

Innisfil Montessori Academy

Application Checklist

- Application Form
- Health Form
- Preschool Immunization History
- Photo of Child
- Copy of Birth Certificate
- Copy of Health Card
- Dietary Forms(Koalaroo)
- Authorization for Non-Prescription Skin Products
- Media Waiver
- Permission Form for Neighborhood Outings
- Regular & Emergency Pick up Policy
- Sleep Supervision (Toddler only)

1. Application package must be fully completed prior to attendance.
2. Children under the age of 44 months **MUST** participate in the hot lunch program.
3. Please familiarize yourself with our Payment Policy and our Parent Handbook.
4. Non-Refundable Deposits: \$200 for Toddler and Casa Program. \$300 for Kindergarten. The deposit will be deducted from your first Month's Tuition.

Innisfil Montessori Academy
201 Sunnybrae Avenue
Innisfil, ON L9S 1H8

STUDENT APPLICATION FORM

Child's Name: _____	
Child's Address: _____	
Birthdate: _____	Authorized Pick-up Person(s): _____
Date of Entry: _____	Age at time of entry: _____

PARENT INFORMATION

Name: _____ Home Address: _____ _____ Home Phone: _____ E-Mail: _____ Cell Phone: _____ Bus. Phone: _____ Workplace (incl. address): _____	Name: _____ Home Address: _____ _____ Home Phone: _____ E-Mail: _____ Cell Phone: _____ Bus. Phone: _____ Workplace (incl. address): _____
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**Emergency Contacts (All information is necessary as per the Ministry of
Community & Social Services and MUST be different than parents)**

Name: _____	Relationship: _____	Phone #: _____
Name: _____	Relationship: _____	Phone #: _____
Family Dr.: _____	Phone #: _____	
Dr. Address: _____		
Allergies: _____		
Other relevant information regarding child's health: _____		

Innisfil Montessori Academy
201 Sunnybrae Avenue
Innisfil, ON L9S 1H8

Program Requested: (Please Circle)

Toddler

Casa

JK/SK

Previous Childcare Provider: _____

Discharge Date: _____

Media Waiver

This waiver is to be signed upon registration and annually thereafter.

Child's Name: _____

I hereby give permission for Innisfil Montessori Academy to photograph my child:

- | | | |
|-------------------------------|-----|----|
| 1. For use within the school | yes | no |
| 2. For use on the IMA website | yes | no |
| 3. For the local papers | yes | no |
| 4. On our Facebook Page | yes | no |
| 5. On our Instagram Page | yes | no |
| 6. On the Remind App | yes | no |

Parents Signature

Date

OR

I do not authorize Innisfil Montessori Academy to photograph my child.

Comments:

Permission Form for Neighborhood Outings

As part of the Montessori program, the children will be provided with learning opportunities within the community. Walks are an integral part of the school's teaching program. They take place during regular school hours, with teachers accompanying the children. These trips may include; walking to the Stroud library to take part in reading programs and trips to the local parks and businesses in the area.

The following form grants permission for your child to partake in these activities which involve walking in the neighborhood for distances less than five kilometers. These trips will be under direct supervision of the teachers.

Acknowledgment

I hereby acknowledge and accept the risks that are involved with my child participating in neighborhood walks. I assume responsibility for my Child's health, medical, dental and accident insurance coverage.

Name of student _____

Signature of parent _____

Date _____

Permission

I give my child _____ permission to participate in walking activities in the neighborhood within a 5 kilometer distance.

No thanks, I do not want _____ to participate on neighborhood walks.

Signature of parent _____

Date _____

Regular and Emergency Pick-up Policy

In the event that your child needs to be picked up by someone other than a custodial parent (guardian), Innisfil Montessori Academy is required to have written permission to release your child. Please fill out the following to indicate **who are routinely authorized to take your child off the school premises**. Please include any caregiver's that will be picking up your child and please include a non-family member (friend/neighbor) who lives close enough to pick up your child if they become ill and we cannot contact you, or in the event of an emergency on your part. Please give the phone numbers where this person can be reached while your child is in our care.

Name _____

Phone Number _____ or _____

Relationship _____

Name _____

Phone Number _____ or _____

Relationship _____

Name _____

Phone Number _____ or _____

Relationship _____

SLEEP SUPERVISION POLICY

As per regulation to the Child Care and Early Years Act (CCEYA), all children at Innisfil Montessori Academy are mandated have a rest period.

SLEEP ARRANGEMENTS

Each toddler and Casa student will have their own cot assigned to them which will be labelled with their name. With regards to individual sleeping arrangements, parents will be required to fill out our “*Sleep Preferences, Accommodations and Precautions*” form upon enrollment. This form will be reviewed and signed by the child’s classroom teachers upon entry into their room. Once reviewed this form will be placed in the classroom emergency binder for easy access when needed.

CHANGE IN SLEEP PATTERN

Staff are obligated to communicate any significant changes to your child’s sleep pattern or sleep behaviour such as night terrors or a substantial change in amount of sleep. This communication allows us to ensure that parents are always aware of changes that are occurring with their child. These changes to sleep pattern or sleep behaviour will be communicated through the child’s written daily report or verbally upon pick up or drop off.

VISUAL CHECKS Direct visual checks will be performed on the child during rest time to ensure that there are no signs of distress. Visual checks for all age groups will be documented in a sleep log in the child’s classroom. The frequency of these checks is based on the child’s age and can be found in the chart below.

Toddler (18 months-2.5 years)	Every 30 minutes	Sleep Log
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These visual checks will be conducted by the classroom teacher being physically present beside the child long enough to ensure that they are not under distress. During these visual checks staff will be looking for breathing rate, sweating, colour change, wheezing, and nose flaring. If the child is showing any signs of distress the staff will act accordingly.

SLEEP PREFERENCES, ACCOMODATIONS, AND PRECAUTIONS

At Innisfil Montessori Academy we want your child to feel as comfortable as possible throughout their stay at our center. We want to ensure your toddler is able to feel fully rested during our rest periods so that they can be recharged for the rest of their fun filled day. Our toddler and Casa students rest on cots and are encouraged to sleep. In our kindergarten program our students rest on mats, they are welcome to sleep or can choose to read or do quiet activities on their rest mats.

Please fill out this form with any special preferences (i.e. likes to sleep in the dark,) accommodations (i.e. Needs a pacifier, sleeps with a teddy bear etc) and precautions (ie. Has night terrors, tends to get overheated at night etc.) that you may have for your child.

Please note that any items, besides a pillow and blanket, not listed on this page will not be allowed with your child as they sleep.

Child's Name: _____

Sleep Preference(s):

Sleep Accommodation(s):

Sleep Precaution(s):

Parent Signature

Date

Lead Teacher Signature

Date

What your child will need at IMA:

- *Indoor shoes
 - *Change of clothing (multiple if in toddler or is toilet training)
 - *Seasonally appropriate clothing for outdoor play.
 - *Hat and sunscreen
 - *Diapers and Wipes (if applicable)
 - *Crib sheet and bedding for nap time (to be taken home on your child's last day each week to be washed)
- Please label EVERYTHING!

Communication

Please ensure IMA has all updated phone numbers and email address.

Be sure to join the "Remind App" for your child's class

Follow us on Facebook for reminders and pictures of your child's day at school!

Important Dates:

Please note IMA will be closed on the following days:

Labour Day, Thanksgiving, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Day.

We also close for two weeks at Christmas and one week for March break as outlined in the Simcoe Country District School Board calendar

Welcome to Innisfil Montessori Academy!

We are very excited to be welcoming you and your family to our IMA community!

We want to ensure your transition to our school is as seamless as possible.

Please take some time to familiarize yourself with our Parent Handbook which contains policies and important information about our school.



"Education cannot be effective unless it helps a child open up himself to life"

- Marie Montessori



Innisfil Montessori Academy

705-431-4462

innisfilmontessori@rogers.com



"Broader Palate, Broader Mind!"

ANAPHYLAXIS, Allergies, and Intolerances Information Form

MUST BE ACCOMPANIED WITH AN ALLERGY REPORT FROM A TRAINED HEALTH PROFESSIONAL OR ALLERGEN TESTING FACILITY

Child Care Centre: _____

Child's Name: _____

Please complete the following. Give a full description of the severity of the reaction and include any parameters with respect to each allergy (see attached 'Sample Information Sheet').

Allergy/Intolerance: _____

Reaction/Symptoms: _____

_____ **ANAPHYLAXIS**

NO

YES

Parent Name: _____

Parent Signature: _____ DATE: _____

Centre Signing Authority: _____ DATE: _____

Sample Information Sheet

Child: Johnathan Doe

Allergy/Intolerance: Intolerant to **soy** and **milk** with limited tolerance

Symptoms: Diarrhea (runny, green stool with possible mucous or blood), history of and red, raise bumps on legs)

* NO *	✓ YES ✓
<p>Milk:</p> <ul style="list-style-type: none"> * NO fresh, or heated milk, cream, buttermilk, ice cream, etc. * NO yogurt or frozen yogurt * NO chocolate, caramel or similar candy containing milk * NO ricotta cheese, cottage cheese, processed cheese or shelf stable parmesan cheese (contain added milk) * NO cream cheese * NO dips, salad dressings, icings, streusel, margarine, etc. containing milk * NO cheese/whey powder (e.g. doritos, cheesies) 	<p>Milk:</p> <ul style="list-style-type: none"> ✓ YES baked in milk with flour (e.g. pancakes, muffins, waffles) ✓ YES butter (NOT margarine, unless vegan) ✓ YES cheese cooked or uncooked (the only ingredient should be pasteurized milk with cheese cultures), e.g. cheddar, marble, mozzarella, feta/goat cheese, cream cheese* etc. <p><small>*limited experience, may not have tolerance, please keep communication</small></p>
<p>Soy:</p> <ul style="list-style-type: none"> * NO Soy/soybean protein or edamame <p>E.g. Soy milk, soy sauce, hydrolyzed soy protein, edamame</p> <p>Things to watch for especially:</p> <p>Bread (rare)</p> <p>Gravy or soup (mix or canned), chili or meat sauces (e.g. tim hortons, chef Boyardee), meat substitutes</p>	<p>Soy</p> <ul style="list-style-type: none"> ✓ YES soy/soybean oil or soy lethicin (highly refined and stripped of protein)



"Broader Palate, Broader Mind!"

SPECIAL REQUEST FORM

Child Care Centre: _____

Child's Name: _____

Special Dietary Request

- Vegan
- Vegetarian
- Pork Free
- Gluten Free
- Raw Dairy Free (drinkable milk, cheese, yogurt)
- All Dairy Free
- Other: _____

I, _____ (parents name) understand that my request for a special diet for my child is for personal reasons or beliefs and is not associated with any life threatening allergy or allergic reaction to above food/s.

Parent Signature: _____ DATE: _____

Center Signing Authority: _____ DATE: _____

Innisfil Montessori Academy Covid-19 Action Plan

Last Revised: August 28th 2021

Policy Statement

Innisfil Montessori Academy is committed to providing a safe and healthy environment for children, families and employees. IMA will take every reasonable precaution to prevent the risk of all communicable diseases, with this document pertaining to COVID-19 as the specific disease referred to at this time.

Purpose

To ensure that all employees and families are aware of, and adhere to, the directive established by IMA regarding management, surveillance and reporting of all communicable diseases.

Application

This policy applies to all employees, students and their families, community members, and any other persons engaged in business with Innisfil Montessori Academy.

Daily Screening:

- All staff, students and essential visitors will complete IMA's daily screening form prior to entering the school. We ask that all forms be completed online prior to arriving at the school. If you forget or do not have access to the internet, IMA staff are able to assist you.
- Staff members have been trained on conducting the screening procedure.
- Pick-up and drop-off of children will happen outside the school unless it is determined there is a need for the parent/guardian to enter.
- IMA will deny entry to any person including the child of a parent/guardian who has any ONE of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' or does not answer "No" to the Covid19 Screening tool for childcare centers. See Screening questions below:
- At least one sign or symptom of respiratory infection including:
 - fever (>37.8C)
 - Cough or barking cough, making a whistling noise when breathing (croup) Continuous, more than normal (not related to asthma or other known conditions)
 - Shortness of breath, Out of breathe, unable to breathe deeply (not related to asthma or other known conditions)
 - Decreased or loss sense of taste or smell (not related to allergies or other known conditions)
 - Nausea, vomiting and/or diarrhea (Not related to IBS, anxiety or other known conditions)
- A doctor, health care provider, or public health unit has told you that you should currently be isolating (staying at home)? Or
- In the last 10 days, has been identified as a "close contact" of someone who currently has COVID-19?

- Anyone who has travelled outside of Canada in the last 14 days and been told to quarantine.
- In the last 10 days, has received a COVID Alert exposure notification on your cell phone.
- No one you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?
- In the last 10 days, have you tested positive on a rapid antigen test or home-based self-testing kit?
- Parents are required to keep any sick children at home. If a child or staff member comes to school with any COVID-like symptoms, including a temperature equal or greater than 37.8 degrees Celsius, or if the child(ren) have any signs or symptoms listed above they **will be** sent home.
- If a staff member is screening a child who has not completed their daily screening form, they will take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask)
- Touchless thermometers will be used if a contact thermometer is used, it will be disinfected between uses and a new single use ear covers applied.

Drop off Procedures:

- **Parents are to wear a mask while dropping off and picking up their child.**
- Everyone will be greeted at their classroom door. We request that only ONE parent/guardian drop off student.
- If busy, please enter the front fenced playground through the side gate and line up in front of your child's classroom door
- **Please keep as much distance from staff while dropping off and picking up as possible. Students are encouraged to walk into their classroom independently carrying their belongs.**
- We ask that parents remain a six feet distance from others while waiting, we ask that parents promptly leave the premise after dropping off and pickup to avoid congregation.

If the screening has been completed and the staff/student has successfully passed the screening requirements they may enter the building:

- Immediately upon entry the staff, student or essential visitor must perform hand hygiene with hand sanitizer provided or go directly to the bathroom to wash their hands.

If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building

- “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter IMA. Please review the self-assessment tool on the Ministry of Health website or the Health Unit website to determine if further care is required”. Children or staff who do not pass the screening should be told to return home and self-isolate immediately.
- If anyone fails the screening process, the Supervisor will be notified immediately, and will follow up with that staff/family later in the day.

Documentation of Screening:

Documentation of the information received during active screening must be recorded on IMA’s Active Screen Tracking Checklist sheets for children and staff. The supervisor or designate is responsible for ensuring that this information is managed and recorded as required.

Management

If a child or staff begins to experience symptoms of COVID-19 while at Innisfil Montessori Academy, the following procedures will occur:

- Staff or child presenting any COVID-like symptoms (pre-existing conditions which would previously commonly known, such as a history of migraines, seasonal allergies, stress headaches etc., will be taken into consideration) if symptoms are unexplained staff will be required to go home immediately.
- Symptomatic children will be immediately separated from others in a designated, supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
- If a 2-metre distance cannot be maintained from the ill child, full PPE would be required (mask, face shield and gloves)
- IMA will contact the Health Unit to notify them of a potential case and seek input regarding the information that should be shared with other staff and parents/guardians of children in the childcare centre.
- Hand hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up.
- Environmental cleaning of the space the child was separated from will be conducted once the child has been picked up.
- Other children and staff in the centre who were present while a child or staff member became ill should be identified as a close contact and grouped together. The Health Unit will provide any further direction on testing and isolation of these close contacts.
- Children or staff who have been exposed to a confirmed case of COVID-19 will be given direction from the SMDHU on next steps, which may include, exclusion from the childcare setting for 14 days or covid19 testing.

Illness Policy

Reference to Innisfil Montessori Academy’s Illness Policy will be made in conjunction with this policy and procedures.

Communication of Confirmed Covid19 cases and/or Outbreak.

- Innisfil Montessori is committed to providing information in a reasonable timely, respectful manner to all parents/guardians and staff about a Covid19 case and/or outbreaks. This will include but is not limited to emails, phone calls, posted signs on doors/walls of the school, etc.
- Innisfil Montessori will follow all direction from the Simcoe Muskoka Health Unit regarding classrooms closing and/or the center.
- Parents are required to provide current phone numbers to IMA and keep them always updated, as well as all other emergency contact phone numbers necessary. If a parent/guardian cannot be reached, the emergency contacts will be called.

Cancellation of Pre-Planned Group Events

Any cancelled activities or group events will be done by email, our IMA Facebook group and classroom remind apps.

Cancellation of In-Person Meeting

If an in-person meeting needs to be cancelled a phone call will be made, if we are not able to reach parties by phone, we will leave a voice mail if allowable and will follow up with an email.

ADDITIONAL FACTORS TO CONSIDERED

Physical Distancing

- IMA will promote physical distancing between cohorts, to the greatest extent possible, in all school settings. This may include off-setting indoor and outdoor play, small-group interactions etc. Staff are asked to always adhere to physical distancing, to the greatest extent possible, including when taking their breaks/lunches.
- Staff will avoid getting close to faces of children, where possible.

Glove Use

- Innisfil Montessori Academy encourages glove use as an excellent barrier device for reducing the risk of communicable disease transmission. However, gloves are not completely free of leaks, and tears/punctures can occur. Improper glove use, including re-using gloves, can contribute to the transmission of pathogens. Wearing gloves does not substitute proper hand hygiene.
- Gloves must be worn when it is anticipated that hands will be in contact with broken skin, tissue, blood, body fluids, secretions, excretions, or contaminated equipment and environmental surfaces
- Gloves must be single use only
- Hand hygiene must be practiced before putting on and after taking off gloves
- Gloves must be removed immediately and discarded into a waste receptacle after each use
- Gloves should be appropriate for the type of activity

- To reduce hand irritation, use appropriate gloves when handling chemical agents; wear gloves for as short a time as possible; clean and dry hands before and after wearing gloves; and use gloves that are clean and dry.

Respiratory Etiquette

Respiratory infections are spread easily in settings where people are in close contact. To prevent the spread of microorganisms that cause respiratory infections (e.g., influenza), proper respiratory etiquette will be taught to children and regularly practiced by staff.

Respiratory etiquette includes:

- Staying home when ill with a respiratory infection
- Minimizing airborne droplets when coughing or sneezing, by:
 - Turning your head away from others and sneezing or coughing into your arm (e.g., "sneeze into the sleeve" and "cover your cough").
 - Covering your nose and mouth with a tissue
 - Disposing of used tissues into the garbage immediately after use
 - Practicing proper hand hygiene immediately after coughing or sneezing

Use of Masks

Staff must wear a medical mask and eye protection (face shield or goggles). Staff who have difficulty with the use of masks/face shields and/or goggles must speak to Ms. Barnard to ask for an exception/accommodation.

Masks and eye protection are not required outdoors.

When staff are able to maintain a distance of 6 feet from others they are allowed to take down their masks.(Examples: working alone in the office/staff room, alone in their classrooms while on their breaks or during prep times, or supervising outdoor play)

To maintain proper health and nutrition staff may remove to eat and drink being cautious of the distance they are to others while doing so.

The use of a mask is not mandatory in a childcare center as outlined by the SMDHU.

For young children in particular, masks can be irritating and may lead to increased touching of the face and eyes. If a parent requests that a child wear their mask, staff will encourage and remind the child to do so but staff are not permitted to put on the child's mask unless they are showing signs of COVID19 and have been isolated from their cohort. Parents are responsible for teaching their child proper mask etiquette and provide a labeled sealed bag to store mask when not is use.

Cohorts

A cohort consists of a specific group of children and staff who stay together throughout the duration of the program for a minimum of 7 days and how avoiding mixing with other cohorts whenever possible.

- Staff and students will remain with their own classroom whenever possible.
- Reduced ratios are permitted
- Food handlers will not provide care to children even to cover breaks.
- Staff shifts are staggered to allow for proper coverage through-out the course of the day and to ensure mixing of cohorts is at a minimum.
- Attendance records will be kept on site, which will indicate where each child is cohorted. Supply staff will be logged in each classroom. Every effort will be made for supply staff to be limited to one class per week whenever possible.
- All the above steps will help to ensure accurate contact tracing is available if needed.

Routine Practices

Hand Hygiene

Hand washing with soap and water is still the most effective way to reduce the spread of illness.

- Children will be taught and encouraged to wash their hands correctly
- Staff and children will wash their hands before and after meals and snacks, after using the washroom, before and after single use sensory play, when hands are obviously soiled and after outside play.
- Staff will also wash their hands before and after diapering/toileting.
- Hand sanitizer (minimum 60% alcohol content) will only be used if hand washing is not readily available.

Environmental Cleaning and Disinfection

Regular cleaning and disinfecting of objects and high-touch surfaces is very important to help prevent transmission of viruses from contaminated objects and surfaces.

Cleaning and Disinfecting Protocols

- Materials that are not easily cleaned or disinfected have been removed from the classrooms such as: plush toys, dress up clothes, carpets, etc.
- Increased frequency of cleaning and disinfecting objects, toys and frequently touched surfaces.
- High-touched surfaces such as (but not limited to) doorknobs, toilet handles, faucets and tabletops will be disinfected AT LEAST twice a day.
- Only approved disinfectants will be used such as disinfectants that have a Drug Identification Number (DIN) or bleach solution, following proper mixture and wait times for drying between applications.
- Cots will be disinfected after each use.
- Garbage containers will be emptied and disinfected daily.
- Washrooms will be cleaned AT LEAST twice a day.

- A final thorough cleaning and disinfecting of the school will occur after children have left each day.

Personal Belongings

- Children are encouraged to limit the number of personal belongings to only necessary items such as a change of clothes, sun hat, sunscreen, outdoor shoes etc.
- Each child will have their own cubby and hook.

Snacks and Lunches

- IMA will maintain compliance with Ontario Regulation 493/17 Food Premises.
- Food and drinks will not be shared.
- Snacks, drinks and lunches will be served individually.

Innisfil Montessori Academy
Authorization for Non-Prescription Skin Products

Child's Full Legal Name:

Date of Birth (dd/mm/yyyy):

The following **non-prescription** items may be applied to my child in accordance with the manufacturer's instructions on the original container (please check off):

- Sunscreen Diaper Creams/Ointment Lip balm
- Insect repellent Lotions Hand sanitizers

Innisfil Montessori Academy has agreed to provide:	Parent has agreed to provide:
Hand Sanitizers	

Date

Signature of Parent
