

Pacific Montessori Society

CARE AND SUPERVISION POLICY

Effective Date: November 9, 2009

POLICY STATEMENT

The Pacific Montessori Society (the Society) is committed to providing a safe, healthy and nurturing environment for children in care at the Selkirk Montessori School.

POLICY RATIONALE

The [Child Care Licensing Regulation](#) sets out health and safety requirements, licence application requirements, staffing qualifications, and program standards for licensed child care settings. Additionally, schedules include a list of approved Early Childhood Education programs and first aid requirements. Licensed child care provides care for three or more children (unrelated to the facility operator). The types of child care programs are:

- group child care;
 - Under 36 months
 - 30 months to school age
 - School age
- preschool;
- family child care;
- multi age child care;
- in-home multi age child care;
- occasional child care

As a provider of group, preschool and before and after school care, the Society has a responsibility to ensure that the Child Care Licensing Regulation is followed and that policies and procedures are in place to assist caregivers in their duties.

POLICY

1. **Staff/Child Ratios**

The Society will adhere to the CCLR, with ratios of a maximum of 20 students/2 caregiver in the preschool classes, 25 students/3 caregivers in the daycare and 20 students/2 caregivers in the out-of-school care programs.

2. **Daily Schedule**

The Society provides a comprehensive and coordinated program of indoor and outdoor activities that is designed for the development and care of children and is appropriate for the age and development of children in each group. Each class provides a copy of their daily schedule to administration at the start of each school year. Typically, the children start and end their day with circle time. We provide physical and outdoor education, French, music and computer classes for children throughout the week.

3. **Suspected Child Abuse and Neglect and Reporting**

The Child Care Licensing Regulation requires that the following incidents be reported by the licensee:

"aggressive or unusual behaviour", which means aggressive or unusual behaviour by a child towards other persons, including another child, which has not been appropriately assessed in the child's care plan;

"attempted suicide", which means an attempt by a child to take his or her own life;

"death", which means any death of a child;

"disease outbreak or occurrence", which means an outbreak or the occurrence of a disease above the incident level that is normally expected;

"emergency restraint", which means any use of a restraint that is not approved and documented in a child's care plan;

"emotional abuse", which means any act, or lack of action, which may diminish the sense of well-being of a child, such as verbal harassment, yelling or confinement, perpetrated by a person not in care;

"fall", which means a fall of such seriousness, experienced by a child, as to require emergency care by a medical practitioner or transfer to a hospital;

"financial abuse", which means

(a) the misuse of the funds and assets 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;

"medication error", which means 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", which means a child who is missing;

"motor vehicle injury", which means an injury to a child that occurs during transit by motor vehicle while the child is under the care or supervision of the licensee;

"neglect", which means the failure of a care provider to meet the needs of a child, including food, shelter, care or supervision;

"other injury", which means an injury to a child that requires emergency care by a medical practitioner or transfer to a hospital;

"physical abuse", which means any physical force that is excessive for, or is inappropriate to, a situation involving a child and perpetrated by a person not in care;

"poisoning", which means the ingestion of a poison or toxic substance by a child;

"service delivery problem", which means 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;

"sexual abuse", which means any sexual behaviour directed towards a child by an employee of the licensee, a volunteer or any other person in a position of trust, power or authority, and includes

- (a) any sexual exploitation, whether consensual or not, and
- (b) sexual activity between children if the difference in age or power between them is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child;

"unexpected illness", which means any unexpected illness of such seriousness that it requires a child to receive emergency care by a medical practitioner or transfer to a hospital.

The administration requires staff to report any incidents and record them on an incident log, which is forwarded to the office.

4. **Records**

Staff Records are kept in a locked filing cabinet in the school office. Children's Records are kept in locked filing cabinets in the staff room. Most recent registration information is kept locked in a fireproof cabinet. All student records are developed in accordance with the Society's Student Record Policy.

5. **Daily Safety/Cleaning Routines**

To ensure a safe and clean environment for children in care, the Society employs a full-time janitorial service. In addition, cleaning supplies, medications and hazardous items are appropriately stored, first aid kits are regularly updated and toys/materials are monitored for cleanliness/broken parts, etc. daily. Our outdoor play areas are examined daily and repair and maintenance checks are undertaken monthly and annually as well.

6. **Allergies**

The Society is sensitive to the needs of children and families with allergy and asthma issues. We are a scent and peanut free school and monitor other allergies on a case to case basis to provide a safe and healthy environment for staff and students alike.

7. **Health Care for Staff and Children**

In order to ensure a seamless delivery of services to children in care, the Society maintains a list of appropriately trained and licensed substitute teachers/supervisors for staff to contact if they are too sick to be at work. If children exhibit symptoms of cold, flu or other communicable diseases, we ask parents to take them home or to their family physician. We report any communicable diseases such as chicken pox, fifth disease, etc. to the health authority. We teach the children how to wash their hands and to properly blow their noses and cough appropriately to reduce the spread of infection.

8. **Children Who Require Extra Support**

The Society believes that all students, regardless of their physical, academic, social and emotional needs, have an essential role to play in the school community. An inclusive model of education has been set up; whereby all students are educated with their same-aged peers in regular classrooms as much as possible. The Learning Assistance, Special Education and Enrichment Programs have been established to assist teachers in providing appropriate inclusive education for students with differing needs. In addition, we access services from the greater community when necessary to provide rich, engaging programs for all children in our care.

9. **Resources for Staff**

The Society provides a variety of resources for staff including a library of books, publications and magazines related to child care, education, health and families. We believe that expanding our knowledge and skills base is important and offer professional development opportunities for staff including child play, music and dance, Montessori workshops and a number of safety programs (first aid, emergency training, etc.).

REFERENCES

Child Care Licensing Care and Supervision Info Sheet
Child Care Licensing Regulation

RELATED SOCIETY POLICIES

Child Protection Policy
Discipline Policy
Field Trip Policy
Food and Beverage Policy
Inclusive Education Policy
Personal Information Privacy Policy and Principles
Release of Child Policy
Student Bullying Prevention and Management Policy
Student Record Policy
Supervision Policy
Tuition Refund Policy