



**Little Cube Montessori**

Preschool & Kindergarten



# Parent Handbook

2023/2024

# Table of Contents

Page 2.....Contact Information & Programs

Page 3.....Daily Schedule

Page 4 & 5 ..... General Housekeeping

Page 6 & 7..... Health & Wellness Guidelines

Page 8..... Snacks & Lunch at School

Page 9.....Birthday Celebrations

Page 10.....Emergencies, Bad Weather

Page 11..... Communication with Parents

Page 12-16.....School Policies

Page 17 .....Tuition Payment Options & Fees

Page 18.....Withdrawal, Repayment & Gradual Entry

Page 19..... School Calendar 2023-2024

## Programs Offered:

### #1 Intro to Preschool

3 days x 2.5 hrs

Monday to Wednesday

Mornings 9:00 – 11:30 or

Afternoons 1:15 – 3:45

\$425 per month

***\$368 CCFRI approved***

### #2 I'm a Preschooler

4 days x 4 hrs

Monday to Thursday

Mornings 9:00 – 1:00 or

Afternoons 11:45 – 3:45

\$545 per month

***\$469 CCFRI approved***

### #3 Pre-Kindergarten

5 days x 4 hrs

Monday to Friday

Mornings 9:00 – 1:00 or

Afternoons 11:45 – 3:45

\$625 per month

***\$530 CCFRI approved***

**\*\*Please note, for our 4-hour programs:** Children must be almost 4, able to eat on their own, fully toilet trained & able to communicate basic needs. This will be at the staff's discretion.

#### **Our Address & Contact Information:**

106-3242 Westwood Street

Port Coquitlam, BC

V3C 3L8

**phone #604-248-5111**

**email:** [littlecubemontessori@gmail.com](mailto:littlecubemontessori@gmail.com)

**Website:** [lcmpreschool.com](http://lcmpreschool.com)

## AM and PM classes

9:00 AM Class for 2.5 and 4 hr program starts  
9:10 start carpet time  
9:20/9:30 carpet time ends  
9:30-11:10 Children find their own activities, this includes a snack if they want  
11:10-11:20 carpet time  
11:20 the 2.5 hr children go to the cubby area and get ready to go home  
11:30 the 2.5 hr children are dismissed

11:45 4 hr PM children arrive  
11:50 lunchtime active play starts - see below notes\*  
12:20 children wash up and sit down for lunch  
12:20 to 12:40 lunch ends, children clean up and sit at the carpet  
12:40 – 12:50 circle time  
12:50 the 4 hr AM children go to the cubby area and get ready to go home  
1:00 the AM 4hr children are dismissed

1:15 the 2.5 hr PM children arrive  
1:25 carpet time starts  
1:35/1:45 carpet time ends  
1:45-3:25 Children find their own activities, this includes a snack if they want  
3:25-3:35 carpet time  
3:35 all PM children go to the cubby area  
3:45 all PM children are dismissed

Little Cube Montessori is a **child led environment**.

During class time, children are encouraged to make their own choices when it comes to activities. They have opportunities throughout their time with us to work one on one with a teacher, on their own or in a small group of 2-3 children.

When it comes to **active play** (more details are in our active play policy) we incorporate outdoor activities with indoor activities regularly throughout the day.

**For our 2.5 hr children**, outdoor activities take place during the last 20 minutes before it's time to go home in place of carpet time.

**For our 4 hr children**, outdoor activities take place before lunchtime (11:50-12:20) combining the 4hr classes (AM & PM).

**Indoor active play** is incorporated into our carpet time and include such activities as dancing, physical exercise such as running on the spot, yoga (stretching activities) and action games.

Children that stay for 4hrs. bring their own lunch every day from home.

Snack time is encouraged and is available during the whole day except during lunch time. Two children at a time can have a snack at our designated snack table as many times as they want during the class. This includes getting water on their own from the sinks by the snack area table.

# General Housekeeping

## Arrival & Dismissal

It is very important to instill in your child the importance of arriving on time for drop off and pick up. Arriving late for drop off or pick up does not mirror respectful behavior, is disruptive not only for your child but all other children on time and sets your child up for feelings of nervousness and worry. It is not a good start or end to anyone's day.

## Lateness

Every time a child arrives once circle has started, we need to stop carpet time to wait for that child to get undressed, find a spot at the carpet (everyone sitting already needs to readjust their spots) and settle in. Not only does this extend the time that children must sit at the carpet, but it also disrupts the teacher's lesson and ability to regain everyone's focus.

Please remember, we have 20 children ages 2 1/2 to 5 that can only sit and focus for 20 minutes maximum.

Carpet time is **very** important.

- It is a positive start to our day.
- New topics and materials are presented.
- Music and French activities are done at this time.
- Birthday Celebrations take place
- Songs for special occasions are taught.

**As a side note**, with new & young children -every time the door opens to let in someone late, children quite frequently react with tears. They do not understand that a child has just arrived late. They only see and hear a parent at the door and are reminded that their parent has left. This is extremely upsetting for little ones and children that have never been left before.

We do realize that things arise **unexpectedly & occasionally** and request a phone call/email if this happens so that the teacher can better prepare your child for your late arrival. However, we do have a **Late Fee** for those that are continually late.

If ongoing lateness occurs, we will request that you arrive **AFTER** carpet time is over. However, your child's time with us if you arrive late **will not** be extended. **Pick up time will be as usual and there is no financial reimbursement for this.**

## Attendance

If your child is going to miss school for **any reason**, we do require a phone call/email and reason **before** class starts. For an extended absence such as a holiday, please let us know the dates of the last day of class and the first day back to class. Quite often there are special events or activities planned for the entire class and we do need to know if they will be present to participate.

You shall not be reimbursed for these occasions.

## Clothing & Slippers

Please do not send your child in fancy clothes as they will be on the floor quite a bit and active with art supplies on a regular basis. **We ask that every parent provide a change of clothes, including underwear (2-3), pants, socks & shirt in a large Ziploc bag with your child's name on it.**

**If your child wears pull ups/diapers, please provide 5-6 of these instead of underwear.**

**Slippers or inside shoes are a MUST and we request that they have your child's name in/on them.**

**Nothing with laces please.** They will be kept at the school in your child's assigned cubby.

Please do NOT send backpacks as they are bulky, not required and take up space in the cubbies. Water bottles do not need to be sent either as they leak and can cause a slipping hazard; children can help themselves to water in a glass. If your child stays for lunch please provide a lunch kit only.

**Sickness Policy – COVID-19 Operational Protocols on pages 5, 6 & 7 takes precedence over and is in addition to the following information.**

Please do not send your child to school if he/she shows any of the following:

- × Fever
- × Cough
- × Vomiting
- × Rash
- × Diarrhea
- × Green colored nasal discharge

If they have an illness that is contagious, such as chickenpox, pink eye, hand-foot-mouth please contact the school immediately. When your child can return to school, is outlined in our COVID-19 Policy on page 6.

If there is an outbreak of a contagious disease and **your child is not immunized**, they will not be allowed to attend until it is safe to do so. There is no financial reimbursement for time missed due to this situation.

## Backpacks & Toys – Show & Tell

Please do not send your child with either. There is not enough room in the cloakroom for such objects. As well, toys become a distraction and can cause anxiety if misplaced. There will be a monthly **show & tell (the first Tuesday of each calendar month)** but we request that toys are not brought in for it. Instead, we ask that items related to the month's theme or something special to your child is brought in. Please put it in a **see-through bag** with **your child's name** on it. This will not start until October.

# Health & Wellness Guidelines

(to minimize any contagious airborne illness)

updated June 16, 2023

For our staff to keep all our families and children in attendance safe, as well as our staff and their families, we have adapted the following safe keeping measures, MANY of which we already practiced pre Covid-19. **These protocols take precedence over all else in this handbook and may affect other sections.**

## 1. Access Inside our Facility

- a. Parents & staff must assess their child/self at home **EVERY** day for the symptoms of a common cold, influenza, COVID-19 or other respiratory disease. You may use the BC Covid-19 link that is on our website for further information. Children that appear ill will NOT be permitted in-see below (#9) for re-entry conditions.
- b. Outside visitors will be limited and only have access to our cubby area for a short period of time (15 minutes max.).

## 2. Pick Up & Drop Off

- a. Parents will wait outside with their child **at drop off**, along the front windows and maintain a distance of 4ft between their self and the next person in line. You can use the individual sidewalk blocks as a reference for spacing. Alternatively, you can wait in your vehicle with your child. Your child will come in one at a time and we ask that you move ahead for the next family once your child is inside.
- b. If you need to talk to a staff member, we will do so outside the front door under the building overhang area.
- c. There will be no handshakes but a verbal greeting.
- d. Children with lunch kits will hang them in their cubby right away, get changed and then proceed to sanitize their hands BEFORE sitting down at our circle time carpet.
- e. Children without lunch kits will go to their cubby, get changed and proceed to sanitize their hands BEFORE sitting down at our circle time carpet.
- f. Parents will wait outside **at pick up**, along the front windows and maintain a distance of 4 ft between their self and the next person in line. You can use the individual sidewalk blocks as a reference for spacing. Your child will be sent out one at a time to the first person in line. Please leave once you have your child to allow space for the next parent to move up in the line.

## 3. Physical Distancing Measures

- a. Tables and desks have been spaced out to allow for more individual work and on the large tables only three children at a time.
- b. Circle time will be adjusted so that each child sits with a space around them facing forward with a space between them and the next child. We refer to this as “our personal bubble”.

## 4. Meals & Snacks

- a. Snacks will not be self serve. **Two children at a time** can come and ask for a snack AFTER they have washed their hands. A staff member will give them a pre-portioned snack already prepared, and a glass to fill up with water at the sink (if requested).
- b. Children that stay for lunch will wash their hands with soap and water, find their lunch kit, sit at their spot and wait until all children are sitting.

## 5. **Hand Hygiene**

Children & staff will wash/sanitize their hands when:

- a. Arriving
- b. Before and after lunch
- c. Before and after a snack
- d. After using the washroom or assisting someone in the washroom
- e. After coughing or sneezing by mistake into their hands
- f. After contact with any bodily fluid
- g. After using and throwing a tissue into the garbage
- h. After handling one of our guinea pigs
- i. Coming back in from the playground

## 6. **Absences**

If your child will be missing school for ***ANY REASON***, please call or email the preschool as to what the reason is; sick, appointment, family emergency, slept in etc. We do not need details unless they have a communicable disease.

## 7. **Cleaning & Disinfecting**

- a. Lunch surfaces will be cleaned BEFORE and AFTER lunchtime.
- b. At the end of each day all tabletops, bathroom surfaces and front sinks will be sprayed with an anti bacterial solution and wiped down.
- c. Garbage containers will be emptied at the end of each day.
- d. Any object that a child may put into their mouth will be cleaned immediately with disinfecting wipes.

## 8. **Child Develops Symptoms at School**

- a. Your child will be settled into our reading corner which is for 1 child at a time ONLY.
- b. Staff will call you to pick them up immediately. If you or your significant other cannot be reached, we will contact your local emergency contact to pick up your child.
- c. Your child will be attended to and watched until you pick them up.
- d. Once your child is picked up, we will disinfect our reading corner, remove all books, clean any areas your child was in and wash our hands.

## 9. **Return to School**

Staying home when sick is one of the most important ways to reduce the spread of communicable diseases, including COVID-19. Therefore, it is important for anyone who is sick to stay home. Staff or children who are experiencing symptoms of a previously diagnosed health condition (such as allergies) do not need to stay home and do not need a doctor's note to attend our facility.

Children and staff should stay at home when new symptoms of illness develop, such as:

- Fever
- Chills
- Cough
- Difficulty breathing (in small children, this can look like breathing fast or working hard to breathe)
- Loss of sense of smell or taste
- Nausea or vomiting
- Diarrhea



## Snacks at School – **we are NUT FREE**

There will be a snack provided by the school Monday through Friday. We provide simple snacks such as dried cereal, arrowroot cookies, yogurt, crackers, cheese, pretzels, apples, banana, and carrots to name a few.

**Lunch at School** – if your child is in our 4-hour lunch program here are a few requests:

1. pack a fork and/or spoon for your child
2. water bottles are **not** necessary – ***no juice or sugary beverages***
3. pack portion sizes that are manageable for your child to eat
4. leftovers are great- we prefer that they are sent in a thermos, however, we do have a microwave for re heating. Please pack in a container that can be microwaved safely.
5. **no popcorn or yogurt tubes**
6. **please cut up grapes and hotdogs lengthwise**
7. as we are teaching independence (and we will help), please use containers (especially a thermos) that a child can open and close with little difficulty.

## Have a picky eater?

Children's taste buds are just developing at this age. Did you know that certain foods are meant to taste bad to children for health reasons, such as Brussel sprouts? Please pack one new food that you would like them to try every week. Many times, children will try new things for us as they see their peers eating similar items. Make it a small portion and no pressure.

Children that want to feed Chester our guinea pig at lunch time must choose from foods (raw fruits and veggies) that they will eat or try, so many times children that don't eat these items at home will give them a try so they can have a turn to feed him.

We do teach some basic nutrition at school (healthy choices) and therefore we request that you pack foods from the Canada Food Guide and keep treats for special occasions.

## Birthday Celebrations

*updated June 17, 2023*

Every child's birthday is special to him/her and their parent(s). At our school it is important to us too. We will arrange a day with you ahead of time that will work for all of us. It most likely **will not** be on your child's actual birth date.

We will celebrate your child's birthday during carpet time.

**AM classes** – at 11:00am (last circle)

**PM classes** – at 3:15pm (last circle)

We welcome parents to join us for the half hour **during** the celebration. Please be on time as it is a tight schedule before children go home.

**Please send in photos of your child at birth and each year of their age.**

If your child has a birthday in the summer; July & August or when the school is closed (Christmas or Spring Break), birthdays will be celebrated **ONLY if you request it.**

**As it is a special day, you may bring in a special treat to share with the entire class** 20 children in each. We would prefer small muffins, small cupcakes, cookies or rice krispie squares.

**NO CAKES please** as it is hard for the kids to eat and requires cutlery.

- If your child will be having a party outside of the school, **please do not ask us to hand out invitations at school.** Feel free to hand them out at drop off or pick up.
- Goodie/loot bags may be made up and given out by your child at the end of class. Please make them generic (not boy & girl) and do not put names on each bag.
- For children in our 4hr. lunch program, a pizza party can be arranged with us ahead of time.

# Emergencies, Disaster Plan & Bad Weather

## Emergencies

From time-to-time emergencies do arise both for parents and for teaching staff. With open communication we hope to make any emergency go as smooth as possible with as little interruption for your child. Please call us if the need arises. Each child needs to have an **EMERGENCY CONTACT PHONE NUMBER** of a person other than you, with a name of the person that might be picking them up. It MUST be someone that could pick your child up within a reasonable amount of time (someone local).

## Child's Photo

We require **two (2) current photos (passport sized) of your child**. One we will put on your child's emergency consent card & one on the registration form. We also require **one photo (4X6)** for the cloakroom next to your child's coat hook.

## Disaster Plan

- **Meeting Place (short term)** – back corner of parking lot next to the gate to our backyard
- **Alternative Shelter (long term)** – 1938 Eastern Drive, Port Coquitlam
- **Emergency Provisions** – a kit is purchased by, stored & maintained by us to give basic needs (water, food, poncho, blanket, light stick, toilet paper) for 72 hours for your child.

## Bad Weather

### School Closure

Your family's well-being is our priority. Classes will be cancelled if we feel that roads are unsafe or if we do not have power. If this occurs, we will email or call you at least 1 hour before school starts.

If you feel it is not safe for you, **and** you have not heard from us, **and** you chose to keep your child at home please call the school to let us know before classes begin.

We do not give refunds due to inclement weather.

## Communication with Parents

**We do not answer the phone during class hours.** Please email the school or text in case of an emergency.

### Daily Contact

Contact between parents and teachers daily is an important part of our program. By sharing important information covering your child's activities and welfare at home and school, we can work together to meet your child's needs. If for any reason, your child is having a hard day, please text us at 604-202-3485 and state **"HANDLE WITH CARE"**. No further information is required.

### Parent Email Group

We have a parent email group for relaying group information. As it is sent out in bulk format, if you are **NOT** receiving our emails, please check your junk or spam file as your computer may send it to these files automatically. Settings can be changed on your computer to fix this or if you put the school's email address into your "contacts" it should clear up the problem.

It is up to you to make sure that we have your current email address so that our list is up to date. Please update us if it changes throughout the year.

### Newsletter, Facebook & Instagram

A monthly newsletter will be emailed to you through our parent email group. The purpose of this is to keep parents informed of upcoming events, monthly class themes, recent events, and parenting "tips". We also post special events, photos & other useful articles on **Facebook and Instagram**. Please visit regularly so you don't miss anything. A review on our Facebook Page of your and your child's experiences at our preschool is greatly appreciated.

### Parent-Teacher Conference

The purpose of these conferences is to establish understanding, cooperation & consistency between your home and our program. Our staff will discuss your child's intellectual, physical, social, and emotional progress during these conferences. At least one is held each school year and lasts between 15-20 minutes. Additional conferences can be requested by either the parent or a teacher as the need arises.

### Parent Observation

There will be one day that parents can sign up for a half hour time slot to observe their child in class. The purpose of parent observations is to see the processes/steps your child has learned to get to their result. Each child is at a different stage in their development, so it is important to see the steps they accomplish and not just the finished work that they may bring home. **Note: this will only be for children that start in September.** *Children that start in January will participate in the next school year's observation.*

## Behavioural Guidance

We believe discipline is helping children as unique individuals learn acceptable behaviours, rather than stopping them from behaving in undesirable ways. We want to guide children in developing self-control, confidence, and sensitivity to others by using a positive and non-punitive approach. We will accomplish this by:

- 1) Provide a learning environment that will allow children to be relaxed which will in turn lessen conflicts.
- 2) Have a schedules & routines; this provides clear guidelines about what is expected, which helps to foster trust and security with the children.
- 3) Provide items that will stimulate cognitive, physical, and emotional growth.
- 4) Approach children individually, establish eye contact and use a calm and controlled voice.
- 5) Recognize a child's feelings before discussing behavioural limits.
- 6) Focus on the child's behaviour, not the child.
- 7) Ignore minor incidents and redirect the child.
- 8) Discuss acceptable behaviour and limit settings at an age-appropriate level.
- 9) Use positive reinforcement in words and actions, focusing on what the child can do rather than what they can't do.
- 10) Encourage caring and cooperative relationships.
- 11) Use natural & logical sequences for children to understand consequences.
- 12) Allow children to make choices whenever possible.
- 13) Remind children of limits as they have short memories and are easily distracted.
- 14) Divert a child's interest when safety is a concern.
- 15) Assist children in problem solving.
- 16) Give children "warning cues" that signal an upcoming change in activities.
- 17) As a calming method, we will use proximity and touch in situations where a child may be losing self-control.
- 18) Use the library corner for a calming period. This corner is quieter, has less overhead light, a chair, cushion, and a stuffed animal. If a child can recognize the need for this then they are free to go on their own. In instances when a child is not aware of their rising emotions or physically able to get there safely, a staff member will go and sit with them until they calm down.
- 19) Staff will model appropriate and expected behavior, such as using a calm, soothing tone of voice, getting down to a child's level and work together to solve problems as needed.

### Note:

- ✓ We do not practice corporal punishment at any time; this includes hitting, spanking, pushing, shaking, pinching, biting, grabbing, or slapping.
- ✓ We do not humiliate, confine, shame, or deprive children from snacks, liquids or toilet use as a form of discipline.
- ✓ Our center will document major incidents involving your child on a **Reportable Incident Form** provided by Fraser Health.

# **Policies**

*updated 2022-07-13*

## **Active Supervision Practices**

We believe that as an early childcare provider it is our utmost responsibility to ensure a safe and well supervised environment. Outlined below are the steps we take daily in various situations that we encounter with the children in our care.

### **Start of Day**

Children are greeted at our front door. Once most children are in the door is closed and locked. Our front door lock was specially put in at a height that is unreachable to all preschool aged children.

### **Throughout the Day**

During classes we have a 1:10 ratio as regulated by our preschool license given to us by Fraser Health. There is always 2 of us present during school hours. We have an open concept classroom so that visually we can always see all children. Our back door is always locked, and a curtain is drawn across the back area to deter children from going there. This lock is also at a height that most preschoolers cannot reach or have the hand strength to turn.

### **Bathroom Use**

We do not have doors closed on our washrooms. They always remain open with a curtain drawn across. Children that do not require assistance are allowed to go by themselves. One of us will sit or stand outside of the washroom to listen to and offer assistance and guidance if needed. Children that require our help or ask for help are accompanied by a staff member. All children have been instructed to use the common area child sized sinks for hand washing.

### **Snack Time**

Only 2 children may have a snack at a time and must sit at the designated snack table which is always visible to the teachers.

### **Lunch Time**

All children that stay for lunch sit in a grouped area. They are to sit while eating and instructed to not talk with food in their mouth. At all times during lunch time 2 teachers sit with the children and eat their lunch.

## **Active Supervision Practices (pg.2)**

### **End of the Day**

Children will go to their cubby to get ready to leave. One teacher will stay with them to assist while the other helps the remaining ones clean up their work in the classroom. A teacher will unlock the front door while the children remain seated in their cubby. One by one a child is called and handed off to their parent or another responsible adult that has been designated by the parent on registration forms. Only adults that have been approved for pick up by a parent either at the start of the year or earlier that day is permitted to take the child with them. If someone unknown arrives to pick up a child, the parent is contacted first. If we have not met a parent (unusual) we will ask to see a driver's license.

### **Outside Play Area**

Our attached play area is completely fenced, gated and locked. When the children are out, there is always at least 1 teacher out. All areas of our backyard can be seen at all times, play structures have been located so that there are not any blind spots. The only time that there are less than 2 teachers out is if a child needs to use the washroom. One teacher will go in and stay with the child while they use the washroom. Children are counted before we leave the cubby area to go out and again while they are in a line before we go back inside. The door is immediately locked when the last teacher comes in.

### **In Class Visitors**

Throughout the year we will have in class presentations by professionals. These adults are either personally known to us or are from companies that provide their services to daycares and preschools. The children are not left alone when these events are taking place. Both teachers are present at and participate in the events.

## Safe Release of Children

To ensure children are released only to a person that has been authorized by a parent, the following applies:

- ✓ Staff will only release a child to a person that has been authorized by the parent as noted on the **“Contract-Provider Agreement”**.
- ✓ If an authorized individual arrives that appears to be incapable of providing safe care – as deemed by our staff- your child will remain at our center until an authorized alternative can be contacted and arrives.
- ✓ If an unauthorized individual arrives to pick up your child and we cannot contact an authorized individual, your child will remain at our center until an authorized individual can be contacted and arrives. If they are acting in a harmful or belligerent manner in any way, the police will be called.
- ✓ If no authorized individual arrives at the end of your child’s day, and no authorized individual or alternative can be reached your child will remain at our center. We require at least two alternative contacts to be on our list. We will then try your out-of-town contact. If we are not successful, your child will stay at our center until MCFD (social services) can be reached and pick up your child.
- ✓ Written confirmation and a photo **(in a pinch, this can be emailed or texted 604-202-3485, to us)**, will be required in advance if any individual that is not on the authorization list will be picking up your child.

## Lateness

It is important for your child to arrive on time and that you pick up on time. Children feel left out, nervous and/or neglected when they or their parent are late. If you are going to be late, no matter the reason, please call or email us so that we can communicate and reassure your child that you are on your way. Constant lateness will be subject to an **additional fee** and possibly the termination of your contract with us as your child’s preschool provider.

## Absences

If your child is going to be absent for whatever reason; sick, vacation, you must phone and report this to our staff. For extended absences (vacations), if possible, please provide the return date to school.



## Reportable Incident Procedure

### Guiding Principles

- Staff must take a preventative approach to meet the basic element of providing a safe environment for the children.
- Staff is responsible for preventing injuries by implementing practices that will minimize the risk of an accident occurring on off and site.
- Minor incidents will be written in a logbook that can be viewed at any time.
- Serious/ Major incidents are required to be reported to Licensing & Fraser Health.

### Abuse and Neglect

#### Disclosure of Abuse or Neglect by a Child:

Children who may have been abused or neglected are particularly vulnerable. It is critical that, in responding to their needs, staff take every caution to avoid upsetting or traumatizing them any further. If the child is in immediate danger, staff will call police first. When talking to the child, staff will be sensitive to his or her needs and follow the general guidelines below. Our primary role is to support the child, gather basic information and report it to a Child Protection worker as quickly as possible.

#### Reporting Suspected Child Abuse or Neglect:

##### Duty to Report

The *Child, Family and Community Service Act* requires that anyone who has **reason to believe** that a child has been or is likely to be abused or neglected, and that the parent is unwilling or unable to protect the child, must report the suspected abuse or neglect to a Child Protection worker.

#### Reporting an Allegation of Abuse or Neglect

- Report to a licensing officer and complete a **Reportable Incident Form** if the suspected abuse is within the facility.
- Contact local authorities; *Ministry of Children and Family Development* if the suspected abuse is occurring out of our facility.

**\*\* all staff have read this document, signed it, and have a copy in their employee file.**

## Tuition Payment Options & Fees

updated June 17, 2023

Our programs run from September till June. There will be breaks that follow the public school system in December (Winter Break) and March (Spring Break). There may also be a short break in November for staff development. We are closed on all statutory holidays. Full tuition is charged in all these months.

### Tuition Payments

You have the option of paying the complete school year at once (cheque due Aug. 15<sup>th</sup>) or by making 10 monthly payments by post dated cheque as per our **fee schedule**. The monthly payments are based on the number of hours and days your child attends. We have taken \$200 of **June's** tuition payment at the time of registering; referred to as the deposit fee and will apply it to June's tuition. This is refundable if you need to leave part way through the year if you give us 1 full calendar month's notice in writing/via email. **Please see the exception below.**

**Post dated cheques** are due on the **first of each month**. If payment is not current, a child may not be admitted into the school. If tuition payments have not been received **AND** you have already paid the **non-refundable** registration fee, your child's spot will be forfeited immediately after the first month's tuition is past due. If something financially unexpected has arisen, please let us know so that we may accommodate you.

**NSF cheques** will be subject to a \$15 NSF fee. A repayment for the NSF cheque amount plus \$15 fee needs to be received within 24 hrs of notice from us of your NSF. After this, a late fee of \$10/day will be calculated and due at the time of repayment. This fee is capped at 7 days, however, your child will not be permitted to attend after the 7 day grace period until the tuition fee has been paid (including combined NSF fee and late fee of \$85).

**Etransfer payments** can be set up with a reminder. Payments are due the 30<sup>th</sup> of every month for the coming month. **Ex:** September's tuition is due August 30<sup>th</sup>.

**Late e-transfers** incur a late fee of \$10/day calculated and due at the time of reconciling. This fee is capped at 7 days, however, your child will not be permitted to attend after the 7 day grace period until the tuition fee has been paid (including late fees of \$70).

**For ACCB subsidy applications**, please let us know that you will be applying for a government subsidy. In this case, if you are paying by post dated cheques, September is only required with your completed registration package. Once we receive notice of your subsidy, any payments already processed will be reimbursed as a refund via etransfer. The remaining post dated cheques (October to June) are due immediately.

### Refunds

Any refund from Little Cube Montessori to you will be sent by etransfer.

We cannot refund tuition for days missed due to sickness or vacation, as licensing regulations require us to have adequate staff based on the number of children regularly enrolled.

### Additional Fees

**A registration fee of \$100.00** is due at the time of registration to hold a spot for your child. **This is non-refundable.** Included in this fee is a 1-time cost for a **72 hour emergency kit** that we supply for your child, in case of a disaster and keep on our premises at all times.

- ✓ **A deposit fee of \$200 held in trust and applied to June's tuition. See below for details.**
- ✓ There is a **\$15 NSF fee** for any cheque returned due to insufficient funds.
- ✓ If you are late in picking up your child more than 5 times, you will be subject to a **late fee of \$25.**
- ✓ There is a **\$25 fee for any assessment requests** (paper or online) by any agencies, schools or doctors. This fee is due at the time of your request and can be paid by etransfer ([littlecubemontessori@gmail.com](mailto:littlecubemontessori@gmail.com)).

## Withdrawal & Repayment Information

We require a minimum of **one full calendar months' notice in writing (email applies)** if you intend to withdraw your child from our program. Any tuition paid to us after the month is over will be returned to you. **See exception below.**

- ✓ An additional month's fee will be charged if a calendar months' notice of withdrawal is not received.

### Exceptions:

**Currently Attending:** after May 15th, you may withdraw your child from our program, but no refund will be given for May and June as we cannot fill the space this late in the school year.

**Upcoming September Start Date:** No refunds will be given for either fee if you withdraw between June 15<sup>th</sup> and September 30<sup>th</sup>.

**Income Tax Receipts** – these will be issued electronically in January for the entire previous year (January through December), including any summer camp fees.

## Gradual Entry & Separation Anxiety – yours' and your child's

It is not unusual for either of you to be experiencing anxiety the first few days of school. For your child, there might even be tears. Crying rarely lasts more than a few days. Just remember that you and your child's feelings are very normal.

### Gradual Entry

To help alleviate separation anxiety, we have a **2-week gradual entry period for ALL children** at the start of their time with us. **A schedule will be given out beforehand.** The number of days a child stays with us does not impact them as much as the length of time they stay.

We are prepared for separation anxiety and will do our best to reassure you and our very best to comfort your child. On the rare case that we cannot calm a child (after 15 minutes) we will contact you to come and get your child. Therefore, we ask that for the first few weeks, whomever is dropping off or picking up your child, stays in the area and is on time.

### Drop Off & Pick Up

It is very important to be on time at drop off & pick up, especially if your child is showing signs of separation anxiety. It is much easier to distract a child at drop off if they are not late and the only one in the cloakroom. When a parent is late at pick up and they are the only one left in the cloakroom, anxious children will think they have been forgotten by their parent.

If your feelings of discomfort around yours or your child's anxiety continues past a few days please feel free to come and speak with us when your child is not present.

Here are a few tips to get your child (and you!) ready:

- 1) **Read stories about going to school** beforehand to prepare your child.
- 2) **Talk to your child about the process.** Be positive. Answer any questions they ask. However, do not keep bringing it up. This will be a wonderful experience for your child. Trust in your child and in us.
- 3) **Do NOT APOLOGIZE to your child for leaving.** This is confusing for your child. "Why is mommy/daddy sorry if this is what they want?"
- 4) **Say goodbye AND THEN LEAVE.** Once you do say goodbye to your child, leave swiftly and with a smile on your face. Do not stand at the door-the kids can see out.
- 5) **Hand your child to us even if he/she is having a tough time.** This tells your child that you are comfortable with leaving them with us, especially when they are upset. This reinforces your trust in us to your child.
- 6) **Focus on your child when dropping off or picking up.** Keep cell phones off for the 5 minutes it takes to get your child in or out of the school. This is a great time for you to take an interest in their day.
- 7) **Separation anxiety can return** even after it seems to be gone for good. It can be after a long weekend, a vacation, or an illness. If this happens, following the above steps will help your child through it once again. Only this time, it will be easier.

# LCM School Calendar 23/24

**NO FINANCIAL REIMBURSEMENT  
FOR THESE DAYS**

School Starts	Tuesday, Sept.5	<b>See Gradual Entry Schedule</b>
Gradual Entry Week #1	September 5,6,7	<b>ALL children come EVERY Day – see schedule for YOUR child's times</b>
Gradual Entry Week #2	September 11-14	<b>Children come as per days registered– see schedule for YOUR child's times</b>
Truth & Reconciliation	Monday, October 2	<b>School CLOSED</b>
Thanksgiving Day	Monday, October 9	<b>School CLOSED</b>
Last Day of Class	Wednesday, Dec.20	
Christmas Concert	Thursday, Dec.21	<b>Christmas Concert AM 10-noon / PM 1-3</b>
Winter Vacation	Dec.22 – Jan.8	<b>School CLOSED</b>
First Day Back	Tuesday, Jan. 9	<b>School reopens</b>
BC Family Day	Monday, Feb.19	<b>School CLOSED</b>
Last Day of Class	Friday, March 15	
Spring Vacation	Mar.18 – April 1	<b>School CLOSED</b>
First Day Back	Tuesday, April 2	
Victoria Day	Monday, May 20	<b>School CLOSED</b>
Last Day of Class	Wednesday, June 19	
Graduation Ceremony & Party	Thursday, June 20– 10am – 12 noon	<b>Only children going to kindergarten/Gr.1</b>
Year End Party	Thursday, June 20 – 1pm – 3pm	<b>Year End Party</b> – parent organized- for everyone

## **Other Important School Events:**

**These dates are subject to change.**

<b>Parent Observations</b> – November 20 - 24
<b>Parent/Teacher Conferences</b> - March 7 & 8 – <b>NO CLASSES</b> – children do NOT attend
<b>Spring Concert</b> – Thursday, April 25 <sup>th</sup> <b>AM 10am-NOON/ PM 1-3pm</b>