

# Green Trails Montessori Daycare

## Parents Guidelines & Policies



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Infant & Toddler Centre: 132 Sharon place, Nanaimo, BC V9V1c5

3-5yrs old Centre: 103-10216, 128 St., Surrey, BC V3T2Z3

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## Health & Medication Policy

At Green Trails Montessori, your child's health, safety, and well-being are our highest priorities. We understand that children occasionally fall ill, and we are committed to maintaining a healthy environment for all by following preventive care, transparent communication, and responsive health practices.

### Our Preventive Approach

To minimize the spread of illness, we practice and encourage:

- Regular handwashing throughout the day
- Nutritious lunches and snacks that strengthen immunity
- Personal hygiene routines, such as trimming nails and using tissues properly

Parents play an essential role in keeping our community healthy. Please inform us of any allergies, medical conditions, or suspected contagious illnesses as soon as possible.

### When to Keep Your Child Home

Children must be symptom-free for **at least 24 hours** before returning to the centre. According to provincial health regulations, children **cannot attend** if they have or are developing any of the following:

- Fever of 38°C (100.4°F) or higher
- Unexplained or ongoing pain
- Consecutive diarrhea or vomiting
- Suspected or confirmed contagious illnesses (e.g., measles, mumps, chickenpox)
- Undiagnosed rashes or infections (including impetigo, scabies, head lice)
- Sore or infected eyes
- Difficulty breathing, persistent coughing, or wheezing
- Sore throat or trouble swallowing
- Headache, stiff neck, or signs of fatigue

If a child is not feeling well enough to participate in the daily program, including outdoor play, they should remain at home until they are ready to rejoin safely. Our staff reserves the right to refuse entry to any child deemed too ill to attend.

### If a Child Becomes Ill During the Day

If your child develops symptoms or a fever during the day:

1. You will be called to **pick-up your child immediately**.
2. While waiting, your child will be cared for in a quiet, comfortable area away from others.

3. We will ensure they remain hydrated and at ease.

If we are unable to reach a parent or emergency contact, **911 will be called**. In all emergency situations (e.g., loss of consciousness, severe breathing difficulty, choking, or significant bleeding), we will follow emergency medical protocols and notify you immediately.

A **doctor's note** may be required before your child returns, depending on the nature of the illness. Please communicate health updates **by email**, not verbally, so records can be accurately maintained.

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### **Administration of Medication**

Whenever possible, parents should administer medication at home. If medication must be given during the day, the following applies:

- A **Medication Permission Form** must be completed and signed by both the parent and the child's physician.
- Medication must be in its **original, labeled container**.
- Staff will record the **time and dosage** for accuracy.
- No medication (prescribed or over-the-counter) will be administered without written authorization.

*Tip: Please hand medication directly to a staff member, never place it in your child's bag.*

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### **Immunizations**

All children are required to have an **up-to-date immunization record** at registration. Families will be asked to review and update records annually in accordance with **BC Health Authority** guidelines.

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### **First Aid & Reportable Incidents**

All educators are certified in **CPR and First Aid**. A licensed first aid kit is available both onsite and during all field trips. In case of a serious injury or reportable communicable disease:

- Parents/guardians will be **notified immediately**.
- The **local medical health officer** will be informed within 24 hours, as required by licensing regulations.
- An **incident report** will be completed and shared with the family.
- Any medical expenses remain the responsibility of the parent or guardian.

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## Release of a Child

At Green Trails Montessori, the safety and well-being of every child is our top priority. To ensure that children are only released to authorized individuals, we follow strict identification and verification procedures in line with provincial licensing standards.

### Information Required at Registration

To help us keep your child safe, the following details must be completed **before your child begins care**:

1. **Parent/Guardian Information:** Full names, home address, phone numbers, and emergency contact details.
2. **Authorized Pick-Up Persons:** The names of all individuals who may pick up your child. If someone other than a parent or guardian is picking up your child, they must present valid photo identification (e.g., driver's license). A photocopy will be kept on file.
3. **Custody Information:**
  - For separated or divorced parents, a copy of the **legal custody agreement** must be provided.
  - If a child is under the care of the **Ministry of Children and Family Development**, written authorization from the child's social worker is required.
4. **Restricted Access:** Parents/guardians must provide the names of any individuals who are *not permitted* to access the child. Official court documentation must accompany these requests.
5. **Emergency Contacts:** At least one emergency contact (other than parents) must be listed with current phone numbers.
6. **Medical Contacts:** The family's doctor and dentist names and phone numbers.
7. **Immunization Records:** A current record must be submitted at registration. If unavailable, a physician's note confirming completion of immunizations is required.

*All information is stored securely and remains confidential. We review and update these records annually to ensure accuracy.*

### Authorized Pick-Up Procedures

- Children will only be released to the **individuals listed on the child's file**.
- Staff will verify the person's identity each time, especially if the person is unfamiliar.
- If a substitute person (e.g., a grandparent or neighbor) will pick up your child, please **notify us in writing or by email** in advance.
- We will **not release a child** to anyone who:
  - Is not listed as an authorized contact.

- Appears to be under the influence of alcohol or drugs.
- Appears unwell, disoriented, or otherwise unfit to safely care for a child.

If such a situation arises, staff will offer to call a taxi or the listed emergency contact. If the individual insists on taking the child, staff will immediately contact **local authorities and child protection services**.

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## Emergency and Incident Procedures

At Green Trails Montessori, safety is at the heart of everything we do. We are committed to maintaining a secure, calm, and well-prepared environment for children, families, and staff. Our safety procedures follow all **Child Care Licensing Regulations** and are reviewed regularly to ensure effectiveness and compliance.

### 1. General Safety Practices

Our facility is equipped with:

- **Fire extinguishers and first aid kits** in every key area
- Clearly posted **emergency procedures and contact numbers**
- Regular **inspections and maintenance** of safety equipment

All educators are trained in **CPR and First Aid** and know how to respond quickly and calmly in emergency situations.

### 2. Fire, Earthquake, and Evacuation Drills

To ensure readiness, we conduct:

- **Monthly fire drills** (typically on the first Monday of each month)
- **Earthquake and evacuation drills** several times per year

These drills help children practice safe, calm responses in real-life scenarios. Staff guide children through each step with reassurance, focusing on cooperation and safety. In the event of an emergency:

1. Children will be safely evacuated to the designated meeting point.
2. Attendance will be taken to ensure all children are accounted for.
3. Parents or guardians will be notified immediately.
4. If needed, children may be moved to an alternative safe location and cared for until pickup.

### 3. Communication During Emergencies

In case of an emergency (fire, natural disaster, power outage, or other event):

- Parents/guardians or the listed **emergency contact** will be notified as soon as it is safe to do so.

- Updates will be shared via phone or email.
- Children will remain under staff supervision at all times until safely picked up.

#### 4. Incident Reporting

If a serious incident or injury occurs:

- Parents/guardians will be **notified immediately**.
- The **local Medical Health Officer** will be contacted within 24 hours, as required by licensing.
- A **written incident report** will be completed and shared with parents for signature.
- Any medical expenses incurred are the responsibility of the parent or guardian.

We treat every incident as an opportunity to review and strengthen our safety procedures.

#### 5. Child Abuse & Neglect Reporting and Prevention

Green Trails Montessori follows a strict **duty to report** under the **Child, Family and Community Service Act**. If a child is suspected of being abused or neglected, our staff are **legally required** to contact the **Ministry of Children and Family Development** immediately. **Ministry for Children and Family Development (Nanaimo Office): 250-741-5444**

##### Recognized Forms of Abuse

1. **Physical Abuse:** Intentional use of physical force that results in injury or harm.
2. **Emotional Abuse:** Persistent actions or words that harm a child's emotional well-being or self-esteem.
3. **Sexual Abuse:** Any form of sexual exploitation or inappropriate contact by someone in a position of authority or trust.
4. **Neglect:** Failure to provide necessary care, supervision, or protection that a child requires for health and development.

All staff are trained to recognize early signs of distress or harm and to act promptly in the child's best interest.

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## Screen Use, Nutrition & Smoking Policy

At Green Trails Montessori, we believe that a healthy body and mind are the foundation for meaningful learning. Our policies around **screen use, nutrition, and environment** reflect our commitment to fostering focus, curiosity, and well-being in every child.

## 1. Nutrition Policy

We encourage families to provide **balanced, nutritious meals and snacks** that align with the *Canada Food Guide*. Nutritious foods fuel a child's growth, concentration, and energy throughout the day. **Our Guidelines:**

- Please pack healthy foods in sufficient quantity and quality to meet your child's needs.
- Cut foods such as **grapes, carrots, or tomatoes** to prevent choking hazards.
- **Candy, chocolate, and sugary treats** are not permitted.
- **Pork or pork products** should not be packed.
- We are a **nut-free environment**. Please check labels before packing meals.
- Sugary beverages such as **soda or fruit juice** are discouraged; water is preferred.
- If your child has allergies or dietary restrictions, please inform staff in writing so we can take appropriate precautions.

*Tip for parents:* Involve your child in choosing and packing their snacks, it encourages independence and builds healthy eating habits!

**We never use food as a form of reward or punishment.** Mealtime is a calm, social opportunity for children to nourish their bodies and connect with peers.

If you have questions about meal planning or allergies, we are happy to share relevant guidance from the **Child Care Licensing Regulation** under the **Community Care Facilities Licensing Program**.

## 2. Screen Use Policy

We are proud to be a **screen-free learning environment**. At Green Trails Montessori, we believe children learn best through **hands-on exploration, social interaction, and imaginative play**, not through screens. **Our Policy:**

- We do **not use televisions, tablets, or computers** during class or free play.
- **No personal devices** (phones, tablets, gaming consoles) may be brought in.
- Educational learning is facilitated through **Montessori materials**, storytelling, art, music, and outdoor exploration.

This approach encourages creativity, focus, and meaningful human connection, essential parts of early childhood development.

### 3. Smoking & Environmental Health Policy

To maintain a safe and clean environment for all, **smoking, vaping, or tobacco use** is strictly prohibited **inside and outside** the centre premises. This includes the parking lot, outdoor play areas, and during field trips. We appreciate your cooperation in helping us maintain a completely smoke-free and health-conscious space.

### 4. Outdoor Play & Daily Outings

Weather permitting, children enjoy **daily outdoor time** and **supervised nature walks** in nearby green areas. Field trips and outings are carefully planned, and details (dates, destinations, and permissions) are shared with families well in advance. These experiences help children connect with nature, develop physical strength, and explore the world around them.

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## Parent & Guardian Responsibilities

At Green Trails Montessori, we view parents as essential partners in each child's growth and learning journey. Together, we can create a nurturing, consistent, and secure environment that allows every child to thrive. This section outlines how families can help support our community and ensure their child's success and safety.

### 1. Daily Preparation

To help your child start each day ready to learn and play, please:

- Provide **nutritious meals and snacks**, along with **weather-appropriate clothing** and any required supplies (a detailed list will be provided before enrollment).
- Ensure your child arrives **well-rested, healthy, clean, and fed**.
- Inform staff if your child has not eaten breakfast so we can monitor their comfort and energy levels.

Children adjust best when mornings are calm and consistent. Arriving with enough time to settle in before class begins helps them start the day positively.

### 2. Health & Communication

- Notify us immediately if your child shows signs of illness or has been exposed to a contagious condition.
- Respect the **privacy and confidentiality** of other children and their families.
- Provide written updates about **allergies, medical conditions, or medication changes** so we can adjust care appropriately.
- Inform us of any major changes that may affect your child's routine or emotional well-being (such as moving homes, family transitions, or new caregivers).

### 3. Emergency Preparedness

Parents/guardians must:

- Provide **at least one emergency contact** who is available to pick up your child if you cannot be reached.
- Authorize staff to **seek emergency medical care** for your child when necessary, if neither parent/guardian nor the emergency contact can be reached.

Rest assured, this authorization is used only in urgent situations, and your child's safety will always remain our top priority.

### 4. Administrative Updates

To keep our records current, please inform us promptly of any changes in:

- Home address or phone numbers (home, work, or cell)
- Employment details
- Emergency contact information
- Custody or access arrangements
- Care hours or number of days needed
- Drop off or pick up time

Maintaining accurate records ensures that we can reach you quickly and that your child's care remains uninterrupted.

### 5. Enrollment & Withdrawal

A **minimum of one month's written notice** is required before withdrawing your child from the program. This allows us to maintain proper staffing levels and offer the space to another family on our waiting list.

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## Caregiver Commitments

At Green Trails Montessori, our team is dedicated to providing a nurturing, safe, and enriching environment for every child. We view our relationship with families as a **partnership built on trust, communication, and shared goals** for your child's growth and well-being. This section outlines what families can expect from our educators and caregivers.

### Our Commitments to You and Your Child

- **Provide a Safe and Nurturing Environment:**  
Ensure that the daycare environment is clean, secure, and designed to promote each child's physical and emotional well-being.

- **Create Space for Growth and Exploration:**  
Offer inviting spaces and **age-appropriate Montessori materials** that encourage hands-on learning, creativity, and social development.
- **Supervise with Care and Attention:**  
Maintain consistent, **watchful supervision** during all indoor and outdoor activities to ensure children's safety while fostering independence.
- **Collaborate with Families:**  
Build strong, open partnerships with parents, working together toward shared goals that support each child's development, confidence, and curiosity.
- **Communicate with Respect and Positivity:**  
Share updates about each child's day in a **positive, professional, and respectful manner**, celebrating milestones and discussing any concerns constructively.
- **Maintain Confidentiality:**  
Keep all records, observations, and personal information **confidential and securely stored**, respecting every family's privacy.
- **Operate Responsibly:**  
Maintain **liability insurance** for both the daycare and all children in care, upholding the highest standards of safety and accountability.

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## Late Pickup Policy, Illness Rules & Vacation Terms

At Green Trails Montessori, we understand that family routines can sometimes face unexpected delays or schedule changes. These policies are in place to ensure fairness, safety, and consistency for all children, families, and staff.

### 1. Late Pickup Policy

Our centre closes promptly at **5:00 PM**. We ask that parents plan ahead to ensure their child is picked up on time. If you anticipate being late, please notify us as soon as possible. **Late Pickup Procedure:**

1. A **15-minute grace period** is allowed after closing.
2. After 15 minutes, a **late fee of \$10 for every 15-minute interval (or portion thereof)** will be charged.
3. After 15 minutes past closing, staff will first attempt to contact the parent/guardian.
4. If parents/guardians cannot be reached, staff will contact the **emergency contact** listed on your child's file.
5. If no contact can be made within one hour, the situation will be reported to the **Ministry of Children and Family Development** for guidance.

*Repeated late pickups may result in a review of the child's enrollment status. We understand that delays happen. Our goal is not to penalize but to ensure that staff and children are respected, and the environment remains safe and predictable.*

## **2. Illness & Absence Policy**

Children who are unwell or recovering from an illness should remain at home until they are able to fully participate in daily activities, including outdoor play. If your child will be absent due to illness:

- Please notify the centre before 9:00 AM that day.
- Inform us of the nature of the illness so we can take any necessary precautions to protect others.
- For longer illnesses, we'll communicate together to determine suitable arrangements or return timelines.

## **3. Vacation Terms & Program Closures**

We value both family time and consistency in care. To balance these, please review our vacation and closure policies:

### **Weather-Related Closures**

In the event of **severe weather** or unsafe travel conditions, the daycare may close. These are **paid closures**, as staff remain on call and the facility maintains operational costs. Families are responsible for arranging alternate care during these rare occurrences.

### **Family Vacations**

If a family chooses to take vacation time while the daycare remains open, **regular tuition continues**, as your child's space is held during your absence. This ensures that staffing and scheduling remain stable for all children in the program.

### **Winter Break Closure**

The daycare closes for **two weeks in December**, aligning with the **public school winter holidays**. This is a **paid closure**, as staff are on holiday and your child's spot remains reserved during this period. If your family's vacation schedule does not align with this closure, you are responsible for arranging alternate care for those dates.

## **4. Extended Absences & Special Arrangements**

If your child experiences an extended absence due to illness, travel, or family circumstances, please communicate with us in writing as early as possible. We'll work with you to determine the best plan for your child's return and ensure a smooth transition back into the program.

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## Referral Program

At Green Trails Montessori, we believe that the best compliment we can receive is your trust and recommendation. When families share their positive experiences with others, our community grows stronger, and more children have the opportunity to benefit from a nurturing Montessori environment.

### How It Works

If you refer a new family who completes registration and joins our program, you'll receive a **\$50 tuition credit** as a thank-you for helping us grow our community.

### How to Participate

1. Simply let the referred family mention your name when they inquire or register.
2. Once their enrollment is confirmed, your tuition credit will be applied to the following billing cycle.

*There's no limit. You can refer as many families as you like! Each successful referral earns you another \$50 credit.*

### Why It Matters

Every family that joins Green Trails contributes to the warmth, diversity, and vibrancy of our Montessori community. By sharing your experience, you're helping another child find a caring space to learn, grow, and thrive.

*Thank you for helping us build a community rooted in trust, growth, and shared values.*

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We're excited to welcome your family. For documentation requirements and important next steps, please refer to our [Enrollment Checklist](#) document.