



# JUNIPER

## EARLY LEARNING

202-2049 Highland Place, Juniper West  
Kamloops, BC V2E 0A8

Phone: (250) 374-9565

# PARENT HANDBOOK

**Phone: (250) 374-9565 (Toddler & Kinder Prep)**

Phone: (250) 851-9345 (Full Day)

Phone: (250) 682-3732 (School Age)

*Dear Parents and Children.*

*Welcome to the Juniper Early Learning Center. We are a preschool/ group care facility which is licensed by the Ministry of Health and we strive to offer children opportunities to experience the excitement of learning in an enriched environment.*

### **A Brief History of the Montessori Philosophy**

Maria Montessori, who lived from 1870 to 1952, was a brilliant and original educator, scientist, healer, humanitarian and philosopher.

Soon after graduating from medical school in Rome and stimulated by her further studies in psychology, she worked with children with mental and physical challenges. She based her teaching methods on principles of two prominent French physicians whose research she admired, Itard and Seguin. Remarkably, the children progressed so quickly that Montessori signed them up for ordinary school exams, which they passed without difficulty.

Montessori then turned her thoughts to the education of the typical child. She returned to University to further her academic work in educational philosophy, psychology and anthropology. In 1907 she organized schools in Rome. She found after careful and lengthy observation of children, that given the opportunities and thoughtfully developed materials, they could thrive and quickly absorb complex skills and sophisticated knowledge. Children under her guidance also developed self-discipline. For two decades, Montessori observed children and then tied her observations into the theories she wrote about.

Montessori Schools were introduced to North America in 1912 and now there are over 2,500 schools in North America. Today, Montessori schools are found worldwide. Montessori developed many of the materials that we see in the early childhood settings of today, for example; child sized furniture and learning toys (virtually unavailable until the 1960's).

### **A Young Child's Special Mind**

The most basic principle in Montessori's theory of education is that the learning capacity of a young child is fundamentally different from that of an adult.

Montessori frequently compared the young child's mind to a sponge. It literally absorbs information from the environment. Since the child retains this ability until they are almost seven years old, Dr. Montessori reasoned that a child could handle materials that would demonstrate basic educational information to him/her. Over 100 years of experience have proved her theory that a child can learn to read, write and calculate the same natural way that the child learns to walk and talk. In the Montessori classroom, the equipment allows the child to do this at his/her own periods of interest and readiness.

## **Sensitive Periods**

Another observation of Dr. Montessori's, which has been reinforced by modern research, is the importance of sensitive periods for early learning. These are periods of intense fascination for learning a particular characteristic or skill such as going up and down steps, putting things in order, counting and reading. It is easier for the child to learn a particular skill during the corresponding sensitive period than at any other time in her life. The Montessori classroom takes advantage of this fact by allowing the child the freedom to select individual activities that correspond to his/her own periods of interest.

## **The Classrooms**

Our classroom is divided into learning areas, which include math, science/cultural, practical life, art, library, language, sensorial, toys and puzzles.

The teacher, on a one-to-one basis or in small groups, introduces the children to the activities in these areas. The activities begin with the simplest and progress to the more complex. Once the activities have been introduced, the children are free to choose activities on their own as their interest leads them.

Our program is designed to promote independence, respect for self and others, and to instil a natural love of learning that children can carry with themselves throughout life.

We offer a Montessori Kindergarten Prep Extended Day (3-5 year olds) that runs in from 8:30 AM until 2:30 PM, a Full Day Program (3-5 year olds), that runs from 7:30 AM until 5:30 PM and a Toddler Program (18-36 months), that runs from 7:30 AM until 5:30 PM.

We also offer a School Age Program that is divided into two groups, in two separate classrooms. This program runs from 7:15-8:30 AM, with drop off at the bus stop, for students attending Ralph Bell Elementary, and transportation for children who attend Juniper Elementary School. Our afternoon begins again at 2:30 PM and runs until 5:30 PM. We meet children from Ralph Bell Elementary, at their bus stop above Juniper Market, and we transport children from Juniper Elementary on our 22 passenger bus. This program also offers 'full day' care for most non-instructional school days, and over the summer months.

Because we use the classrooms for more than one program, and scheduling is quite tight, we do request that your child be picked up on time from all programs.

## **Owner/Administration**

### **Holly Schafer, Owner/Administrator**

Holly is licensed Early Childhood Educator and Montessori Primary Teacher with over 25 years of experience working with young children in many different capacities. Prior to attending the Early Childhood Education Program at Okanagan University College, Holly taught preschool in New York, NY where she ran a program for 2 to 3 year olds called the "Two Group". Upon completion of her studies in the Early Childhood Education field in 1993, she was hired as an Assistant Teacher at the Okanagan Montessori Preschool in Kelowna,

B.C. This was a wonderful experience! Having been exposed to many preschool and day care environments, Holly found what she believed to be excellence in Early Childhood Education. Holly found her niche in the Montessori classroom and could never imagine a career that could be as fulfilling and inspiring as working with children in a Montessori environment.

Holly went on to take her St. Nicholas practical training and examination at Pacific Montessori School in Victoria during the summer of 1995. In March of 2002, she completed The Montessori Foundations Level 1 Certificate at The Western Montessori Teachers College in Port Moody, British Columbia. Because of her dedication and love for children, appreciation of the Montessori Method, and the desire to offer such a program to the families of Kamloops, she made the decision to open the Kamloops Montessori Preschool Kindergarten and Kamloops Montessori Academy in 1998.

### **Holly-Ann Fraser, Administrative Assistant**

Holly-Ann is our Administrative Assistant. She came to us at the end of the summer 2018, and brings with her many years of administrative experience, from working in several types of offices, many being in the medical field. She has also worked with the elderly, and with children in many capacities over the years. She has 4 grown children of her own and 5 grandchildren. She has acted as Sunday School Teacher, Youth Group Leader, and provided childcare from her home at different times, over the past 30 years. She and her husband were Directors of Torch Trail Bible Camp in Northern Saskatchewan for 3 years, where she also gained extensive experience in Administration and working with children of all age groups.

## **The Teachers**

Each teacher at the Juniper Early Learning Center is qualified and shares the Montessori Educational Philosophy. Each teacher is also a skilled professional chosen for the special gifts they bring to this important work. An intuitive love and understanding of children is one the highest list of prerequisites.

### **Grace Gorman, (ECE) Manager/Head Teacher 3 to 5 Year Olds - Full Day Program**

Grace was born in Kamloops and attended Kamloops Montessori as a child herself. From a young age Grace knew she wanted to pursue a career with children. After graduating from South Kamloops Secondary School, Grace completed her Early Childhood Education diploma at TRU and has received her Montessori level 1 training. She then went on to receive her Bachelor of Child and Youth Care at the University of Victoria. Grace is very interested in the development of children and learning how their creative minds work. Going through the Montessori program as a child, Grace knew that she wanted to work in a Montessori classroom and share her knowledge and experiences with her students. Grace is the Manager at Juniper Early Learning Center, as well as, the Head Teacher of the 3-5 Full Day Program.

### **Lin Roth, (ECE-IT/CWE) Head Teacher Toddler Program**

A friend introduced Lin to Montessori when her sons were preschoolers. She identified with the philosophy and began using many of the Montessori activities at home. Lin continues to delight in sharing this positive method, with children, and finds it very rewarding and fulfilling to be a part of their early learning. Lin has been with Peace Educational Services Corporation since 2000, where she began teaching in the 3-5 year old age group, at Kamloops Montessori, and then came over to Juniper Early Learning Center in 2016 as the Head Teacher of the Toddler Program. In addition to a Bachelor of Interdisciplinary Studies Degree, completed in the spring of 2021 at Thompson Rivers University, Lin holds a Diploma in Early Childhood Education, including specialties in Infants and Toddlers and Children with Special Needs, which she completed in 2002 at TRU (formerly UCC). Lin has a Montessori teaching Diploma and a Library Aid Certificate with experience in elementary school libraries, and a background in teaching music. She has been a member of the ECE Program Advisory committee at TRU since 2000 and is a recipient of the Childcare Award of Excellence for the Interior Region, 2012. A highlight for Lin was a trip to Italy in 2009 where she visited several Montessori schools in Rome and Naples. It was inspiring for Lin to see the site of the original Montessori school in the San Lorenzo district of Rome, which Maria Montessori began over 100 years ago, and to observe the classes there. Montessori truly is a universal philosophy of education dedicated to the whole development of children in all areas of life!

### **Margarita Ochoa Fernandez, (ECEA) Head Teacher 3-5's- Montessori Kinder Prep**

Margarita was born and raised in Colima, Mexico. She holds a Psychology degree and a Kindergarten Teacher's degree, back in her country of origin, and has 20 years of experience working in education with young children between 2 to 6 years old. Margarita worked teaching and academically coordinating the preschool and kindergarten program in a private elementary school in Colima, Mexico, for ten years. Then, she decided to train in Montessori, which she did in the Pierre Faure Institute in Guadalajara, Mexico, attending the teachers' summer school for seven summers. In 2012 Margarita founded, and ran for seven years, Colegio Arbore, a private preschool and kindergarten that works with the Montessori philosophy of education. In April 2019, she moved to Canada with her husband and three sons to pursue her Masters of Education at TRU. She graduated with her Masters from TRU in April, 2021. Since coming to Canada, Margarita started working in Childcare and has completed the Early Childhood Educator Assistant certificate. Margarita has always strived to balance the educational system's expectations with the importance of every child's individuality and unique personality in learning.

### **Lisa Gilroy, Head Teacher School Age Program/Summer Camp Co-ordinator**

Lisa has worked with Juniper Early Learning Center, in several different capacities, over the last few years and has recently taken on the role as Head Teacher of our School Age program. Lisa was born in Moncton, NB and raised in Kamloops. Her parents owned a restaurant where she was taught entrepreneurial skills and work ethic. She graduated with her Bachelor of Arts from UCC (now TRU) in 2004. She proceeded to travel, and found a love for teaching in Korea. She continued her expeditions, and ended up living and teaching English in a private, bilingual school in Puerto Vallarta, Mexico for ten years, where she also

owned and operated her own business. She met her husband and had a son. Lisa returned to Kamloops in 2019 to raise her family, and also returned to school at that time. Lisa has completed her certification in Early Childhood Education, as well as, certification for Infants/Toddlers, and Children with Exceptionalities. She believes children are strong and capable, and through trusting and strong relationships, they will learn and grow as they play and explore their world in a safe environment.

**Pyper Tull, (ECE-IT/CWE)Teacher 3-5 Year Olds - Full Day Program**

Pyper has always loved being around children and has a passion for helping others. She decided to pursue her dream of teaching and working with children in 2016, when she moved from her hometown of Squamish to Kamloops, to attend the Early Childhood Education Program at TRU. Pyper has her Certification as an Early Childhood Educator, as well as her Infant/Toddler, and Children with Exceptionalities Certification. Pyper has been working in our Preschool Program since October 2018, and has recently moved into the Full Day (3-5 year old) program. Pyper's favourite moments throughout the day are seeing the results of each child's exploration and discovery in ordinary experiences.

**Daniela Becker, (ECE-IT/CWE) Assistant Teacher Toddler Program** Daniela is from Germany. She has an Early Childhood Educator (ECE) degree from Germany and also one from Nova Scotia, Canada. For over 19 years Daniela has worked with children from birth through the teenage years in different countries, including USA, Switzerland, Australia and New Zealand. Her experiences include different (bilingual, special needs) settings such as early childhood centres, after school centres, a children's home and private homes. She and her husband moved to Kamloops a couple of years ago to continue her career in this field, at Juniper Early Learning Center.

**YounNam Lee, (ECEA)Teacher 3 to 5 Year Olds - Full Day Program**

YounNam holds an Early Childhood Educator Assistant Certificate and Level One Montessori Foundations Training Certificate. She has worked in Montessori Education environment for over 4 years and has found her joy of working with pre-schoolers. Prior to working with very young children, she volunteered in childminding and after-school programs for 3 years in Kamloops. She obtained a Bachelor's Degree in Education and taught kindergarten, elementary, and adults for decades back in Korea. She completed a Diploma program in Applied Linguistics with University of Victoria, where she enjoyed learning how to teach languages. She comes to work with the goal of taking care of all children as if they were her own.

**Amy Utz, (ECE) Teacher 3-5 Year Olds - Full Day Program**

Amy came to Juniper Early Learning Center, as a practicum student, while completing her Early Childhood Educator (ECE) certification. Upon, completing her certification, she took on the position of Teacher (ECE) in the Full Day (3 to 5 year olds) program. It is joy to have Amy here, and the children love having her as well.

### **Francesca Ross, (ECEA-EA)Teacher 3-5 Year Olds - Full Day Program**

Francesca was born and raised in Kamloops. She lives here with her husband, 2 daughters and their family dog. She has many years of experience working with people – such as retail and customer service settings. In 2013, Francesca decided to make a career change and began to pursue the field of Early Childhood Education. She completed courses at TRU in the ECE field in order to obtain her ECE-Assistant status. In 2017, Francesca began working as a Child Care Support Worker for Children’s Therapy & Family Resource Center. She has worked with children with exceptionalities and behavior challenges, in many types of childcare settings. At the end of 2021, Francesca made the transition to working at Juniper Learning Center as an Assistant in the Full Day classroom. Francesca is currently working on her ECE diploma and would like to continue to care for children. She is so happy to be part of the Juniper ELC family and is looking forward to getting to know you and your children

### **Heather Arcand, (ECE)Teacher 3-5 Year Olds Montessori Kinder Prep Program**

Heather was raised for most of her life in Kamloops and has chosen Kamloops as the place that she and her 13 year old son, Kolten, call home. Heather always knew she wanted to be a teacher and began volunteering at childcare centres right out of high school. In 2004 she began working in private care nannyng, where she had the opportunity to work with children aged 0-17, some of whom were children on the Autism spectrum. In 2017 she began a program at Sprout Shaw Community College to attain her certification as an Early Childhood Educational Assistant (ECEA). Then in 2019, wanting to take on more responsibility and broaden her learning, she went back to college, and got her full Early Childhood Educator (ECE) certificate. She worked at Curious Minds Montessori for five years before venturing into other forms of childcare. She has found J.E.L.C. to be the right fit for her career path, and began settling in here at Juniper Early Learning Center early summer 2022. She started out as a substitute, doing break coverage and working in the School Age program. Heather has been excited to join our Preschool Program this fall, and also continues in the School Age program, and covering breaks in other programs

### **Buriga A (Eric), Teacher (ECEA) Kinder Prep Extended Day/School Age**

Buriga A (Eric) was born and raised in Inner Mongolia, China.

Buriga has years of experience working in the education system, with children between 2 and 12 years old. He began his teaching career at his hometown public school in 2014. In 2016, he joined the Preschool program, as a teacher, at Rise English, the most prominent private school (with 34 centres) in Beijing, China. At the beginning of 2020, because of the pandemic, he joined VIPKID, the most prominent online teaching education company in China, as a learning partner. It was Buriga’s dream to further his study in the field of Childhood Education, so in September 2021, he moved to Canada to attain his Masters of Education at Thompson Rivers University. During this time, he completed his Early Childhood Educator Assistant certification, in October 2022, and then graduated with his Masters of Education from Thompson Rivers University at the end of 2022.

Buriga is passionate about education, and Juniper Early Learning Center was very happy to welcome him, as part of our teaching team, in the Kinder Prep Extended Day program, in

March 2023. Buriga also works with the School Age children and fills in for our other programs when needed.

**Jackson Phillipow, (RA)Teacher School Age Program**

Jackson was born in Edmonton and later moved to Calgary where he attended Highschool. He has been working with children for about 8 years, in various roles. Jackson is currently studying history, at TRU, with the goal of going into the Education program, to become a teacher, once he graduates. Jackson has worked at with children at Juniper Early Learning Center for almost a year now, and he is thrilled to be with the children in the School Age program, for another school year!

**Lisa Wiseman, (RA) Bus Driver & Teacher of School Age Program**

Lisa has been with Juniper Early Learning Center since fall of 2021. Originally from Newfoundland, Lisa moved to Kamloops seven years ago. She is married and has an adult child. Lisa has had her bus license since 2003 and has many years of experience driving School Bus for different School Districts. Before coming to Juniper Early Learning Center Lisa was driving bus for a Seniors Living facility. She really enjoyed working with children previously and is very grateful to have been given the opportunity to get back into the childcare field, with Juniper Early Learning Center. Lisa always greets the children with a smile and a cheerful attitude!



## Enrolment

Enrolment will take place in February for the following September. Priority will be given to returning students, siblings and then others, respectively. Prior to applying for enrolment, parents must have toured or observed at the school.

## Parking

Parking is available beside and behind the building on Highland Place Drive. Please do not park in the Juniper West Parking stalls right across from their building. Those stalls are reserved for the employees of Juniper West. Signs are posted. Please use caution during the winter months, as the driveway can be slippery. Please ensure quick drop off and pick up, as we do not want to congest the parking lot for the residents and store customers surrounding us.

## Arrival and Dismissal

Arrival times for each program will vary. The Full Day and Toddler Programs will begin their arrival process at 7:30 AM. The Montessori Kindergarten Prep Extended Day class will arrive at 8:30 AM and dismiss promptly at 2:30 PM, as our School Age program begins in this classroom shortly after. We ask that you do not arrive before 8:30, as this classroom is used for children needing care before going to school. Your patience will be appreciated as we sort out a routine that works for all of us. Our Before School Care program will begin arrival at 7:30 am until 8:30 am, and the After School Care Program will be from 2:30 to 5:30 pm.

Please remember to hold your child's hand as you bring them to the classroom door at arrival and walking back to your vehicle at pick up. A teacher will be waiting to greet your child upon arrival and help with the routine of settling into the classroom. We also ask that you turn your car engines off during arrival and pick up times. We appreciate your consideration in this.

**Dismissal times will be no later than 5:30 pm from the Full Day Classroom, the Toddler Program, and the After School Program.**

Drop off for the Montessori Kindergarten Prep class will be in the outdoor play area. **For the safety of the children, when dropping off or picking up from the back play area, please wait outside the gate; a teacher will meet you at the gate to greet or say goodbye to your child.** If you choose to pick your child up early, we ask that you arrange the best time and process for pick up with your child's teacher. For example, if you want to pick your child up early from the Kinder Prep program, Ms. Margarita prefers that you pick up between 11:30 and 12:00, so as not to be a disturbance to other things happening in the classroom. There is much classroom preparation and planning required by teachers in the Montessori environment, it is essential that children be picked up at the times arranged, and that it is a prompt pick up. She asks that parents wait outside the front door, and she will bring your child to the door to say goodbye. A prompt pick up is essential in all classrooms, as we often share our classrooms and there is a lot of prep that needs to be done when switching over. A late pick-up fee of \$5.00 for every 5 minutes of lateness will apply. Thank you for your cooperation at these very busy times in our daily routine.

## Special Note

Parents, we ask that you please escort your child by hand, to and from the school to your vehicle for obvious safety reasons. If you require help to escort your child safely, we will be happy to assist you.

## Parental Involvement

We will hold a parent orientation evening during the second or third week of school. Times and dates will be posted in September.

### ***Conferences***

We will hold parent/teacher conferences in November and then again in April. This will give us the opportunity to discuss your child's development and progress.

### ***Observations***

We offer parent observation times in late November and in April. You will have the opportunity to see your child work within the classroom at this time.

### ***Family Events***

We occasionally offer Parent Educational Evenings regarding Montessori philosophy and method and related topics. We like to bring in a guest speaker. We would love for parents to join us for these events.

Preschool & Full Day (3-5 year old) have a winter event, usually in February. This is a family Tubing Day up at Harper Mountain. We will let you know as soon as we book this year's event, so that you can mark your calendars.

We have a Family Picnic at the end of June each year to wrap up the school year. This is for all programs at Juniper Early Learning Center. We usually go to Prince Charles Park for the morning. The children love this event so much! We also do a Silent Auction as a fundraiser, at the picnic, and request donated items from parents/community, to auction off. Some of the previous items have been: Lawn games, home décor, tools, gift baskets, gift certificates to events, hotel stays, salons etc. We greatly appreciate all of your donations, and the support of this event!

We would love to know of any parents who have special talents or interests that they may like to share with our class (i.e. artists, musicians, etc). Also, if you have any ideas for field trips, throughout the year, we welcome your input.

### ***Gradual Entry***

During the first week of school, we will implement a gradual entry program in our Montessori Kinder Prep program. The children will attend class for a shorter period of time only on the first few days of school. This gives the children the opportunity to adjust to the program in a

gradual way. Gradual entry is an **essential** and valuable process for **all** children attending a Montessori program. If you would like to do a gradual entry in the Full Day or Toddler Programs, please speak directly with the teachers.

### Absenteeism

If your child will be absent from school, for any reason, please notify the school. You may do this by calling the office at 250-374-9565. If you need to notify the School Age Program teacher that your child will not be attending before school care, or meeting the bus after school please text or call the School Age Cell phone number: 250-682-3732 with as much notice as possible. If your child will be away from the Full Day (3-5 year olds) program, please call 250-851-9345.

### Guidance Policy

Warmth, flexibility, and perceptiveness towards each child's needs and style are basic in providing care and guidance for children. Each child's persistence, creativity, learning and constructive co-operation as well as self reliance must be supported and reinforced.

We believe that involving the child through choices and consequences is important when guiding a child's behaviour. In this way, children are given opportunities to develop independence and co-operation. Whenever a child's behaviour needs correction, we will implement natural and logical consequences to give choices.

**Logical consequences** have the following qualities

1. They express rules of social living.
2. They are related to misbehaviour.
3. They separate the deed from the doer. (Logical consequences don't imply the child is naughty because they are misbehaving, instead they communicate. Example: "While I don't like what you are doing, I still care for you".)
4. Logical consequences are for dealing with the present, not the past behaviour.
5. They are given in a friendly way.
6. They permit choice. (With choice, a child has a stake in choosing respectable behaviour rather than being told how to behave.)

As a last resort, and when other discipline methods haven't worked, we believe that a "*Rest time*" may be appropriate. This will be used only when a child's behaviour has become disruptive. Having a rest at our classroom "Peace Table" is a way to help the child regain control of his or her self and to empower the child to make positive choices about their own behaviour.

Having a rest at the Peace Table is also a choice, as the child is given the opportunity to make decisions about his/ her own behaviour. The child can choose to settle down or to take some time away from the group/ problematic situation so that they can correct their own behaviour and follow through with appropriate behaviour.

In summary, we believe that children should always be dealt with in a respectful way. Effective discipline is a learning process. The goal of discipline should be self- discipline, to guide children to be responsible and co-operative.

## **Behavioural Expectations**

### **Juniper Early Learning Center**

### **Challenging Behaviour Policy**

When a child's behaviour becomes challenging, it not only becomes a concern for the child, but also for the other children in our care, parents, childcare staff and all personnel involved.

**In an effort to deal with these types of behaviours, the following procedures will take place:**

- Incidents of behaviour difficulties will be observed and documented as well as the methods used to correct the problem. Parents will be made aware of concerns verbally or in writing.
- Staff will discuss and plan consistent strategies.
- A meeting with the child's parent, classroom staff and Supervisor will be arranged. Permission to contact an outside agency for assistance and assessment may be sought if deemed appropriate.

**Written summaries of all further actions will be kept on file and a copy given to the parent.**

- The Supervisor will make contact with outside agencies stating specific concerns and the urgency of the situation.
- The outside agency will visit and consult. Recommendations will be made for the child/staff/family to try to resolve the situation. Time limits for improvement will be set.
- If a support worker is provided, the child may be requested to only attend Juniper Early Learning Center, during the hours that the support worker is on site.
- If the behaviour persists, the consultant and the Supervisor will meet with the parents, to discuss alternative settings that would be more appropriate for the child.
- The Owner or Manager will give written notification to the parents clearly setting out the time frame for improvement.
- The consultant and the childcare staff will give support to find another placement for the child within the specified time frame (usually a two-week period).

**The above procedure requires the full co-operation of the parents in seeking a solution to the problem exhibited by the child. If the parent refuses to cooperate or will not recognize the efforts of the Center to seek a solution, the Management of Juniper Early Learning Center will have no alternative but to give a notice of "withdrawal of services".**

\*\*\*Please note that the following Sample Schedules may change as we adjust to the demands of the various programs.

## Sample Daily Schedule for the Full Day Program

7:30-8:15	Arrival (weather permitting this could be outside)
8:15-9:00	Continued Arrival/Free Play (Lego, colouring, blocks, dolls)
9:00-9:15	Wash hands- prepare for snack
9:15-9:30	Snack Time
9:30-10:00	Group Time (Story, educational component, songs)
10:00-11:00	Work Time (individual shelf activities, 'Big Work')
11:00-11:15	Clean Up Time (do classroom jobs)
11:15-11:30	Group Time (music and movement, calendar, show & share)
11:30-12:00	Lunch Time
12:00-1:15	Outside Time
1:15-1:30	Bathroom break/hand washing
1:30-2:00	Rest time (everyone rests on their mats)
1:30-3:00	Naptime (for those who sleep)
2:00-3:00	Quiet activities (for those who do not sleep). Puzzles, quiet bags, Playdough, read books
3:00-3:30	Group time (story, stretching, movement and music)
3:30-4:00	Bathroom/Hand Washing – Afternoon Snack
4:15-5:00	Outside Time (pickup begins)
4:00-5:30	Outside Play (weather permitting) until pick up

## Sample Daily Schedule for the Toddler Program

7:30-8:30	Arrival and Free Activity Time
8:30-9:10	Snack, diapering/toilet routine
9:15-10:15	Outside play time
10:15-10:30	Come inside, wash hands, transition to Inside activities
10:30 -11:00	Inside Activities (music & movement, etc.)
11:00-11:15	Wash Hands/Lunch warm ups etc.
11:15-11:45	Lunch Time
11:45-12:00	Diapering/Toilet routine/Story Time (Prep for Rest Time)
12:00-2:30	Nap time
2:30-3:00	Wake up transition (quiet activities)/diapering/toilet routine
3:00-3:30	Snack Time
3:30-5:00	Free Play (diapering/toilet routine as needed)
5:00-5:30	Combine with with 3 to 5 year old class (either in Toddler Room/Downstairs Room or outside -weather permitting)
4:00-5:30	Dismissal

## **Sample Daily Schedule for the Montessori Kinder Prep Extended Day**

An example of our daily preschool schedule would be as follows:

8:30 AM	Outside Arrival (weather permitting) Activity Time
9:00-9:15 AM	Children come inside, get ready for a morning snack
9:15-9:30 AM	Morning Snack
9:30-10:00 AM	Group Time (Calendar, daily topic, show and share, songs)
10:00-11:30 AM	Work Time (Shelf Activities, free to pick their own)
11:30-11:45 PM	Clean Up and go to Group (Set Up Lunches)
11:45-12:00 PM	Group Time (Action Songs)
12:00-12:30 PM	Lunch Time
12:30-12:45 PM	Bathroom & Story for Bed
12:45-2:00 PM	Rest Time
2:00-2:30 PM	Free Play until Pick up
2:30PM	Pick-Up

This schedule may vary, depending on what is planned for the day (i.e.. we may be doing a special cooking project or craft. On "good weather" days, we may have projects outdoors, etc. We also plan on some field trips during the year.

## **Sample Daily Schedule for the Before School Program**

Example of Daily schedule for the Before School Care (School Age program):

7:15-8:10 AM	Drop off - Free play activities, games, puzzles, books, coloring, etc.
8:05-8:12 AM	Walk to & Drop off at School Bus stop (for Ralph Bell students)
8:15-8:30 AM	Transport the children to Juniper Ridge Elementary School

## **Sample Daily Schedule for the After School Program**

Example of Daily schedule for the After School Care (School Age program):

2:30-2:45 PM	Pick-up from Juniper Ridge Elementary School
3:00-3:15 PM	Arrival at Juniper Early Learning Center
3:15 PM	Pick up of students from Ralph Bell (Bus stop behind Juniper Market)
3:15-3:30 PM	Free Play at the Center (games, coloring puzzles, etc)
3:30-3:40 PM	Snack
3:40-3:45 PM	Group Time (announcements, celebrations, reminders, etc.)
3:45-4:00 PM	Walk to the Park/Playground
4:00-5:00 PM	Planned Activities & Free Play at the Park.
4:45-5:15 PM	Return to Juniper Early Learning Center (walking from park)
5:15-5:30 PM	Prepare for Pick up

Note: During colder months, other indoor activities may be substituted for our time at the park/playground. Most days we will still go to the park, as the children really enjoy playing in the snow as well. Please send appropriate winter clothing for you child. (i.e. an extra set of mitts, hat, etc) as these items are often wet when children are picked up from elementary school.

Please see our policy regarding outdoor play, under certain weather conditions.

### Newsletters

A monthly newsletter will be sent via email each month to keep you informed of our classroom activities, special visitors, field trips, themes, projects, etc. An email sign-up will be posted at your child's door. Most Newsletters will also be published on our website [www.juniperearlylearningcenter.com](http://www.juniperearlylearningcenter.com)

### Show and Share

Show and Share can be a wonderful opportunity for your child to develop skills in language and public speaking, which in turn enhances your child's self-esteem and confidence. Show and Share will take place each day in both the Full Day and Montessori Kinder Prep classrooms. We ask that you and your child choose one day each month in which your child can share something interesting with his/her classmates. If your child has an item from a trip or has received an interesting object from another country, this may be shared with the class. Your child may want to bring something that can add to our thematic discussions. For example, if we are studying seasons/Fall your child may want to share some beautiful leaves with the class. Other suggestions include a special book, photo, visiting grandparents or something from nature that will add to the children's learning experiences. **We ask that children do not bring toys or jewellery to school for show and share.**

### Snacks

Parents are required to send the appropriate amount of food for their children, consisting of a morning and afternoon snack and a lunch item (if applicable).

We ask parents to send food items that promote and encourage healthy eating. Occasionally, we will have special treats at birthday celebrations, Halloween, Winter Party, 100<sup>th</sup> Day Party, Valentine's Day, and wind-up parties (please let us know if you have any dietary/ allergic concerns for your child). We do try to keep sugary foods that are being served to the children to a minimum.

## Birthday Celebrations

We have a special celebration for each child's birthday. We ask parents to send a photo that depicts the child during each year of life, i.e. age 1, 2, 3 and 4. Parents are invited to send a healthy snack for all the students for this celebration, if they wish. Parents are also invited to attend the celebration.

## Special Visitors

Occasionally, we will have special visitors in our classrooms. Typically these visitors may have a skill or talent that the children can learn from, i.e. fire fighter, dental hygienist, juggler, weavers, florists, etc. Often these visits will tie into a theme that we have been discussing in class or a special interest that has been expressed by the children.

## Practicum Students

We may accept a practicum student from the Early Childhood Education program from time to time. These students will be under the supervision, of our staff, at all times. It has been my experience that having a practicum student can be of benefit to our students at the school, as many of these practicum students share new activities and relate well with the children. We would also like to give others in our field the opportunity to experience "the Montessori way".

We will let you know in advance, if and when we accept practicum students into the classroom.

## Field Trips

Throughout the year, our classes will be taking field trips to various places of interest around Kamloops.

Parents of children in Full Day, Kinder Prep and Toddler care will be notified in writing of upcoming fieldtrips. We have the passenger bus that will help us in transporting children to and from fieldtrips when appropriate.

**Sometimes parents will be asked to transport children to and from field trips** (if this is a problem for any parent, they may initiate carpooling arrangements with another parent). When appropriate, we'd love to have parents join us on our field trips.

## Winter Months

As weather permits, we will be going outdoors for outside playtime. Please send appropriate clothing with your child. On snowy, cold days please send snow pants, snow boots, hat and gloves. **Parents please label your children's gloves, hats, snow pants and jackets.**

Please see our policy regarding outdoor play, under certain weather conditions.



## Spring and Summer

With the warmer weather during the Spring, Summer and early Fall we ask that you please send your child to school with sunscreen applied and with a hat labelled with his/her name.

## Health and Safety

Once a month, we will practice a fire drill. This practice drill will be fully explained to the children at the beginning of the year so that they will understand that our practice fire drills are **only** a practice, and why we are required to do them.

The Thompson Nicola Regional Health Board childcare licensing facilities requires us to have a completed health form for each child on file. This is a requirement before each child can attend Juniper Early Learning Center. **Please contact the school immediately if your child contracts a contagious disease.** Parents will be notified of any contagious diseases affecting children in the Center. A child with a communicable disease will not be re- admitted into class until the period of contagion is over or until they are well again.

Please remember to do a wellness check with your child each day, and avoid sending them to the centre if they show any signs of Covid 19 or other illness.

## Accident or Illness

**In the event of a serious accident or illness, the parents will be contacted immediately. If the parent is not available, the emergency contact person will be notified.**

All staff is first aid certified, but if emergency care is needed, we will seek emergency aid for your child.

## Emergency Evacuation Plan

Each Head Teacher has a copy of our Emergency Evacuation Plan that you may request to read over. If you would like a copy sent to your e-mail, please contact the office to have one emailed to you, or a hard copy printed for you. We have an Emergency Drill practice annually.

## Releasing a Child

Your child will be released only to those persons who have been listed on the pick-up authorization form, and have proven identification with them, at pick up. Our staff will not release a child to an authorized person if the individual is intoxicated or displaying erratic behaviour, making them, in our opinion, unable to adequately care for the child and potentially jeopardizing the child's health and safety. It is the teachers` obligation to ensure the safety and well being of the child. The staff will offer to call an alternate individual, as indicated on the authorization form, to pick up the individual and child.

## Confidentiality

Confidentiality will be respected with regards to all children's developmental information, and information about families, etc.

## Fees

Tuition fees are **due on/or before the 1<sup>st</sup> of every month**. We prefer to set up Pre-authorized debit, through automatic Electronic Funds Transfer (EFT), however we will accept cash, or a series of post-dated cheques, dated for the 1<sup>st</sup> of each month. You may set-up the automatic Auto Debit/Electronic Funds Transfer (EFT) by submitting a void cheque/bank form to the office before the 20<sup>th</sup> of any month (to begin on the 1<sup>st</sup> of the following month). **I'm sorry, we do not accept email transfers for tuition payments**, at this time. Please note that if you choose to pay with cash, and your child does not attend on the 1<sup>st</sup>, due to weekends/holidays, or it simply is not a day that they attend, please have payment dropped off before the 1<sup>st</sup> of month. A late fee of \$25.00 will be added to unpaid tuition on the 2nd of the month. Make up days will not be available for holidays, family vacations, and/or sick days.

## Withdrawal/Schedule Changes

A minimum of one month's written notice (**on or before the 1<sup>st</sup> of the month**) is required by the school if your child is to be withdrawn from the program, or you would like to change/reduce the number of days that your child attends (subject to availability). You may send this notice to our office email at [juniperearlylearningcenter@shaw.ca](mailto:juniperearlylearningcenter@shaw.ca)

*Thank you for choosing Juniper Early Learning Center for your child. We look forward to getting to know your child and to making your child's experience at Juniper Early Learning Center a positive one, full of learning and fun.*

*Holly Schafer and staff of Juniper Early Learning Center*