



Montessori in Delta Society

Behavioural Guidance Policy

Working together with families, we can teach children to be resilient, not just physically, but also emotionally. When incidents arise, your child's teachers will discuss their observations with you and together, create a support plan toward resolving the problem. Teachers will be communicating with you during this time about all the great things your child is doing and will describe objectively what behaviours they are observing and how they are teaching your child alternative ways of managing emotions.



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Safe Release of Children Policy

Boundary Bay Montessori School will only release children to those individuals listed on the Parent Authorization Carpool Form, provided to all parents during the first week of school. Picture I.D. will be requested by anyone picking up a child who is unfamiliar to the staff.

In the event that an unauthorized (by Carpool Form) individual arrives to pick up a child, that individual must present a written, dated permission form from the child's parent or guardian or staff must receive a telephone message from the parent in advance, authorizing pick up by that individual. In the event of a custody and/or access agreement, court order, and/or restraining order, a copy of said agreement/order must be on file at the school. Members of the teaching team are required by law to follow its direction.

The child will remain in the care of centre staff until the parent or guardian is contacted. At no time would said child be released into the care of any adult without parental permission.

In the event that the designated caregiver/parent/guardian appears, in the opinion of the teachers, to be incapable of providing safe care or transportation for the child, teachers will supervise the child and telephone the emergency contact person to demand alternate transport for the child.

If the parent/guardian refuses to wait while the Emergency contact person is reached, teachers have no recourse but to release the child into the parent/guardian's care and must then proceed to immediately contact the Ministry of Children & Families at 604-501-3237 and the local police.

In the event that a parent/guardian fails to pick up a child or notify the school as to his/her delay within 30 minutes of the school's dismissal time, staff will make every effort to contact the parent/guardian or emergency contact person.

If no contact is made with caregivers or emergency contact people, this will be viewed as neglect. Staff are legally bound to contact the Ministry of Children and Families at 604-501-3237 for further directions. All incidents of this nature will be documented in the centre's daily log book.



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Transportation Policy

i. Driving Students During School Hours

In order to be a volunteer for driving children to field trips or other events during the school day, the volunteer must undergo a successful Criminal Record Check, have a valid driver's license, and carry at least 2 million dollars of liability car insurance. Parents wishing to perform these tasks will be asked for verification of the above prior to being involved in these tasks.

Driving volunteers must adhere to the following requirements:

- Ensure your vehicle has a full tank of gas.
- Ensure your car insurance is up-to-date and give a copy to the school to have on file.
- Ensure seatbelts are in satisfactory working order and that booster seats are used at all times according to legal age and weight requirements. Children will not be allowed to ride in carpool vehicles without the required booster seats.
- Ensure that the carpool driver has a carpool form with Emergency Medical information for students.
- Drive students directly to and from their field trip/event destination - no side trips or unscheduled stops should be made.
- Pandemic protocols include mask wearing for all persons in the vehicle, sanitation of high touch areas in the vehicle before and after use and leaving a window slightly open when traveling.

We strongly discourage the provision of snacks, in-vehicle TV or movie screening, and prohibit the use of electronic devices (such as video games, phones or iPods) by students during a school-sanctioned activity.

ii. Cell Phone Use

Parents are prohibited from using cell phones while driving students during a school-sanctioned trip. If drivers receive an emergency phone call, they are required to pull over and stop the vehicle before accepting the call.

iii. Field Trips Permission Forms

The Ministry of Education requires parents to be informed and to willingly consent, with reasonable knowledge, to their children's participation in school-sanctioned or school-organized, off-site field trips and activities. BBMS parents must grant formal permission for their child(ren) to participate in each different off-site event.

- Field Trip Permission Forms will be distributed to parents a minimum of one-week in advance of the first of any series of school-supervised P.E. activities which take place off the school grounds, or a minimum of one-week prior to any school-conducted field trip.
- Field Trip Permission Forms may be distributed to parents as paper copies or via electronic communications. Parents must read, complete the required information and submit the Permission Form prior to the field trip or activity in order for their child(ren) to participate.
- Field Trip Permission Forms will include the dates, times, location, nature of the activity, mode of transportation (e.g. school bus or parent carpool), special equipment required (e.g. multi-sport helmet), and will describe, within reason, any foreseeable risk for accidental injury during the event or activity.
- The school will maintain an electronic file system that saves Field Trip Permission Forms that have been received from parents for one school year.
- While the school will make reasonable effort to work with parents to ensure the completion of Field Trip Permission Forms prior to the field trip date,

ultimately, the onus to complete and submit these forms is the responsibility of the parent. Students whose parent has not submitted a Field Trip Permission Form to participate in a school field trip or P.E. activity may be prohibited from participating in the field trip. Acceptable alternative forms of permission or alternative plans may be approved by the Head of School on a case-by-case basis.

- School administration will collect Field Trip Permission Forms and provide BBMS teachers with information in the case of any student being prohibited to participate in any school field trip or off-site activity.
- Parents are encouraged to discuss with their child's classroom teacher if they have any questions or concerns regarding the upcoming field trip for which permission is being sought.



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School Bus Transportation Policy

Student Safety when using School Bus Transportation

In cooperation with contracted, qualified school bus transportation providers (SBTP), teachers will provide bus passenger safety instruction to all grade levels, including kindergarten through grade seven.

In September of each school year, before going on their first off-site field trip, classroom teachers will conduct a basic school bus safety discussion with kindergarten to grade seven students. Students will be reminded of safety procedures as deemed necessary throughout the school year.

In September or October of each school year, teachers will conduct a formal school bus emergency evacuation drill. All students, kindergarten to grade seven, will participate in these drills under the direction of the SBTP.

In September of each school year, the BBMS Administrative team will enlist parental support by circulating a school bus safety information newsletter to the BBMS parent community, with the request that parents review safety procedures with their child(ren).

Responsibilities of Contracted, Qualified SBTP:

SBTP will provide bus safety education to all of their passengers. The bus driver will provide safety directions to students, and can request the teacher's and/or supervisor's assistance to ensure that students follow all safety directions. Students who do not comply with safety directions may be prohibited, at the discretion of the supervising teacher, from riding on school buses on future field trips.

In September or October of each school year, before departing on the first off-site field trip of the school year, SBTP will provide formal bus safety instruction to BBMS students, kindergarten to grade seven.

In September or October of each school year, SBTP will provide instruction on emergency evacuation procedures to BBMS students, kindergarten to grade seven. SBTP will be required to provide BBMS teachers and/or supervisory staff with a bus emergency evacuation curriculum for field trips, which will apply for field trips throughout the entire school year.

School bus drivers follow specific instructions to load and unload passengers. This is one of the most important responsibilities of the driver as most accidents occur outside the bus.

Responsibilities of Students: School Bus Safety Rules

- Getting on and off the bus, students will abide by the following:
- Follow the directions of the teachers or adult supervisors for exiting the school and approaching the school bus.
- Wait outside the bus, at a safe distance, until the bus driver determines that students are permitted to get on the bus and opens the door.
- Always use the handrail when climbing the steps of the bus.
- Never push or shove other students.
- Follow the directions of the teachers or adult supervisors about where to sit on the bus.
- Follow the directions of the teachers or adult supervisors about where to meet or stand after exiting the bus.
- Take two giant steps away from the bus when getting off the bus.
- Walk, not run, away from the bus and meet in the designated spot with their teacher or adult supervisor.

On the bus, all passengers will abide by the following:

- Sit facing the driver, with feet down in front of the seat.
- Keep hands and head inside the bus.
- Keep the aisle clear at all times.
- Always follow the bus driver's instructions.

If students need to cross the road after exiting the bus they must abide by the following:

- Always cross the road in front of the bus, never behind it.

- Take at least 10 giant steps in front of the bus.
- Pause at the crossing arm; stop and look at the driver to give you the signal to cross.
- Walk, never run across the road.
- If you drop anything on the road, do not stop to pick it up. Ask an adult or the bus driver to help.

Responsibilities of the Teachers and/or Designated Adult Supervisors

When using a Contracted, Qualified School Bus for school field trips, Teachers and/or Designated Adult Supervisors must abide by the following:

- Teachers must request a booking for the school bus through the BBMS Administrative Team. Teachers will receive a confirmation from BBMS Administrators once the school bus booking has been secured.
- A teacher or designated adult supervisor must always ride with the students on the school bus.
- The teacher or designated adult supervisor will work in cooperation with the school bus driver to ensure that students follow safety procedures and follow the driver's instructions in the event of an emergency.
- The teacher or designated adult supervisor must carry a school first aid kit with Emergency Permission Cards, school cell phone, and an attendance sheet, for all students who are participating in the field trip.
- The teacher or designated adult supervisor must take attendance before departing from school and before departing from the field trip destination to return to school, or at any time that students are dispersed from the bus, to ensure that all students are accounted for.
- If a student is injured or becomes ill while riding on a school bus, the teacher or a designated adult supervisor will follow procedures per MIND Policies Section D: Health and Safety, b. Accidents that Occur at School and/or c. Student Illness at School. If the student requires immediate emergency medical attention, the teacher/adult supervisor will:
 - Tell the bus driver to stop the bus due a medical emergency and call 911.
 - Stay with the student until first responders/paramedics have attended to the student and have determined whether it is safe to transport the student back to school on the bus, or that medical transport is necessary.
 - Inform the student's parent of the medical emergency and of the student's destination by telephone.

- Send the student's Emergency Permission Card, located in the first aid kit, with paramedics.
- Inform the school administration by phone so that the Administrator can determine if the injured or ill student or the teacher/adult supervisor need further support from the school.
- If there is only one teacher/designated adult supervisor with the class on the field trip, the teacher or designated adult supervisor will stay with the class and the Administrator or her/his designate will meet the student at the medical facility and wait until the student's parent or the parent's designate arrives.
- Safely return the rest of the class to school by school bus.
- Complete an Incident Report Form and communicate with parents and BBMS Administration as necessary.



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Emergency Plan and Procedure Policy

Please see the link below:

https://www.bbmschool.ca/files/ugd/229f52_7024016c1437414c8694e1287aba82a5.pdf



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Health, Illness and Medication Procedure Policy

Student Absenteeism Due to Illness

For the protection of your child, as well as other children, keep your child home if he/she:

- Has a fever.
- Has vomited or had diarrhea within the past 24 hours.
- Is too sick or tired from illness to take part in all normal school activities including outdoor play.
- Has a suspected or known communicable disease (i.e. strep throat, pink eye, chicken pox, or any other undiagnosed rash).
- Has green or bright yellow mucus discharging from the nose.

Parents must:

- Keep children at home until they are no longer infectious
- Ensure that their child has been fever-free and/or has not vomited/had diarrhea for a minimum of 24 hours before sending them back to school.
- Phone the school to let them know of your child's absence each day, and provide information about their child's illness if they have a communicable disease.
- Provide a note of explanation upon their child's return to school, via email or hand-written letter.

The school may require a letter from the student's doctor confirming that they are healthy enough to return to school.



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Health and Safety Policy

i. Communicable Diseases

When children work and play together in groups, this environment provides an opportunity for the spread of a number of common childhood diseases that can be passed on from one child to the next. It is important that these diseases be prevented or, if they do occur, that they are recognized quickly and steps taken to stop them from spreading. Public health nurses work to prevent diseases and control disease outbreaks. Further information about communicable diseases can be found at the HealthLink BC website (<http://www.healthlinkbc.ca/>).

If your child has received verification from your health provider that they have contracted a communicable disease, it is critical that the school be notified immediately, so that we can take steps to prevent and control disease outbreaks among the school population. Please phone or email us regarding the physician's diagnosis, and follow the physician's recommendations regarding keeping your child at home for the recommended period of treatment.

For information regarding preventing the spread of any of the following communicable diseases, please contact the public health nurse:

- Acquired Immune Deficiency Syndrome (i.e. AIDS/HIV)
- Food borne illness (e.g., salmonella, E-coli)
- Chicken Pox
- Hepatitis Viral (i.e. Hepatitis A, Hepatitis B, Hepatitis C)
- Malaria
- Measles
- Meningitis (all causes)
- Malaria
- Mumps
- Pertussis (i.e. Whooping Cough)
- Rabies
- Rubella (i.e. German Measles)
- Tuberculosis
- Typhoid/Paratyphoid Fever
- Waterborne Disease (all causes)

CoVid-19 Updates

We are no longer under pandemic restrictions, rather we are managing an endemic. It is very important that students, staff and parents manage their own symptoms and follow local guidelines on illness.. Please use the below website for helpful information.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

All staff and students are expected to self-screen for symptoms of any illness on a daily basis and should a person become ill through the day, will be instructed to go home/or be picked up immediately and seek care from a healthcare professional.

ii. Allergy/Anaphylaxis

We as a school are interested in protecting all children against the possibility of a severe, life-threatening anaphylactic reaction to allergens in our environment. Anaphylaxis is a severe allergic reaction. It can cause severe sickness or death. It can happen in seconds, minutes or even hours after someone has been exposed to the “allergen” (allergy source). Urgent medical treatment is required.

Two excellent resource documents on preventing anaphylactic reactions are available on-line. A copy of each is also available for review at the school.

- Canadian School Boards Association, Anaphylaxis: A Handbook for School Boards, <https://foodallergycanada.ca/tools-and-downloads/key-resources/anaphylaxis-in-schools-guidelines/>
- Nut Aware Classrooms (https://www.fraserhealth.ca/media/Nut-Aware-Classrooms-Pamphlet_2012.pdf) https://www.fraserhealth.ca/health-topics-a-to-z/school-health/medical-conditions-at-school/allergies-at-school/allergies-and-anaphylaxis#.Y_5lly-963U

The goal of our policy is to provide a safe environment for children with life threatening allergies, but it is not possible to reduce the risk to zero. The texture of peanut butter, for example, presents particular challenges in terms of contamination and cleaning of surfaces. While it may be possible to eliminate

peanut products from the school it would be virtually impossible to do so with milk or wheat products. For this reason, we ask parents not to send food to school with peanuts or other nuts (e.g. almonds, cashews, pecans, walnuts, etc.) when there is a child enrolled in the school who is known to have an anaphylactic reaction to these foods. Parents should check product labels on common items such as granola bars, cookies and crackers. Should we have a child enrolled with an equally serious reaction to another food substance, we would re-examine this policy depending on the nature of the allergen.

Each September, information will go out informing parents if nut products can be included in food sent to school or if there has been a change.

The following guidelines should be followed to ensure the safest environment possible if your child has a severe allergy. A coordinated effort between parents, staff members and students is required to make this happen.

Parents and Guardians of Students with Allergies must:

- Inform school every year of your child's allergy and give updated emergency contacts.
- Provide school with a doctor's note stating the allergy, symptoms of an attack and the prescribed treatment.
- Work with the school and teachers to develop a plan for your child.
- Encourage your child to speak out when he/she feels he/she is having an allergic reaction.
- Encourage your child to carry his/her own Epi-Pen, not share foods/utensils and practice good hand washing.
- Teach your child that it is okay to say, "no" to foods when offered.
- Ensure that your child wears a medic-alert bracelet or necklace.

The Head of School is required to:

- Indicate with a check on the Medical Alert box on the student's 1704 Permanent Student Record and with a red dot on their student file, that there is important medical information on the student

- Ensure that the student's medical alert information remains with the 1704 Permanent Student Record when the student transfers to another school.

Directresses and staff are required to:

- Follow school policy and plan for the allergic child.
- Discuss allergies in age-appropriate terms with students.
- Create a positive attitude and safe environment without isolating the child.
- Do not use identified foods in activities or parties.
- Encourage hand washing before and after eating.
- Discourage sharing of food and utensils.
- Take Epi-pen and cellular phone and/or arrange phone access on all field trips.

Students with allergies:

- Will only eat foods from home and not share utensils or drinks.
- Will tell an adult if he/she feels he/she is having an allergic reaction.
- Know where his/her Epi-pen is at all times.
- Wash hands before and after eating.

iii. Student Illness at School

If a student becomes ill at school, School staff will:

- provide a quiet, comfortable space for the student to rest, and
- monitor the student for changes in symptoms.
- If the student vomits, has diarrhea, develops a fever or serious allergy symptoms, or is unable to return to class after a rest, the Teaching Team or Administrator will phone parents or the Emergency Contact person to pick up the child from school.
- The Teaching Team or Administrator will inform parents at the end of the school day of any illness experienced by their child during the school day.
- If the student develops symptoms that require immediate medical attention, the attending adult will follow the policy titled "Accidents That Occur at School"

- The Head of School will notify the Medical Health Officer within 24 hours after it comes to our attention that a child enrolled in BBMS has a reportable communicable disease as listed in schedules A or B of the *Communicable Disease Regulation* (under the auspices of the provincial *Health Act*).
- If a Nido or Casa child is involved in a "reportable incident", including incidents described in Schedule H of the *Community Care and Assisted Living Act Child Care Licensing Regulation*, or has a communicable disease as listed in schedules A or B of the *Community Care and Assisted Living Act Child Care Licensing Regulation*, the Administrator or Casa Manager must notify the Medical Health Officer within 24 hours.

***Note: In the case of possible CoVid19 symptoms the staff will follow the steps.

iv. Staff or students who become unwell during the school day

Should staff become unwell through the day they will be sent home immediately and instructed to follow BBMS health policy. Should students become unwell through the day, they will be isolated, parents will be called to pick them up immediately and instructed to follow the appropriate steps outlined in BBMS health and screening form.

v. Medication for Students

If your child requires doctor-prescribed or over-the-counter medication throughout the school day, parents are required to complete a Medication Permission Form, which is available at the Administration Desk in the main school building. Medication will be kept at the Administration Desk or by the classroom Directress unless special alternative arrangements have been made.

BBMS staff will only dispense doctor-prescribed medication when parents submit written authorization specifying the dosage and number of applications to be administered.

In the event that a child becomes ill during the school day, school staff will not administer any over-the-counter medications (e.g. Benedryl or Children's Tylenol) unless permission is obtained by telephone or email from the student's parent.

<https://bc.thrive.health/covid19/en>



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Reportable Incident Procedure

i. Reporting Abuse & Neglect

Note: this policy is in addition to MIND's Child Abuse Policy and refers specifically to children who fall under MIND's childcare license.

When there is alleged abuse suspected of occurring at the child care centre, the following will be undertaken.

- Immediately upon suspecting that the abuse of a child has occurred at the Child Care Facility, the individual will call the Licensing Office at 604-572-1687 and make a verbal report.
- Immediately following that call, the individual will create a written document containing all necessary facts and observations leading to the report. A signed and sealed copy of this report will be kept in a bound notebook at the centre, and a confidential Child Abuse Report Form will be filed with the Licensing office. A serious incident report will also be documented and filed with the Licensing Office.

When there is alleged abuse suspected of occurring outside of the child care centre, the following will be undertaken.

- Immediately upon suspecting that the abuse of a child has occurred outside the Child Care Centre, the individual will call the Ministry of Children and Families at 604-501-3237 and make a verbal report.
- Immediately following the call, the individual will create a written document containing all necessary facts and observations leading to the report. A signed and sealed copy of this report will be kept in a bound notebook in the centre.

ii. Casa Directress' Declaration on Guidance to Students

The following will be undertaken when teachers/director/ress' provide guidance to students.

- When a child behaves inappropriately, the Directress will move close to the child and is then usually able to stop the behaviour by saying the child's name.
- If there is an altercation between two or more children, the Director/ress will ask the children to come and sit with him/her to cool their tempers, to explain to one another their feelings and wishes, and to decide when they feel ready to calmly join into class activities again.

- If a child is mistreating something in the school environment, such as the learning materials, the Director/ress would attempt to inspire a feeling of respect and reverence in the child using a matter-of-fact, yet gentle approach.
- We follow the route of positive re-direction and encourage accountability rather than be punitive.
- If a child creates disarray in a disrespectful, attention-seeking manner, the child would be required to restore order, sometimes with the help of the Director/ress - especially if such support was needed. The Director/ress would encourage the child to verbally express his/her feelings although not all children have the verbal skills to do so. If feelings are demonstrated in body language and limited verbal ability, the Director/ress might reflect what he/she interprets in the child. Quite often a child will confirm a reflective interpretation.

We wish to state that our goal is to:

- respectfully guide children to conduct themselves with civility at all times,
- to offer opportunities for problem-solving, and
- to apply natural and logical consequences when they are needed.

Our intention is to correct socially irresponsible behaviour, not to punish. Verbally, we do not belittle, humiliate, or shout at children, though the tone of a firm parent may be necessary on occasion.

Where physical intervention is necessary or prudent, it will be undertaken cautiously in the interests of safety. We will not harm children by hitting, spanking or physically hurting them in any way.



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Missing & Wandering Children Policy

If a child is identified as missing, BBMS will contact police and notify parents immediately.



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Nutrition Policy

i. Casa and Out-of-School Care Provisions of Snacks:

Children in the Casa program and Out-of-School Care will be provided with healthy snacks according to Canada's Food Guide. Types of food served during snack will be posted daily outside the Preschool by the end of class. Any cooking/baking activity will promote healthy eating and nutritional habits.

ii. Healthy Lunch Guidelines

In an effort to reinforce the healthy living practices that we teach at BBMS, please respect the following lunch guidelines:

- Pop/soft drinks: if a child brings pop to school, he or she will have it removed and returned at the end of the day.

- Fast food: it is the preference of school staff that fast food deliveries be eliminated or reduced to once a term. It is the preference to have children taken out of the school for fast food if that is the meal of choice.
- Treats: parents are asked to provide only one “treat” per day that is balanced by other healthy options.

Ingredients for a healthy lunch:

- sandwich,
- canned or fresh fruit,
- vegetables (e.g. baby carrots, celery),
- milk (1% or 2%) or water,
- yogurt (i.e. single-serving container, lower-fat), and
- granola bar or pudding (i.e. lower-fat).

Ingredients for a healthy sandwich:

- whole-grain bread, bagel or tortilla, and lean meat, tuna, cheese, or pea butter.

Please note: BBMS is a nut-aware school so peanuts and other nut products are prohibited. (source: www.actionschoolsbc.ca).

Special Fundraising Lunch Sales

All special fundraising lunch sales will comply with the Ministry of Education’s and the Ministry of Health’s Guidelines for Food and Beverage Sales nutritional criteria, available at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/the-guidelines-for-food-and-beverage-sales-in-bc-schools>



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Active Play Policy

What is ACTIVE PLAY?

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping. For an infant or toddler, active play may include reaching out for a toy, rolling over, balancing in a sitting position and crawling/walking.

Why is ACTIVE PLAY Important?

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

STANDARD OF PRACTICE

Whenever possible, it is recommended active play and physical movement should

be incorporated in the child care environment throughout daily routines and activities for a total of 120 minutes.

1. The following licensed child care programs must ensure a minimum of 60 minutes per day of outdoor active play (indoor active play is acceptable when weather is poor or outdoor physical space is limited). Active play may be accumulated through 15 minute portions of time throughout the day or continuously.

Standard of Practice – Active Play

- Family Child Care
- Multi-Age Child Care
- In-Home Multi-Age Child Care
- Group Child Care (Under 36 Months)
- Group Child Care (30 Months to School Age) ▪ Group Child Care (School Age)

Licensed child care programs where children are in attendance for 3 hours or less must develop an active play plan acceptable to the Medical Health Officer (Licensing Officer).

2. A licensed Preschool care program must ensure the minimum outdoor active play corresponds with the length of time the Preschool program is offered, as outlined in the table below (indoor active play is acceptable when weather is poor or outdoor physical space is limited):

Length of Preschool program; Amount of Active Play

1 - 2 hours: 20 minutes

2 - 3 hours: 30 minutes

3 - 4 hours: 40 minutes



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Screen Time Use Policy

The American Academy of Pediatrics (AAP) suggests no screen time for children under 2, and a maximum of 1 hour a day for children ages 2-12. Our school does not offer any use of screen time, at any age.



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Repayment Agreement Policy

Upon registration, first and last months' fees are due. In the event that parents choose to withdraw their child(ren) following registration and/or during the school year for which they have a signed contract, parents will be subject to the following clause in the Registration Contract: **Two months notice must be given by families for children under the age of 5.** Fees are refunded if a placement is not offered.