Montessori programs can start. Unless otherwise informed, we assume your child is absent if the child does not arrive by 9:30 AM.

Exceptions are made for children whose parent/guardian(s) have informed us at least a day prior of a late drop-off.

Please inform teachers at least 1 day in advance through **Lillio** or call the facility at 604-496-5115 to arrange for a late drop-off.

GCA Montessori Facilities close at 5:30 pm (age 3-5 group), 5:00 pm (Infant & Toddler group), **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.

See [Section 6](#) for more information on Late Pickup Fees.

See [Section 10](#) for more information on Pickup/Drop-offs

### 7.3 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).
- **If your child receives support from the Child Development Center (CDC) or any independent organization, please take a note that the Support Teacher is not part of the ratio.**

### 7.4 Post-COVID-19 Safety Measures

- Teachers will send bedding home to parents/guardians every Friday.
- We will check each child's temperature if there are any signs of coughing or difficulty breathing.
- Children exhibiting any symptoms **should not be brought** to the centre.
- 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.
- Parents are welcome to helping the child/children before departure from GCA half an hour before the centre closes.

Please read [Section 10](#) for more information on our Health Policy.

### 7.5 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 **stay 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.

## 7.6 Limits on Electronic Media Use

The curriculum at GCA Montessori for **GCC** do not require the use of electronic media day-to-day. However, when the program calls for it, **GCA** limits electronic media use such as TV and VCR to 15 minutes a day, except on special occasions such as Terry Fox Run Day or holidays such as Christmas.

For the **Before/After School Programs**, children will watch age-appropriate children's movies every Friday or on special occasions. Media is also used to support the program based on the theme being used on a particular day.

Infant and Toddler programs do not use any screens or DVD/VCR.

## 7.7 Supervision of Outdoor Playground and Equipment

- In every program, GCC, Early Learning, School Age and Infant & 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 continuously see, hear and stay near children at all times by maintaining clear sight lines, listening attentively and positioning themselves strategically within the environment.
  - Staff actively move, scan the space and anticipate potential risks to prevent incidents before they occur.

- Staff will do head count before leaving for the park, leaving back to the center, and entering back to each room.
- 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.
- If your child is a flight risk, **GCA** reserves the right to request that the parents keep the child home or accompany the child in a class group for activities such as going to Hawthorne Park or on field trips.

## 7.8 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.

Please read [Section 7.7](#) for more information on active supervision.

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.

## 7.9 Nutrition

Parents are responsible for providing lunch and snacks for their children according to [Canada's Food Guide](#). There is a Lunch offered for **12-month to 36-month-old** children enrolled in the Infant & Toddler Program. However, the lunch provider will not bring lunch on the last week of December, and 2 weeks of summer, therefore please bring lunch during those weeks. **GCA** is not obligated to provide lunch in the absence of the Lunch Provider.

Parent/guardian(s) 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. **GCA** only allows sweets, such as candies, to be distributed during special events.

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 children. Please inform us in **the registration** 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.
- **GCA** does not allow glass containers and highly recommends packing food in BPA-free containers.

## 7.10 Birthday Celebrations

We welcome birthday celebrations! If you would like 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. **Please make sure to inform GCA if parents are planning to invite guest entertainers. GCA have right to ask for a background check of the guest. Please submit the information in advance.**

## 7.11 Clothing

Please make sure that children come with clean and appropriate clothing for school. 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 plain, non-skid slippers/shoes and a change of clothes to be left at school. To ensure the wellbeing of each child, it is mandatory for parent/guardian(s) to have your child(ren) dressed in appropriate clothing depending on weather and climate.

## 7.12 Toys from Home and Show & 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 Friday of every month**. **GCA** does not permit children to bring toys or blankets from home since it frequently causes health or safety issues.

## 8 GUIDANCE & CARING POLICY AND RESOURCES

### 8.1 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 the Manager and Director, and in accordance with the *Childcare Licensing Regulations*
- 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 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 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.

### 8.2 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/Healthcare Professional's name and phone number
- All information associated with the medical diagnosis as outlined by the Healthcare 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) 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 Medication Forms and ensure that all information is centralized on the Care Plan (e.g. 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 Childcare Guidance and

Care; but should additional or continual support be needed, Staff may request from the parent/guardian(s) that a Care Plan be written, so as to be sure that **GCA** is meeting the needs of the child according to the Parent/Guardians' 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 (i.e. Medication Administration Forms, date and time medicine was given etc.) General documentation may also be detailed in either the Staff Communication Book, 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).

### 8.3 Policy and Procedures for Additional Care Plans

A child may enroll at GCA with a Care Plan already written and implemented by a Healthcare 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 Behavioural Support Plan may be written. See Safety & Risk Management for guidelines on these plans.**

Children with conditions which require special considerations they should be picked up by 5pm, unless there are extenuating circumstances in which case I, the parent/guardian will notify GCA Montessori ® in advance.

### 8.4 Health & Hygiene

**GCA** follows compliance guidelines set out in the book [\*Preventing Illness in Childcare Settings\*](#) issued by the BC Ministry of Health.

Parents of Infant & Toddlers should bring diaper change liners for your own children.

#### 8.4.1 Toileting Readiness and Program Transition Policy

In the event that any child may require any assistance in 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 accidents that may have occurred. **GCA** declares that unless a prior, written parental consent is received from any authorized Parent/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.

Potty training might start as young as children under 3 years old. Parents might request GCA to give a form to fill at home to show the staff in writing the dates and the potty training parents do to the child at home.

### **8.4.2 Toileting Readiness Requirements**

**By 1<sup>st</sup> October 2026, GCA will apply Toileting Readiness Requirements for the Children enrolled in the 3-5 of age group. The child must be fully potty trained prior to transitioning from the Infant and Toddler program.**

It is the responsibility of parents/guardians to support and complete their child's toileting training at home. While GCA staff may reinforce established toileting routines during the day, GCA does not provide formal potty training within the program.

A child is considered potty trained when they:

- Can communicate the need to use the washroom
- Can use the toilet independently with minimal assistance
- Remain dry throughout the day (except for occasional accidents)

### **8.4.3 Program Transition Notice**

Transition from the Infant and Toddler program to the 3-5 program is not automated and is not guaranteed. Placement in the 3-5 program is based on multiple factors, including developmental readiness, toileting independence, space availability and overall program suitability.

GCA reserves the right to determine appropriate program placement in the best interest of the child and the classroom environment.

## **8.5 Immunization Records & Family Doctor**

Parent/Guardian(s) 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.

## **8.6 Food Container and 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.

It is the parents/guardians' responsibility to ensure that the child/children's food/snack containers are clean and hygienic.

Teachers are free from obligation to force a child to eat if the child declines to eat for any reason. Teachers will send home the container of each child for the parents to know how much the child/children eat.

## **8.7 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.

## 9 CHILD RELEASE POLICY

### Authorization for Release of Children

**GCA** will release children only to individuals identified in the Enrolment Form (Child's Registration Package) by the Parent/Guardian(s). To release any child to any person, a written prior consent form needs to be signed. At the first time pickup, 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 contact the Parent/Guardian(s) of a child, then the child will not be released to anyone other than their Parent/Guardian(s). **GCA** will expect to get a written statement that the parents' give permission to the staff at **GCA** to release the child to the appointed person. **GCA** will check the identification documents of all unknown persons requesting the release of a child matching with the written statement of the parents.

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 a Parental Access (Custody) Agreement or Restraining Order – and if applicable, parents must disclose and provide proper documentation prior to their child's enrolment.

Children will not be released to any individual who does not appear to be capable of providing safe care. Designated alternates will be contacted. If they are unable to pick up the child, the child will remain at the facility and will be cared for until an authorized person arrives for pickup. 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 always provide proper and correct information and any changes to contact information (i.e. telephone numbers, emails, addresses, etc.) for yourselves and/or your designated alternates should be provided to us as soon as possible.

## 10 ILLNESS and other Early Pickup Circumstances

### 10.1 How Sick is Too Sick to Attend the Centre?

- 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 the centre.

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.

If an illness requires antibiotics, 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 or experiences the above symptoms while attending school the Parent/Guardian(s) or alternates will be contacted, and the child will be closely monitored while waiting to be picked up. If symptoms become severe while in our care, we will contact the child's physician or call Emergency Care if required or necessary.

In cases where symptoms have arisen while attending school, we ask that Parent/Guardian(s) keep children home for at least 24 hours from when the symptoms began, in order to monitor the child for further progression. If the child shows no other symptoms within that time and appears alert and healthy, they may return to daycare.

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 teachers hold current First Aid Training Certificates.

## **10.2 Coordinating Unusual Pick-Up Times - SICKNESS**

Teachers should communicate with parents via phone call to establish an exact pick-up time in cases of sickness or other exceptional circumstance. The pick-up time will be determined based on the class schedule, allowing parents a reasonable window to collect their child.

If parents do not show up at the established time, teachers may ask them to come back later to avoid disrupting the children's activities.

Teachers may use their discretion to require that parents attend to their child before leaving with them. Parents are responsible for preparing their child before departing from the Centre.

Teachers will promptly inform parents of their child's condition when they are unwell at school, showing any one of the conditions in the above section.

If parents do not cooperate and fail to pick up their child during the established pick-up time without interrupting the class schedule, and the child becomes seriously ill or their condition worsens, GCA will not be responsible for the child's health condition.

## **10.3 Coordinating Unusual Pick-Up Times – BEHAVIOURAL ISSUES**

Some children may show aggressive behaviour (i.e. hitting, biting, pushing) and become a risk to other children. Shorter schedules are one of many tools that the team at GCA may use to mitigate these risks, as aggressive or harmful behaviour may not be safe for other children. Teachers reserve the right to request that parents coordinate a shorter daycare schedule.

Teachers may request drop off and pick up times stay between 9:00AM and 3:00PM.

Teachers may assess each case differently. Before teachers reach out to the parents, teachers may do some assessment of the child:

Yale Medicine Child Study Centre have conducted studies about the factors which may contribute to aggressive behaviour in a child.

### **-Separation Anxiety**

Each child may have different ways of coping with separation anxiety. In some ways, it is a good sign as it reflects the sense of attachment to the parents.

GCA operates between 7:00AM – 5:30PM – as such, if a child stays the entire day of GCA Schedules, the child spends 10.5 hours at GCA.

A study conducted by the national Institute of Child Health and Human Development (NICHD) showed that children who spend longer than 30 hours a week in daycare may exhibit more behavioural problems than children who spend shorter times at daycare. Teachers at GCA (operating since 2013) have also observed that for some children, aggressive behaviour may escalate towards the end of the day. Therefore, teachers may request for parents/guardians to pick up their child at 3:00 PM after snack time and nap time.

While quality daycare can help with behavioural issues, GCA also emphasizes that parents support is crucial in applying strategies that are designed to help the child cope with separation anxiety. Support of schedule changes by team request is one of the ways parents can support the team.

### **-Frustration**

Frustration is another factor that may trigger aggressive behaviour. A child may feel frustrated if they do not get what they want or are asked to do something they may not feel like doing. In this case, Team GCA employs a strategy known as, “co regulation” – co-regulation supports the child by providing guidance and scaffolding their efforts to regulate their emotions and behaviour. A child begins building their self-regulation skills as early as toddler-age; self-regulation is the ability to manage one’s own emotions. The first step for co-regulation is helping the child calm down when upset and teaching them how to express their feelings appropriately. The second is to teach them to give them tools to understand their different emotions. For some children, managing emotions isn’t about suppressing feelings, but rather understanding feelings and using them to relay and express their thoughts.

GCA Team, with support from Supportive Child Development of BC, have tools to help children to recognize their feelings such as books to be read during circle times and flash cards with images to help them identify their feelings.

### **- Genetics and Environment**

While genes do not directly cause aggression, they can influence a child’s predisposition to it by affecting factors like temperament, neurotransmitter function, and brain development. Environment can also contribute to a child’s aggressive behaviour. Trauma, family dysfunction and certain parenting styles (such as harsh and/or inconsistent punishment) can also make it more likely that a child will exhibit anger and/or aggression that interferes with their daily life. If children consistently show aggressive behaviour and do not show improvement with guidance, GCA may request parents have a consultation with their family doctor, at which point the doctor may refer the parents to the child’s pediatrician for clinical assessment.

As teachers work together as a team along with Supported Child Development, the child may continue to have an early pick-up. A shorter day will first and foremost help with any separation anxiety, secondly it will alleviate the longer schedule which may increase their aggressive behaviour, and thirdly will protect them and other children from any aggressive behaviour.

## 11 MEDICATION

Teachers will not administer any medication unless they have received a doctor's note and a signed Medication Administration 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.**

## 12 ABUSE REPORTING

### Guidelines

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**  
**Office 604-587-3936, 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 restrain 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.*

## **13 POLICY ON PARENT-TEACHER COMMUNICATION**

As stated in our opening paragraph, “GCA Montessori philosophy is that Parents/guardians are the primary educators of their children, and the staff at GCA Montessori are here to collaborate with parents/guardians in guiding children to discover, explore, investigate and learn at their own pace.” In other words, it is anticipated that both parents and staff at GCA will collaborate to form a robust team in order to achieve this objective.

### **13.1. Communicating to Staff about General Issues**

GCA has provided a telephone and the Lillio 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 cross the line from upsetting to threatening or even dangerous such as bullying, harassment and defamation.

GCA staff are expected to maintain a positive attitude, professional body language, and appropriate facial expressions to foster a welcoming environment. Similarly, parents are expected to communicate with courtesy and respect. While GCA staff value and appreciate parent/guardian input, they will not tolerate rudeness, threats, or abusive behaviour. Any GCA staff have the right to end discussions if a parent/guardian’s behaviour becomes intimidating or threatening. GCA reserves the right to terminate a child’s enrollment if parent interactions escalate from upsetting to dangerous, including bullying, harassment, or defamation. Maintaining mutual professionalism ensures a safe and productive environment for everyone.

### **13.2 Communicating to Staff about Safety Concerns**

In the event that there are any concerns about the safety of the daycare, actions of daycare staff, or your child makes any claims against a staff member, parents are encouraged to first reach out to their child’s classroom teacher or other designated staff

members. As our staff are around the children daily, they may be able to better assess the situation and respond appropriately and with discretion.

If parents feel their concerns are not adequately addressed, they should then approach higher administration, before the licensing officer.

GCA Montessori has cameras and safety protocols to ensure the safety and accountability of both your child(ren) and our staff. Any allegations will be taken seriously and treated with care and discretion

### **13.3 Parent Education**

Based on GCA Philosophy that “Parents/guardians are the main educator of their children,” GCA Montessori aim to empowering parents/guardians with knowledge and skills to actively participate in their child’s development and learning. Therefore, we would like to promote parenting classes, or workshops in different topics through our portal Lillio. We encourage parents/guardians to attend to benefit the children.

## 14 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 they become 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 (CCLA)*, 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 they become anxious or agitated. The child will have a chance to listen to the teacher who will provide positive guidance.

- 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.

## 15 FIELD TRIPS

Field trips (including outings to parks, nature walks, etc.) 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.

If your child is a flight risk, **GCA** reserves the right to request that the parents keep the child home or accompany the child in a class group for activities such as going to Hawthorne Park or on field trips.

### **Field Trip Accident Liability Policy**

At GCA, we strive to provide a safe and enjoyable experience for all children during field trips. We take every reasonable precaution to ensure their safety, including thorough planning, staff supervision, and adherence to safety guidelines. However, it is important to acknowledge that accidents, while rare, can occur and are sometimes unavoidable.

### **Policy Statement:**

**GCA** will not be held responsible for accidents or injuries that may occur during field trips. Parents and guardians acknowledge that despite our best efforts to mitigate risks, certain factors are beyond our control.

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 *Childcare Licensing Regulations* are maintained at all times.

Staff must ensure that First Aid Kits are immediately accessible during outside play.

## 16 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 Canada.

As our facility is situated on the ancestral and unceded land of multiple Coast Salish peoples (including the Katzie, Kwantlen and Semiahmoo First Nations), we make efforts to include learning opportunities in our programming about Canada's many Indigenous Cultures. The children learn about the cultural dances, songs, and foods of the peoples who have stewarded this land since time immemorial.

Our full-time children also learn French on a weekly basis.

As in all areas, we will answer questions openly and honestly. When we do not have answers, we will do our due diligence and do proper research and, where necessary, seek professional and qualified outside support. Please feel free to support our curiosity by sharing parts of your family's culture with us.

# 17 EMERGENCY, FIRE & DISASTER PROCEDURES

**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 that 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.

## 17.1 Designated Muster 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.

## 17.2 Emergency Evacuation Location

We are required by law to be prepared should an earthquake or disaster strike while your children are within our care. 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.

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** 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
- 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:

<b>Roshan</b>	<b>(778) 837-1103</b>
<b>Christina</b>	<b>(604) 787-8604</b>
<b>Basuki</b>	<b>(778) 772-1800</b>

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 another natural disaster or 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.

### 17.3 Individual Child Emergency Kits

GCA will provide, a flashlight, radio and batteries, garbage bags, dried foods, a first aid kit and other necessary emergency items. All staff will be trained and kept up to date with all fire/earthquake disaster practices and procedures

In addition, your child will need an emergency kit (see list below) to keep at the facility. Please ensure you prepare this kit for their first day, as it is required by licensing in the event that an emergency or natural disaster occurs.

- 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.

# 18 CONTACT INFORMATION & IMPORTANT PHONE NUMBERS

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

NAME	PHONE NUMBER(S)	
ROSHAN (Manager)	(778) 837-1103	
CHRISTINA (Managing Director)	(604) 787-8604	
BASUKI (Director)	(778) 772-1800	
SUBSIDY	+1 (800) 338-6622	FAX: +1 (877) 544-0699
LICENSING (Sarah Hussain)	(604) 614-8201	FAX: (604) 930-5415
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 REPORTING	310-1234	

# 19 OUR LOCATION

## Address

Unit 103-04,  
201 14410 108 Ave.  
Surrey, BC, V3R 1V4

## MAP



# APPENDIX

## Program Fees

- Early Childhood Education and Montessori Early Program curriculum-based child care fees are effective as of 01 May 2025, payable by e-transfer using [admin@gcamontessori.ca](mailto:admin@gcamontessori.ca)
- 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.
- 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.
- \$230 Registration Fee - non-refundable
- \$30 Graduation Fee - collected in May for those children who will be graduating in June of that year
- Access Card Fees
  - \$50 Access Card Deposit –Refundable
  - \$100 First Card (non-refundable)
  - \$ 75 Second Card (non-refundable)
  - \$50 Third Card (non-refundable)
- An extra charge for field trip and a special treat fee will be applied.

## Registration and Tuition Fee Chart

Fees Type	Age range	Price	Lunch Program	Hours
Registration	Infant & Toddler	\$230	--	--
	2.5–5-year-old	\$230	--	--
Part/Full Time Programs	Infant & Toddler 9-36 months	\$200	Included	5 days a week 7:00am - 5:00pm
	Group Childcare 3-5-year-old	\$200	+\$200	5 days a week 7pm - 5:30pm
Before and After school	School Age	\$200	No	7:00am – 8:15am AND 2:15pm – 5:30pm
After school	Note: We will provide services for school age children on Pro-D Days or Early Dismissal upon the number of attendants	\$140	No	2:15pm - 5:30pm