

2024/25 Preschool Guide

Seeds & Roots

Full Day- Preschool Programs Guide



ABOUT

Greenbelt Academy & Early Learning Centre







Learn more about who's who at Greenbelt Academy by visiting our About Us page on our website:

www.greenbeltacademy.ca/aboutus

Table of Contents

About Us	1
Vision & Mission	2
How does Learning Happen	2
Age and Enrollment of Children (Seeds)	4
Age and Enrollment of Children (Roots)	5
Registration Process & Waitlist	6
Admission and Discharge	8
Special Dates	9
Extended Care	10
Child Entry & Release Policy	11
Tuition Rates	12
Refund Policy	14

Table of Contents

Immunization	15
Illness Policy (& medication policy)	16
Accident/ Serious Occurrence	17
What to Bring to Greenbelt Academy	19
Tips for dressing your child appropriately for the winter weather:	20
Lunches and snacks	24
Sample Daily Schedule	26
Volunteer and Placement Student Policy	27
Individual Learning Assessment	28
Program Statement Implementation Policy	28
Guidelines	32
Goals and Approaches	33
Parent Concerns or Issues	40

Table of Contents

Behaviour Guidelines	41
Aggressive Behaviour Policy	42
Prevention Plan:	43
F.L.I.P	44
Aggressive Behaviour Policy Continued	45



Mission:

Education rooted in nature to inspire in our students a deeper connection to the community around them.

Vision:

Every child is given the opportunity to learn about their world through daily access to extended time in nature. Quality educators facilitate an emergent curriculum that reflects the needs of the whole child and meets the demands of the world in which we live.



How Does Learning Happen at Greenbelt Academy & Early Learning centre

At Greenbelt Academy we strive to meet our vision through hands-on experiential learning opportunities that follow the interests of the child, by allowing the curriculum to be fluid and built through observation and real life happenings. Teacher-led workshops and small group demonstrations are a mix of Ontario Curriculum "how does learning happen" and Forest School pedagogy which offer new skills and address the needs of the whole child and realities of their community. We incorporate opportunities for risky play while in the forest (Roots 1&2) and onsite, and offer multiple unstructured play sessions throughout the day. Our pedagogy places importance on developing emotional intelligence and we incorporate these skills into our lesson plans and responsive interactions with students. Through nature immersion, children develop environmental literacy encourages them to grow to be humans who are authentically connected to the world around them and are more likely to care for and advocate for the future of our planet and their communities. Through our program, your child will be prepared with a solid foundation to support them down whatever path their education takes them.





Age and Enrollment of Children

Seeds

Our outdoor learning program provides children from ages 18 months up to 2.5 years with opportunities to engage with nature on a regular basis. Our full-day child-led, inquiry-based program will focus on developing social, physical, cognitive, creative, and emotional well-being while fostering a connection with the world around them. We offer small class sizes (1:5 ratio) which provides educators with the opportunity to connect with and build upon children's learning in our unstructured-play environment.



Ages 18 months up to 2.5 years

"Unless we are willing to encourage our/children to reconnect with and appreciate the natural world, we can't expect them to help protect and care for it." -David Suzuki



Ages 2.5 years up to 4 years

Roots

Our outdoor learning program will prepare our students for Kindergarten, with references to the Ontario Kindergarten curriculum as well as the Forest School Curriculum while introducing other learning theories to reinforce learning. We offer small class sizes (1:8 ratio) which provide educators with the opportunity to connect children with nature and build upon children's interests while providing teacher-directed opportunities and offering an unstructured-play-based environment. Our days vary throughout the week with two mornings immersed in Nature offsite. Free play is an important aspect of our program and children are given time each day to explore and engage freely (in the Forest and at our home base).

** Our permanent classroom teachers are all trained Registered Early Childhood Educators (R.E.C.E.), members of the College of Early Childhood Educators, or OCT's registered with Ontario College of Teachers who continue to engage in Professional Activities to upgrade their training and education. All employees, volunteers and students require a Police Clearance Check with Vulnerable Sector prior to interacting with the children in our care.

"The children and nature movement is fueled by this fundamental idea: the child in nature is an endangered species and the health of the children and the health of the Earth are inseparable."

⁻ Richard Louv

Maximum Capacity of Centre

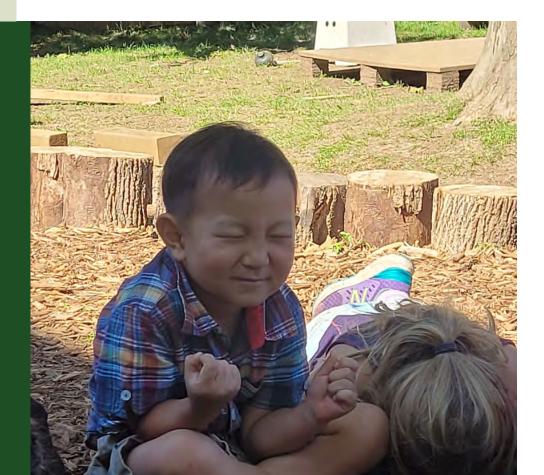
Seeds" Toddler Program- 18-30 months	15
"Roots- 1" Preschool Program- 30 months- 4 years	16
"Roots- 2" Preschool Program- 30 months- 4 years	15

Registration Process & Waitlist

All parents must register on Niagara OneHSN (https://niagara.onehsn.com/) and indicate if they are looking for full or part-time care (which days/min. 3 days per week) and their preference in start date. Please note that priority is given for Full Time Care.

You will be contacted by the Program Supervisor or Director of the Preschool Programs when a space becomes available to you. Greenbelt Academy and Early Learning Centre offer registration for child care from our waiting list on a first-come, first-served basis, per the date registered on the list.

** Part-time care will be considered once all full time spots have been allocated. Care is on a first come first serve basis. Additional requests will be maintained on a waiting list and reviewed regularly to ensure age appropriate placement.

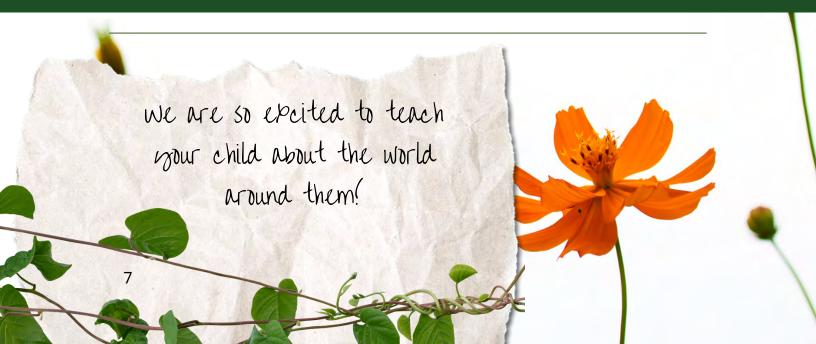




Important to know

There shall be no charge or collection of a fee or deposit for the placement of a child on a waiting list for admission. Should the family decline the spot or wish to be removed from the waitlist then the available space will be offered to the next family on the list, meeting age appropriate program availability.

Parents will receive an admission package and information about the program when contacted via email. All forms must be returned before your child's first day. It is essential that all information be completed, including payment, immunization records, and an emergency contact person to ensure the safety and security of your child.



Admission and Discharge

A deposit and registration base fee of \$300 is required and can be paid at the time of registration. This fee will be applied to your last invoice of care at Greenbelt Academy and Early Learning Centre. Please note that this deposit is only refundable (less \$50 administrative fee) if one months written notice is given. We will not refund any deposit once received by GAELC if you change your mind about proceeding with registration.

Written notice of permanent withdrawal must be given four weeks in advance. If notice is not received, full program fees will be charged. Fees must be paid up to and including your child's last day, prior to withdrawal. Please note that we do not offer refunds for any already accepted monthly tuition payments.

guaranteed if you wish to temporarily withdraw your child. Therefore, your child will be placed on a waiting list. Greenbelt Academy and Early Learning Centre may terminate services if policies are not followed, fees are not paid or if the program is unsuitable for the child. If a child is absent from school for more than 30 days due to illness, the parent is required to give written notice, plus a doctor's note and the child's place will be held.

A permanent space cannot be

Payment of the fees is still required. In the event the child withdraws due to illness, 30 days written notification is required and the remaining fees will be refunded.

we encourage you to call or email us if you have any further questions. greenbeltniagara@gmail.com



Special Dates

Our toddler and preschool programs run all year.





www.greenbeltacademy.ca

Safe Arrival & Dismissal Policy

Parents must give Greenbelt Academy written authorization for the people who may have access to their children (i.e. a relative who picks up the child, emergency contact in cases where parents cannot be reached). If written authorization is not possible, the parent must phone or email us to give authorization. Parents must notify the school before changing the usual pick-up routine. We always act in the best interests of the child if there is any confusion or uncertainty. Please see Greenbelt Academy's Safe Arrival and Dismissal Policy:

https://docs.google.com/document/d/1Jfw-6OmVQOw_hCxGBAIMolRgExfee5Dx/edit?usp=sharing&ouid=102409420564325049345&rtpof=true&sd=true

Release of Children to a Person Who Appears Intoxicated/Impaired:

Staff will not release a child to a person who appears intoxicated or impaired. In such cases, staff will assist in making other pick-up arrangements (i.e., a spouse or other authorized person). Staff members are legally responsible to protect the children in their care from anyperceived risk.

Unauthorized Pick-up Procedure:

If someone other than a parent/authorized alternate pick-up person arrives to pick up a child and we haven't been notified in advance by the authorized parent or pick up person we will:

- 1. Call the guardian for verbal authorization.
- 2. If a guardian cannot be located to give verbal approval, the child is not allowed to leave the premises until a guardian has been contacted.
- 3. Greenbelt staff will remain with the child until an authorized pick-up person arrives. (see our safe arrival and dismissal policy for more details.

Custody and Access to Children:

According to the law, both parents of a child have equal access to a child and to the information about the child's development, health and welfare. The only time a staff member can deny access of a parent to a child is when there is a written separation agreement or a legal court order. Greenbelt Academy requires a copy of this document

Tuition Rates

We are pleased to share that Greenbelt Academy and Early Learning Centre has enrolled in the Canada-wide Early Learning and Child Care (CWELCC) System between the Province of Ontario and the Government of Canada.

We believe that our program provides a strong foundation for early childhood development and well-being of children. We are committed to providing childcare services that meet the needs of families in Niagara. Participating in the CWELCC System helps us to further our vision of giving every child the opportunity to learn about their world through daily access to extended time in nature.

Daily Rate (Base Fee): \$78/day

Current rate with CWELCC subsidy: **\$36.86/day**



Monthly plan - Your monthly statement will be calculated based on the average number of days attended per month - this means your monthly statement will be the same every month regardless of holidays, closures, months with more weeks, etc.

Tuition payment (base fees) are due on the 1st of every month, unless you have already paid for the full year. Late payments will be subject to penalties. Please see our Late Payment Policy for more information.

Late Payment Policy (non base fees). Late payments may be subject to the following penalties: Up to one week late- 1% of invoice

Over one week-1% of invoice for every day late



Tuition Rates

Program	Monthly	Term	Yearly	Daily
Seeds & Roots-Full Time	\$737.20	n/a	n/a	n/a
Seeds & Roots- Part Time	3 days/wk- \$442.32 4 days/wk- \$589.76	n/a	n/a	n/a

Refund Policy

Any refunds issued will be subject to a \$50 administration fee (unless otherwise stated).

Absences - NO REFUND for absence due to illness. In extreme circumstances that may prevent a child from participating,
Greenbelt Academy reserves the right to determine and assess these circumstances on a caseby-case basis.

Vacations - NO REFUND for absence due to vacation. We ask that you let us know a minimum of one week if your child will be away due to vacation. Inclement Weather - NO
REFUND if the day's program is
cancelled due to inclement
weather. Parents will be
notified within an hour of, by
their child's teacher via email
or through Lillio.

Unforeseen Closures - NO REFUND if the day's program is cancelled due to unforeseen closures. These closures include but are not limited to: Pandemic, water main burst, electrical disturbances, etc.

Withdrawing Your Child from
Care - We require one month's
written notice if you plan to
withdraw your child from
Greenbelt Academy and Early
Learning Centre for any reason.
Please note that we do not
offer refunds for any already
accepted monthly tuition
payments.

Refund Policy

Any refunds issued will be subject to a \$50 administration fee (unless otherwise stated).

Absences - NO REFUND for absence due to illness. In extreme circumstances that may prevent a child from participating,
Greenbelt Academy reserves the right to determine and assess these circumstances on a caseby-case basis.

Vacations - NO REFUND for absence due to vacation. We ask that you let us know a minimum of one week if your child will be away due to vacation. Inclement Weather - NO
REFUND if the day's program is
cancelled due to inclement
weather. Parents will be
notified within an hour of, by
their child's teacher via email
or through Lillio.

Unforeseen Closures - NO REFUND if the day's program is cancelled due to unforeseen closures. These closures include but are not limited to: Pandemic, water main burst, electrical disturbances, etc.

Withdrawing Your Child from
Care - We require one month's
written notice if you plan to
withdraw your child from
Greenbelt Academy and Early
Learning Centre for any reason.
Please note that we do not
offer refunds for any already
accepted monthly tuition
payments.



Immunization

The Child Care and Early Years Act, 2014 stipulates that prior to admission, each child must be immunized according to the local medical officer of health. Parents must keep their children's immunization records up to date with their child's school. Greenbelt Academy and Early Learning Centre requires that a signed medical certificate confirming a complete medical assessment including immunization be submitted. The child's medical forms are included in the registration package. A copy of the child's immunization record must be submitted at the time of admission and should be updated annually or as new immunizations are received. All employees must be fully immunized, a primary series plus a booster every ten years is required. Volunteers who give more than 25% of a work week are also required to follow the above recommendation. For more information about immunizations or immunization schedules please refer to: https://www.niagararegion.ca/health/vaccinations/default.aspx

Exemptions to Immunization

A child may be exempted from immunization for medical reasons. Parents will need to have a legally qualified healthcare professional complete a Medical Exemption form. Or if a child is not immunized due to conscience or religious belief, parents are required to complete a Statement of Conscience or Religious Belief form, signed by a Commissioner for Taking Affidavits. These forms must be submitted prior to the child attending child care. For more information:



Illness Policy

on

Outdoor play is an essential part of your child's program. If your child is not well enough to participate in outdoor play, he/she is not well enough to attend. In the following cases, we ask that participants (including students, teachers, and accompanying volunteers) stay home from Greenbelt Academy for at least 24 hours after their last symptom has subsided:

- Temperature over 101 degrees F or 38.3 degrees C
- Vomiting
- Diarrhea (watery, profuse stools)

Should the above-mentioned situations arise while at school, the affected participants will be asked to return home.
Participants affected by communicable diseases such as measles, chicken pox, mumps, flu, strep throat, viral pneumonia, conjunctivitis (pink-eye), etc. must stay home from Greenbelt Academy until their health care provider (i.e. naturopath, doctor, nurse, etc.) has communicated that it is safe for them to attend. Notes are not required.

Medication

Our Child Care staff will administer only medication prescribed by a physician or nurse practitioner. Parents are required to sign a medication authorization form outlining dosages and times to be given. For safety reasons, medication must be in the original container as supplied by the pharmacist, must be clearly labeled with the child's name, date, and the name of the drug, instructions for storage, and administration of the drug and must be a current prescription. These requirements also apply to holistic medications.

If children are prescribed medication by a doctor while they are too sick to attend child care, or when they have been sent home from child care because they are sick, they must have been receiving the medication for at least 24 hours before returning to child care. All creams and lotions to be applied externally (ie: diaper creams, sunscreens, etc.), including natural or holistic products must also be in an original container, clearly labelled with the name of the product, ingredients, and instructions for application. An individual plan for all children with medical needs will be developed in consultation with the parents. This includes but is not limited to Asthma, Seizures, Diabetes, etc. Parents are required to complete a form to give permission to administer the product. Parents are encouraged whenever possible to give any drugs or medications to their children at home, if this can be done without affecting the treatment schedule.

Accident/ Serious Occurrence

Please read carefully



When a serious occurrence is deemed to have taken place and following the submission of an Initial Report to the Ministry of Education, a Serious Occurrence Notification Form will be posted on the parent board within 24 hours of becoming aware of an occurrence, and updated with additional information such as additional actions taken or resolutions results. Any injury to a child that occurs while participating in school services, this could include, but not be limited to the following:

- Unconsciousness
- Fracture of a bone
- stitches
- Loss of a tooth
- concussion

The staff will immediately assess the situation and use appropriate first aid treatment, or seek emergency medical attention if needed. Our qualified staff will contact the parent or emergency contact if required by phone. Where immediate emergency medical

attention is needed a staff member will call an ambulance. If a parent or guardian has not arrived, a staff member will accompany the child to the hospital and remain

until the parent/guardian arrives.

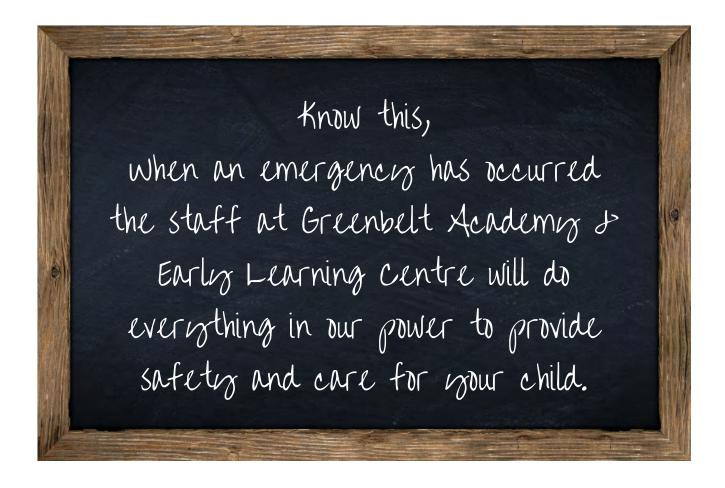
In the event of an evacuation/ emergency:

- All classes will meet in the rear preschool playground by the fence.
 Alternative Shelter/ pick up:
- Ocentennial Park Baptist Church- 11 Kennedy Rd, Grimsby, ON L3M 1E8

Minor Accident Reporting Procedure

An Accident Report will be completed in the event of a minor accident. The Accident Report must be completed by the staff/volunteer who witnessed the incident or discovered that the incident occurred. The report must be completed on the same day the incident occurs.

- The incident must be reported to the staff/volunteer's supervisor/Director
- The Accident Report must be reviewed by the designated Supervisor/Director
- A copy of the Accident Report will be given to the child's parents/guardians on the same day it was prepared. If the report is not completed by the time the child is picked-up, the parents/guardians will be notified of the incident verbally. The Accident Report will be provided on the next school day. The original Accident Report will be kept in the school file.



What to Bring to Greenbelt Academy

Dressing for nature is a strategy

when your child comes to school

Children should be ready, upon arrival each day, for outdoor time. We are a rain-or-shine program and operate on the belief that there is no such thing as bad weather, only bad clothing. During inclement weather, we take all precautions to ensure the safety and comfort of our students, which means that we will run our nature-based program inside when necessary. Please ensure that students have appropriate dress for the weather and please send extra clothing. Please take a look at our checklist below to ensure your child is prepared:

Indoor shoes
Favourite napping/resting blanket & pillow/case (small/travel sized)
Water bottle
Sunscreen/insect repellent (Fall & Spring)
Spare change of clothes (pants/shirt/socks/underwear)
Outdoor hat (Fall/Spring)
Rain boots or snow boots
Waterproof rain jacket or winter jacket (Fall/Spring)
Waterproof rain pants or snow pants
Winter accessories (gloves/mittens, warm hat, scarf,)
we recommend that was
Winter accessories (gloves/mittens, warm hat, scarf,) We recommend that all outer lands be water proof.



Dressing for the Weather

Please find below helpful information on how to ensure your child is prepared for the outdoors. Especially during colder times of year, it is very important that children are dressed properly. This ensures they can fully participate in our program and that we can extend our time in nature. Thank you all for your support!

When Your Child Arrives at School (Kindergarten)

Your child should be dressed for the current weather when they arrive in the morning. We start our day outside. This time of year, we ask that they are fully dressed including splash pants/snow pants, hat, gloves, warmer layers, a waterproof jacket, and waterproof boots.

EVERYDAY your child needs to arrive wearing:

- ☐ Waterproof jacket (appropriate for the weather)
- ☐ Waterproof splash pants/snow pants

 (ensure they are waterproof, not just snow proof)
- ☐ Waterproof boots/hikers (ensure they are warm enough)
- ☐ Waterproof warm gloves (can be kept in backpack) & a pair of lighter gloves (for activities)
- ☐ Lighter gloves (to wear while doing activities outside)
- ☐ Long sleeve or warmer shirt (incase they want to take off their jacket)
- ☐ Sunscreen & bug spray (warmer weather only)



Please adjust the clothing your child wears/packs according to the seasons. We will send out how to dress for the specific seasons as they approach.

In Your Child's Backpack

Your child will keep their first set of EXTRA items in their backpack. Their backpack needs to be brought to school and taken home each day.

In their backpacks they need:

- ☐ Waterproof warm gloves & a pair of lighter gloves (for activities)
- ☐ Long sleeve or warmer shirt
- ☐ Full set of extra clothing
- ☐ Waterproof bag to hold wet items
- ☐ Full water bottle

If wet clothing is sent home, please make sure to replenish their backpack for the next day.



REMEMBER TO LABEL EVERYTHING!

In Your Child's Cubby

Your child will keep a second set of clothing and a set of outerwear items in their cubby. They will not be used unless their first set gets wet. Please pack one bag with these items (a reusable shopper is a great idea- please ensure it is large enough and labelled). This bag will be sent home each week to allow families to replenish items.







	Waterproof Jacket (appropriate for the weather)
	Waterproof splash pants/snow pants (ensure they are waterproof)
	Waterproof boots/hikers (ensure they are warm enough)
	Waterproof warm gloves & a pair of lighter gloves (for activities)
	Long sleeve or warmer shirt
	Full set of extra clothing
	Waterproof bag for wet clothing
2750	在这种的表现于在的现在分词,在中的结合性的特殊。这个是一种的特殊的,但是一种的人的是一种的人的人,但是不是一种的人的人的。这个是一个人的人的人,也不是一个人的人

If wet clothing is sent home from their cubby bag, we will send home the complete bag to be replenished. please make sure to send more items back the next day to replenish their cubby items and ensure that their backpack items are replenished as well.

Remember to label everything!

In their cubby hags they need.

The Breakdown

You will need:

2 winter jackets (one to wear, one for their cubby)
2 waterproof snow pants/ splash pants (one to wear, one for their cubby)
3 full sets of clothing (one to wear, one in their backpack, one in the cubby bag
2 pairs of waterproof boots (one to wear, one for their cubby)
3 pairs of waterproof gloves (one to wear, one in their backpack, one in the cubby
bag
3 pairs of thin gloves (one to wear, one in their backpack, one in the cubby bag
2 seasonal hats (one to wear, one for their cubby)

Waterproof items are essential! Please let us know if you need some recommendations. We have found that MEC, Helly Hansen, BOGS, and Mountain Wearhouse have great items for children. Once Upon a Child has great gently used items at amazing prices. We highly recommend sourcing used items- for the planet and for your wallet. A great online store is the Outdoor School Shop (https://outdoorschoolshop.com). Please note that it is an American company so there are shipping fees.

Winter Layering for Kids







Middle Layer



Outer Layer



Layering by Temperature

-1 to -3°C / 35 to 25°F Base Layer + Outer Layer

-3 to -23°C/ 25 to -10°F Base Layer + Middle Layer + Outer Layer

-23 to -31°C/ -10 to -25°F Base Layer + Middle Layer + Additional Layer + Outer Layer

-31 to -37°C/ -25 to -35°F Base Layer + Middle Layer + Additional Layer + Outer Layer + Cold Weather Rated Sleeping Bag (Limit Time Outside)



Lunches and snacks

Daily lunch and two snacks will be provided for children participating in our full-day program. Greenbelt Academy and Early Learning Centre is NUT FREE. Please be sure to make a note of ANY allergies or food sensitivities upon registration. Our weekly menus will be posted on Friday on Lillio and on location at the school for the following week. Our menu is available on a 4-week rotation. Please email us with any changes or special requests, and we will do our best to accommodate the individual needs of your child(ren). Please take a look at a sample weekly menu below.

We strive to incorporate local, organic, GMO-free, and whole foods in our vegetarian menus each week.

Vegan Express Catering
(https://vegan-express.square.site/)
provides lunch each day, and snacks
are provided by GAELC. All staff that will
be handling food preparation, will also
be Food Handlers Certified. Allergies
will be posted in applicable
classrooms, outdoor play spaces as
well as the kitchen.



We are a **nut-free** safe centre in that we do not cook with nuts or nut oils or butter and we discourage people from bringing nuts into the centre. We request that anyone who has eaten peanut butter to brush their teeth and wash hands and face before coming to daycare. Parents are asked not to bring food into the centre except in the case of an allergy to foods that we provide. In this case please bring the food to the program supervisor with the child's name clearly marked on the outside of the container. Water is always available to drink throughout the day. We encourage each child to bring their own labeled water bottle. Greenbelt Academy and Early Learning Centre does have an Anaphylactic Policy and Procedure in place and staff have been trained in the use of Epipen. Upon registration, parents of children with a risk of an anaphylactic response will complete an Anaphylaxis Action Plan Document.

SAMPLE WEEKLY MENU

LUNCH

This is an example of what may be served for children in the full day program

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Snack	Homemade Granola with yogurt and seasonal fruit (vegan option available)	Apple slices with cheese (vegan option available)	Homemade whole grain apple- cinnamon Muffins with veggie and fruit smoothies	Chopped veggies and hummus dip	Homemade Granola bites with banana
Lunch	Rice, black bean, avocado, with salsa and grain free chips	Whole grain pancakes with fruit and 100% pure maple syrup.	Homemade vegan chili with whole grain pitas	Home made squash soup and fresh whole grain bread & fruit sticks	Whole grain vegetarian pasta with salad and cucumber dressing.
Snack	Ants on a Log- (celery, raisins, sunflower butter)	Whole grain crackers and hummus dip	Fruit salad with yogurt	Homemade applesauce and whole grain crackers	Zucchini brownies



7:30-8:30 am	Arrival and free play
9:00 am	Morning meeting
9:30 am	Morning Snack/ transition to outdoors
10:00 am	Go to the forest: or outdoor time in the yard (dependent on day of the week and program). Hike, explore, and investigate- Reference books, tools, loose parts, music, drama, and art supplies are available.
11:40 am	Mid-day meeting & sharing circle
12:00 pm	Lunch
12:30 pm	Nap/ rest period (2 hours)
2:30 pm	Snack and transition to outdoors
3:00 pm	Outdoor or indoor classroom exploration: Refer Reference books, tools, loose parts, music, drama, and art supplies available.
4:00 pm	Clean up and transition time
4:30-5:30 pm	Home time



Daily Schedule



Our daily schedule is fluid and adapts to the children's needs and interests. We include the children's ideas and goals into the planning structure of any specific day. The Preschool "Seeds" Program will go for community walks from time to time by foot. The Preschool "Roots" Program (ages 2.5-4 years) will have the opportunity each week for visiting "Centennial Park" by foot 2 mornings a week. Permission to leave forms must be filled out prior to your child's first day.

Volunteer and Placement Student Policy

Placement students (hereafter known as students) and volunteers bring talents, skills, life experiences and resources to Greenbelt Academy and Early Learning Centre (GAELC). The centre is committed to student and volunteer participation in our programs.

GAELC supports the education of future professionals in the early learning and care sector and family education through the provision of field placements in our programs. Volunteers provide additional support and value to our programs.

Students and volunteers function under the direction of staff. They should never be left alone with a child and should never replace a staff member or caregiver.

Individual Learning Assessment

Teachers will document your child's progress through photos, videos, collections of art and language work, as well as written documentation (anecdotal and objective) for parents to be aware of their child's development and activities. Staff will also utilize phone calls and emails as well as newsletter/calendars to maintain communications with Parents. Parents are welcome to set up a meeting with the teachers at any time; however, teachers will request a meeting with parents to discuss the transition to our School-aged Kindergarten Program.

Greenbelt Educators are also available for brief "check-ins" during pick-up/drop-off times, and are happy to share the day's highlights with you, though their priority will always be on participants during that time. If you would like to have a longer or more focused conversation with staff, please do not hesitate to communicate via email or text, or to set up an in-person meeting time via email/text.

Greenbelt Academy is proud to be a QCCN (Quality Child Care Niagara) Certified Centre . Within the first few months that your child is with us, we will complete a DPS and Speech and Language assessment (with parent consent).

Teachers are available Monday- Friday from 730am-530pm. You can send a message on the Lillio App - Messages Function or

Email- greenbeltniagara@gmail.com Call or Text a Director @ 905-931-0447

Goals and Approaches

a) We will promote the health, safety, nutrition and well-being of the children.

Daily group meeting times are used as an opportunity for children and educators to share thoughts, feelings, considerations/intentions for the day and successes.

Educators strive be to responsive to the children's inquiries in the moment or as soon as possible in order to further the children's exploration and to make sure that the children know that their thoughts and ideas have value. Daily exposure to nature will promote, in its participants, connection to environment and the natural world.

Our classroom permanent teachers will be Registered Early Childhood **Educators** (R.E.C.E.) licensed by the College of Early Childhood Educators, teachers or experts in the field; ie. degree in environmental studies.. All staff will be trained in health and safety protocols. Staff supervise the children at all times.

The centre observes and follows the Ministry of Health and Safety Guidelines and holds evacuation and fire drills on a monthly basis.

Program Statement Implementation Policy

The following policy has been developed in order to demonstrate how our Program Statement is brought to life in our centre on a daily basis. The children, parents/guardians and educators are all partners in the children's learning. Children are viewed as competent, capable, curious and rich in potential. Every child is an active and engaged learner who explores the world with body, mind and senses. Play evolves from natural curiosity.

Our goal is to foster a strong self-image within each child. The children develop skills in choice-making, problem solving and socialization. We are dedicated to the concept of learning through play. The techniques of child guidance used and the design of the environment support this objective. Expectations for Implementation of Our Program Statement has been developed in such a way that reflects not only key elements outlined in section 46 of the Child Care and Early Years Act but also the Four Foundations introduced in the document How Does Learning Happens, Forest School Principals, as well as learning models from around the world with links to the Ontario Curriculum. It is the expectation that all staff and volunteers are familiar with and utilize this living document. Please review our Specific Goals & Approaches Section in this handbook.

Program Statement Implementation Policy (cont'd)

All staff will be trained in standard first aid, including Infant and Child CPR (upon hire and prior to expiry) and the use of Epi-Pens. Greenbelt Academy and Early Learning Centre will collect information from each staff member and child, including documentation of immunization. Teachers will review all information regarding a child before said child starts in their classroom (especially noting allergies, diet, and parental preferences). The health of each child is documented on a daily and monthly basis including documentation of immunization. Any child who is sick must be 24-hour fever, vomit, and diarrhea**free** before returning to daycare. Our medication policy requires that medication be kept in a locked medicine box, out of reach of children, and there is a box in the kitchen fridge for any that needs to be refrigerated. Only an R.E.C.E. administers medication and medication must be pharmacy-labeled and have the child's name on it. A medication log is kept for each child and parents must sign it and specify the medication and the dose (as well as the time to be administered) and it must match the pharmacy label. The staff/director will sign the log when the dose has been administered.

Good hygiene habits are strongly encouraged. Everyone (staff and children) are required to wash their hands upon entering the room, after toileting and before eating.

Parents may provide, and we will apply, sunscreen (SPF 30) during the summer; adhering to parents' preference and application instructions.

The centre supplies **two healthy snacks and a balanced lunch**, based on Canada's Food Guide. All staff that will be handling food preparation, will also be Food Handlers Certified. Allergies will be posted in applicable classrooms, outdoor play spaces as well and the kitchen. We are a nut-free safe centre in that we do not cook with nuts or nut oils or butter and we discourage people from bringing nuts into the centre. We request that anyone who has eaten peanut butter to brush their teeth and wash their hands and face before coming to daycare. Parents are asked not to bring food into the centre except in the case of an allergy to foods that we provide. In this case, please bring the food to the program supervisor with the child's name clearly marked on the outside of the container. Please be sure the supervisor is fully aware of it so that it can be stored and prepared properly.



we will promote the health, safety, nutrition and well-being of the children.

More helpful information

Water is always available to drink throughout the day. We encourage each child to bring their own labeled water bottle.

Greenbelt Academy and Early Learning Centre has an Anaphylactic Policy and Procedure, and staff have been trained in using Epipen.

A menu will be posted on HiMama weekly, informing Parents what food was provided for lunch that day. A posted menu is also located by the center's back door.

Staff will provide a clean and safe environment. Washrooms are cleaned and disinfected after each washroom routine, and floors are swept after lunch and snack. Toys are cleaned and disinfected weekly and before being stored; any time they have been mouthed, they are removed from the program. Beds and linen are washed and disinfected weekly or more frequently if required, as well as when illness or bedwetting accidents occur. All furniture is kept clean and in good order (broken furniture is fixed or removed immediately upon discovery).



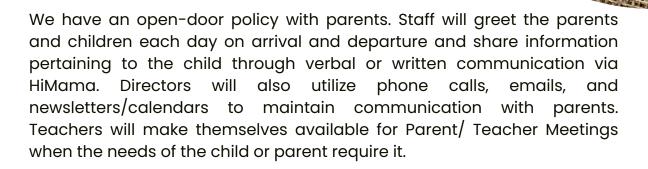


All staff will follow the CCEYA guidelines for Behaviour Guidance. Ontario Regulation 137/15 48(1). No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- (1) Corporal punishment of the child;
- (2) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (3) Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- **(4)** Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- **(5)** Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (6) Inflicting any bodily harm on children including making children eat or drink against their will. (2) No employee or volunteer of the licensee, or student who is on an educational placement with the licensee, and no person who provides home child care or in-home services at a premises overseen by a home child care agency shall engage in any of the prohibited practices set out in subsection (1) with respect to a child receiving child care.

Goals and Approaches

b) Partnerships with families and communities help early childhood settings to best meet the needs of young children.



Staff will encourage self-help skills. Because we view the child as capable we will allow every child the opportunity to develop their potential. This means we will encourage children to do as much for themselves as possible without becoming discouraged or frustrated. We will assist them as needed. Staff will challenge the children's skills to facilitate the development of new and stronger skills. Staff will also encourage the children to be helpful to each other.

All staff will follow the CCEYA guidelines for Behaviour Guidance. We will use positive language when talking with children and adults. We will behaviour through positive language, questions encouragement. Never use Prohibited Practices, i.e. corporal punishment, verbal degradation, confinement and deprivation of basic needs (including food, clothing or bedding). We make every effort to create a space where students feel safe, and respected. If a child is behaving in a way that causes harm to themselves, or others or disrespecting property, every effort will be made by our staff to work with the child and their guardian to create a supportive environment for them to succeed. Only after every effort has been made, and with consultation with guardians will the child be refused access to our programs. All staff is trained using "FLIP IT" when managing challenging behaviours with the children in their programs.



c) Encourage the children to interact and communicate in a positive way and support their ability to self-regulate.

Staff will model the use of positive language and behaviour at all times when talking with the children and other adults, we use our FLIP IT training to always start with "feelings". We will work to help children to develop communication skills and problem solving skills such that they become competent in using multiple forms of communication (words, sign language, and body language) to solve any conflicts.

To encourage self-regulation we strive to create an environment where every child feels safe and supported to find a variety of ways in which to express their emotions. We work to teach the children to recognize their emotions and to discover ways in which to deal with them effectively and calmly.

Children will have opportunities to participate in safe-risky play. Teachers' help students learn to assess and manage risk. Children are permitted to fully engage with their environment, and while doing so, assess personal risk.

d) Foster the children's exploration, play and inquiry



"I notice, I wonder, it reminds me". Children will be encouraged to ask their own questions and practice mindfulness and observation skills. As children spend more time in the woods, their sense of wonder is heightened, questions become more complex, and connections are made.

To discover those interests, the Teachers observe, listen, and talk with the children and document their interactions.

Through play-based learning, children will develop the skills needed to expand their abilities and knowledge, and understanding of their world.



Reflecting on our documentation we discover the child's current interests, which guide us in the materials we provide and the opportunities we offer in all areas of the child's development. While considering the needs of the group, individual needs are always considered as well.

indoors and outdoors) that is rich in opportunities for exploration and

interaction.

The environment is the 3rd teacher and will then be set up to encourage the children to challenge their abilities, expand their interests and develop relationships.

f) Plan for and create positive learning environments and experiences in which each child's learning and development will be supported

4- BE # ..

Our outdoor and indoor classrooms are nature-based, with materials that promote open-ended play, authentic learning and creativity, rich in opportunities for art, inquiry, and learning. Daily, educators document the children's interests, wonders, questions, findings, and thoughts while engaging with the children in their play.

We provide a welcoming and nurturing environment that is respectful of each child as an individual.

Each child is treated as an individual as we introduce activities, materials, and situations that enhance their physical, emotional, social, and intellectual level of development. Emphasis is placed on the "process rather than the product" to encourage a feeling of success without pressure.

At Greenbelt Academy, we strive to meet our vision through hands-on experiential learning opportunities that follow the interests of the child by allowing the curriculum to be fluid and built through observation and reallife happenings. Teacher-led workshops and small group demonstrations are a mix of Ontario Curriculum (How does learning happen?) and Forest School philosophy (Head, Heart, Hands approach), which offer new skills and address the needs of the whole child and the realities of their community. We incorporate opportunities for risky play while in the forest and onsite, and offer multiple unstructured play sessions throughout the day. Our pedagogy emphasizes developing emotional intelligence, and we incorporate these skills into our lesson plans and responsive interactions with students. Through nature immersion, children develop environmental literacy, which encourages them to grow to be humans who are authentically connected to the world around them and are more likely to care for and advocate for the future of our planet and their communities. Through our program, your child will be prepared with a solid foundation to support them down whatever path their education takes them.



g) Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day and give consideration to the individual needs of the children receiving care.

Students in our programs will benefit in countless ways with unstructured time in nature.

We will follow the guidelines of the CCEYA in setting our program. We strive to provide equal opportunities for all children to find active and quiet time that meets their individual needs.

We ensure at least three hours every day of outdoor time on or offsite, weather permitting, providing a variety of active materials.

Nap time is offered for two hours per day after lunch. Rest time is offered for children that don't sleep throughout the day. Quiet activities may be offered to children who are awake. h) Foster the engagement of and ongoing communication with parents about the program and their children

Parents are encouraged to share information about their child on a daily basis to create continuity of care for the children and peace of mind for parents. We encourage parent participation in every aspect of our program from planning, volunteering, and sharing ideas or resources.

Teachers will keep communication open via short discussions, notes, phone calls and emails or through HiMama.

Monthly newsletter/calendar

Parent/Teacher meetings occur whenever necessary.



i) Involve local community partners and allow those partners to support the children, their families and staff

Regular volunteers from the community (parents, grandparents, community members) will come in to share fundamental life skills with the children. Ongoing relationships with Indigenous groups and monthly community days will come in to speak to the children and share their expertise. Some examples are a community garden, exercise program, sewing, and baking, just to name a few. Monthly World Discovery Days will help children learn about countries from around the world that represent the families in our community. The children will learn about where the country is in the world and the culture, food, people, and animals found there.

The Parent Council will meet yearly to help with community outreach and fundraising initiatives.

Students will participate in gardening and greening projects, revitalization of habitats and ecological restoration projects, composting, recycling, and waste reduction. Anything we can do to promote stewardship in our students and become active citizens in the community and for the earth.



j) Support Staff, home child care providers or others who interact with the children at a child care centre or home child care premises in relation to continuous professional learning

Greenbelt Academy makes our facility available to visitors from within our field, including E.C.E. college and university students, and High School Co-op students.

Occasionally, we invite leaders in our field to provide onsite workshops and training sessions for our staff.

Educators are provided with compensation to cover the cost of Professional Development offsite on an annual basis.





k) Document and review the impact of strategies set out in this statement on the children and their families

Surveys will be sent out to our parents and staff in an effort to further evaluate our effectiveness.

Staff, students, and volunteers will read this Program Statement and sign off prior to interacting with the children, when the statement is updated and on an annual basis. The Director will review this yearly.

Each program within Greenbelt Academy will use a binder for observations, plans and documentation to support understanding. Documentation will be shared with families primarily using HiMama.

The educators in each group meet weekly to discuss observations of the children and to determine changes and additions to the program that will support the children's exploration and learning for the following week.



Parent Concerns or Issues

If there is a problem concerning the facility or a staff member, follow these steps below:

- 1. Speak with the educator involved with your child/ren.
- **2.** Allow follow up from the educator to you (within 24 hours).
- 3. If you are still not satisfied with the results of your concerns, please make an appointment to personally talk to the Director of Preschool at Greenbelt Academy.

 Call or Text- a Director of Preschool Programs, (905)-931-0447, or email greenbeltniagara@gmail.com attn: Joelle
- **4.** At this time, it may be appropriate to discuss any other issues that the Director may feel is important concerning the child/ren in the context of the complaint.

We will use positive language when talking with children and adults. We will guide behaviour through the use of positive language, questions and encouragement. We make every effort to create a space where students feel safe, and respected. If a child is behaving in a way that causes harm to themselves, others or disrespecting property, every effort will be made by our staff to work with the child and their guardian to create a supportive environment for them to succeed. Only after every effort has been made, and with consultation with guardians will the child be refused access to our programs.

Each staff member will sign off on a review of all policies & procedures upon being hired.

Behaviour Guidelines

Our goal is to ensure Greenbelt Academy is a positive experience for all of our students. Our staff are trained to deal with mild to moderate behaviour issues as they arise. The Director may ask for parental consent to perform a C.A.R.E. checklist. Depending on the outcome of this checklist, your child may be referred to a behaviour consultant with the region to help with strategies for the classroom. If your child is severely misbehaving or is endangering themselves, another student or the staff, a phone call home will be made and a solution-oriented discussion will be scheduled with the caregiver(s) to discuss how to best manage behaviour to maintain a safe learning environment. Following this phone meeting if there are ongoing behaviour issues that compromise safety, an in person meeting will be scheduled with the caregiver(s).

If improvements are not made, the child will be removed from school. This will only occur in extreme circumstances and no refund will be issued. Please inform staff ahead of time if your child has any special needs or considerations so that we can make your child's school experience a positive one.



Behaviour Principles



- No Violence,
- $\langle \mathcal{A} \rangle$ Respect all life,
- $\langle \mathcal{A} \rangle$ Respect diversity,
- \bigcirc Respect all people,
- Respect the learning environment,
- Use things with care,
- Enjoy learning,
- Help others learn, Be prepared.



Aggressive Behaviour Policy at Greenbelt Academy &

Early Learning centre

At Greenbelt Academy we strive to provide a safe and welcoming environment for all children in our care. As children grow, they flow through different developmental milestones, and some of these milestones can be challenging than others to get through. Biting and other forms of aggressive behaviour (pushing, hitting, scratching) are among the most challenging for families and educators to overcome.

who do children bite other children, or ephibit aggressive behaviour?



Biting and other aggressive behaviours ie. pushing, hitting, etc. are very common behaviors among children from birth to three years of age. At Greenbelt Academy, we believe that by understanding the developmental stages of the children in our care and their individual needs, we can prevent many behaviours by adapting the environment (this could mean adding or replacing toys and materials, rearranging furniture, adjusting the schedule or routine etc.) to the needs of the children. We do not assign punishments or shame to children exhibiting aggressive behavior. We also know that even with all of our knowledge of child development, many things can contribute to this behavior and that we may not be able to prevent all occurrences.



We at Greenbelt Academy & Early Learning Centre understand that children biting other children is one of the most common and most difficult behaviors to deal with within a group child care setting; this is because of its effect on everyone involved, which is magnified due to the severity of the injury that can occur. It can occur without warning, can be difficult to defend against, and understandably so, provokes strong emotional responses in the biter, the victim, the families, and the caregivers involved. For many preschoolers, the biting stage is just a passing phase. Preschool-aged children may try it out as a form of communication while they are in the process of learning appropriate social behavior. For other children, biting is a persistent and chronic problem. This and other challenging behaviors may occur for a variety of reasons: teething, frustration, boredom, developing language skills, stress or change in the environment, a need for emotional release, feeling threatened, or to feel a sense of power. The urge to bite typically goes away around 3 or 4 years old, as children develop better impulse control and learn how to use language to communicate their needs.

At Greenbelt Academy, we use the following steps in order to prevent biting and other aggressive behavior and to keep all of the children in the classroom safe and ensure that everyone's needs are met consistently.

Prevention Plan:

We create an environment which meets the developmental needs of the children. Educators monitor and interact with all children while playing, in an effort to observe their interests and to scaffold their learning. Educators also observe and take notes regarding the behaviour and development of all children in our care. This helps them to appropriately plan for the children's needs, and to also notice and respond to any patterns that may be developing in a child's behaviour. Social and emotional development is an important part of our programming at Greenbelt Academy. We speak with children daily about kindness, sharing, and emotions in an effort to promote the development of prosocial skills.

F.L.P



"FLIP" is an acronym for:

Feelings, Limits, Inquiry, and Prompts.

This program provides training to offer four supportive steps to help young children learn about their feelings, gain self-control, and reduce challenging behavior. Studies have found this research-based program "to be significantly associated with decreases in negative outcomes and increases in positive outcomes.

Aggressive Behaviour Policy



The child who bit is calmly removed from the area, using simple words such as "biting hurts,." A Director will be called to come into the program for extra support. At the same time, the educator uses the "FLIP" program to better understand the child's feelings and actions during the incident.

A second staff member immediately attends to the child who was bitten, comforting them and applying first aid as needed. A Biting Behaviour Intervention Plan Form is filled out for the child who bit, and the parents/guardians of the child are contacted as soon as possible. We then review the prevention plan with parents/guardians at pick-up and ask them to sign off on this report for our records.

Following our Incident Report protocol, an Incident Form is filled out for the child who was bitten if a mark was left on the skin. In this case, the child's parents are contacted as soon as possible. Parents/guardians will be asked to sign off on this report for our records.

After the first incident, a meeting is set up with the family of the child who bit to provide developmental information and prevention support to prevent the action from becoming a habit.

Directors will review the context of the biting incident, whether adequate supervision was present, and whether the environment contributed to the biting incident. Classroom staff will meet with the Director(s) to determine the cause and ensure that preventative measures are upheld.

If the child attempts to bite again:

The above process will be repeated. It is important to continue to reinforce the rules and be consistent; time and practice are the key to developing a positive habit of prosocial skills.

Suspension From the Program:

If the child continues to bite and does not respond to environmental changes or shadowing, they may be asked to leave the program. The overall goal of this policy is to promote prosocial skills to prevent aggressive behaviour from becoming a habit. Once this type of behaviour becomes a habit, it is very hard to discourage. We work with families to best support their child and their child's development. We do not see a child as a "biter"; we see the whole child. A biting incident is only one moment in their day and does not reflect the whole child. If aggressive behaviour continues beyond age 3 or 4, is excessive, seems to be getting worse rather than better, and happens with other upsetting behaviours, families may need to talk to a medical professional. We understand and recognize that a child may not be ready to participate in our environment appropriately and may need more time to develop prosocial skills before entering group care. We do not want families dealing with these behaviors to feel shame, only to recognize that their child is going through a development phase, and we are here to support them as best we can.



Thank You

We are excited to have you and your family at Greenbelt Academy & Early Learning Centre

In closing, we hope that you find this parent guide informative and helpful. In an effort to save trees, this parent handbook is readily available for all families in digital format (online via email or on our website).

Again, welcome to Greenbelt Academy and Early Learning Centre and thank you for your interest in our Early Years Programs!

Sincerely, The Greenbelt Academy Team



Education. Rooted in Nature. A balanced approach to academics.