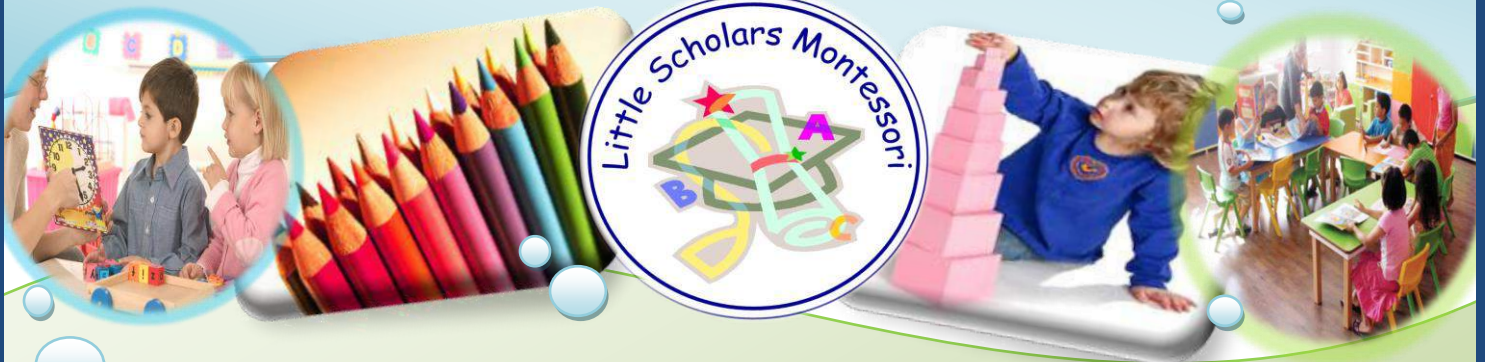


LSM PARENT HANDBOOK



Visit our website at: www.littlescholarsmontessori.com
Email us at: lsmontessori@outlook.com

LSM Schools... For the Love of Learning!

- Barrhaven Location, 2910 Woodroffe: 613-823-4047
- Fallowfield Location, 3500 Fallowfield: 613-825-1130
- CentrepoinTE Location, 1455 Woodroffe: 613-727-1455
- Strandherd Montessori, 4100 Strandherd: 613-843-4100

Updated August 2018

GENERAL INFORMATION

Mission Statement

Welcome to the LSM family! LSM schools aim to create an environment for children where they are encouraged to explore, create, learn, socialize, and celebrate their unique talents. Our school is committed to developing within each child a sense of responsibility and interdependence with their community and the world. Our team of early childhood educators will work with you to ensure your child gets the best combination of early education and nurturing care. We thank you for choosing LSM during what we feel are the most important years of a child's life!

Philosophy: The Montessori Method

At LSM, we share Dr. Maria Montessori's confidence in this method which allows children to learn at their own pace in an environment designed to encourage freedom of movement and choice. Emphasis is placed on active learning and social awareness through distinct developmental areas. Montessori education promotes the development of the whole child, to help each child to reach his/her full potential in all areas of life, so children become positive, confident and responsible individuals, lifelong learners and problem solvers.

Please see details in the LSM PROGRAM STATEMENT (at the end of this Parent Handbook).

Programs

LSM offers educational programs for Toddlers, Preschoolers, and KG children. At LSM, your child's day is filled with a rich and varied schedule designed to integrate academic learning, individual exploration, & social group activities. Our developmental areas include Practical life, Sensorial, Language, Math and Science, Art Center, Music & enrichment, and outdoor play.

PROGRAM	HOURS	BI-WEEKLY FEE - INFANT 12 - 18 months	BI-WEEKLY FEE - TODDLER 18 months – 2.6 yrs	BI-WEEKLY FEE CASA & KG 2.6 yrs – 6 yrs
Before/After Program	As required (6 hrs.)			\$350
Full Day	9 a.m. – 3 p.m.		\$455 biweekly = \$985.83 monthly	\$400 biweekly = \$866.67 monthly
Full Day Extended	7:30 a.m.– 6 p.m.	\$540 biweekly= \$1170 monthly	\$500 biweekly = \$1083.33 monthly	\$455 biweekly = \$985.83 monthly

MONTHLY FEE = Biweekly fee X 26 biweekly periods in a year / 12 months

School Website: www.littlescholarsmontessori.com

We are affiliated with LSM Montessori and follow the Program Philosophy and Curriculum of LSM Montessori centres. Please find the following on our school website:

- About Us, Our Philosophy, Curriculum, Daily Schedule
- Program Descriptions, Enrollment, Tuition Fees, Administration Contact
- FAQs, Parent Annotations (comments from other parents)
- **PARENT LOGIN SECTION** (see section below for details)
- **CENTRE POLICIES & PARENT HANDBOOK:** LSM policies may change from one year to the next. The school will update the Parent Handbook by posting it on the Parent Login Section of the School Website. Compliance with current policies is required and it is parents' responsibility to review the Parent Handbook posted on the Parent Login Page to remain aware of policy updates. Only policies in the current posted Parent Handbook shall be applicable.

POLICIES AND PROCEDURES

Admission Policy

❖ **Eligibility and Waitlist Policy**

The center is open to children between the ages of 18 months (limited 12 month spaces) to 6 years, into the appropriate program. LSM **does not** maintain a waitlist, we use the City of Ottawa Childcare Registry. Priority for enrolment is given as follows: LSM staff's children, currently attending families, and then a first come first serve basis.

Non Discrimination Program

The centre has a non-discriminatory and non-biased policy. We welcome all children and families, and appreciate the opportunity to learn about various heritages and backgrounds. It is our policy to provide an environment that is free of unlawful discrimination of any type including discrimination based on race, color, religion, gender, national origin, age, disability or any other characteristic protected by law. This policy governs all aspects of our operations.

❖ **Additional Needs**

Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and educators. We will make reasonable accommodations to afford children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to their needs. However, where the centre is unable to meet a child's individual requirements some negotiation may be required regarding the child's enrolment based on the best interests of the child.

❖ **Orientation Visit**

Congratulations! Your child starting childcare marks a new stage of family life! We will contact you to schedule an orientation visit closer to your child's start date in order to:

- Inform you about your child's first week at LSM, school policies and parent communication tools.
- Obtain items from you that are required to be provided for your child .
- Answer questions / provide tips to help you prepare your child for the start date.
- Please inform us of any health/medical updates (new allergies, health changes, etc.) since Admission.

What should I bring? All items listed on **LSM Admissions Checklist** (last page of the LSM Parent Handbook). If you do not have any of the items, please inform us at the orientation visit.

❖ **Transition Days (First 3 days of attendance)**

We apply the following orientation procedure to allow a gradual and successful integration of all new students:

1 st Day	Please bring the Admissions Checklist and any items not provided at the orientation visit. Child arrives at 9 a.m., is picked up at 11 a.m. Teachers introduce child to classmates, help and encourage the child to integrate & explore class areas. You will be provided the door code and parent login password to the Parent Login Section of our Website.
2 nd Day	Child arrives at 9 a.m. and is picked up at 12 p.m. Teachers help child try meals (morning snack and lunch) and participate in program, child leaves prior to nap time.
3 rd Day	Child arrives at regular drop off time and is picked up at 3 p.m. Teachers may contact parents for questions or if a child is very upset. Child is helped with nap & begins to familiarize with routine.

The first few weeks at the centre can be challenging for some children, especially if this is their first experience away from home. Children are unique and take varying amounts of time to adjust to a new environment. Please remain patient and encourage and support your child through the process. Have positive discussions with your child about their day, teachers, and new friends. LSM schools have over 50 new students joining our locations each year. Our teachers is trained and experienced at caring, nurturing and integrating new students into the program, you can count on them!

Parent and Community Issues and Concerns Policy

LSM encourages effective communication between parents, community and school. Your feedback and active involvement helps ensure that you, your child and our team all have the best experience. The following steps are suggested to ensure effective communication and resolution of concerns that arise on either side:

<i>Steps for families..</i>	<i>Please share with...</i>	<i>Steps we take...</i>
1. For questions about your child's day	LSM Educators	We will share information regularly via BP Connect Reports. We are also happy to discuss at pick-up and drop off times. As our primary responsibility are the children, we may request you to indicate your question or concern in the Communicating Book for us to answer.
2. For questions about enrolment, development, policies, transition, meals, fees (banking, NSF, etc.), schedule changes, vacation, termination OR to request a meeting	Centre Director	Centre Directors will endeavour to keep you well connected and take prompt steps to resolve your concern including discussion with our team, day to day observations and by setting up meetings as requested by families. We will also promptly share with you any concerns our team may have regarding your child's development.
3. Should your concern not have been resolved to your satisfaction or be about the Centre Director, feel free to approach Management	LSM Management Quality Manager: 843-4100 Schools Director: 878-4047 Admissions: 613-277-6866 School Email: lsmontessori@outlook.com	Management will use your feedback as means to improve our school. We will keep all feedback confidential while promptly resolving your concern via observations by the Quality Manager, staff meetings, and follow up with our team and the family.

LSM team will ensure that an initial response is provided for an issue or concern within two (2) working days, either verbally or in writing when requested. We will also offer an **LSM Suggestion Box** (near the entrance/cubby area) to encourage ongoing feedback.

Daily Arrival

Upon arrival, please sign your child in using the iPad near the cubby area, assist your child to change into indoor shoes, hang necessary belongings and apply sunscreen (if not already applied). A parent/guardian should bring the child into his/her room and ensure the room staff is aware the child is present. The room staff member will sign him/her in written form; please note that signing in using the iPad at the front entrance does not replace the process of signing in of the child in to the care of staff member. LSM's responsibility of care for your child begins the moment he is received from the parent / guardian by a staff member and ends when the parent/guardian receives the child and the staff member signs the child out from the room.

Please make a commitment to have your child attend regularly for the registered program, and be ready to begin at the scheduled start time. Children must arrive no later than 10:00 a.m. Without advance notice, children arriving after this time may not be accepted to attend that day. With advance notice for appointment purposes, children may arrive up to 12 p.m. If your child is arriving after lunch (11:30 a.m.), please ensure he/she has lunch prior to arrival. This policy is imperative in efforts to maintain our schedule structure and for it to remain completely beneficial to the child.

Daily Departure

LSM closes daily at 6 p.m. Parents are advised to pick-up their child approximately 10 minutes prior to the end of the program for which the child is registered. If a child is not picked up on time, a late fee applies (see *FINANCIAL INFORMATION*).

At departure time: Please remember to let the teacher know your child is leaving the classroom and to sign out on the iPad as you exit the building. Please also initial the Communicating book, check cubby for notes from teachers or required items, take home art work/worksheets and extra items or bags from cubby (please keep your child's cubby tidy). Please also review the information/notices that may be posted near the entrance.

Rest Time and Sleep Supervision Policies

Children that attend school on a full day basis require adequate rest time. Specified rest timings for each program are mentioned in the DAILY SCHEDULE, posted on the parent notice board. Children will be provided with the opportunity to sleep or rest if they choose to do so keeping the child's needs as foremost. Children will not be forced to sleep or to stay awake. Centre Personnel may rub a child's back to assist them to fall asleep. Children that may not fall asleep and wish to wake will be able to engage in quiet activities, such as puzzles, play dough, pencils or books within the same area.

A sleeping cot is provided by the centre, one (1) per child. Bedding is provided by parents and taken home every Friday for a wash. Bedding details are available in the Admissions Checklist. To ensure children's safety during rest time, direct supervision is provided; staff conduct and document direct visual sleep checks by walking around and being physically present beside each child. Centre Personnel will remove all choking hazards including bibs or beverages, before children rest. A record of daily rest time is also made using BP Connect.

We inform parents of rest time policies and procedures at tours, orientation and via this Parent Handbook. Parents will be consulted respecting a child's sleeping arrangements at the time of enrolment or any other appropriate time (transitions, upon parent request, etc.) and we will keep the child's needs foremost. If staff observe significant changes in the child's sleeping patterns or behaviors during sleep, these will be communicated to parents so that adjustments may be made to the manner in which the child is supervised during sleep.

Clothing & Outdoor Play

Outdoor play is a regulatory daily requirement. We do not go outside in rain, temperature below -20 degrees, above 30 degrees, a high UV rating, adverse weather including high winds, storms, etc., and unsafe playground conditions. Otherwise, 2 hours daily outdoor play is mandatory for children that attend 6 hours or more; ratios do not allow for children to remain inside by parent request. Duration of outdoor play may be limited due to weather.

Due to our changing seasons, please ensure proper clothing for indoor and outdoor play is provided. Clothing that children wear should be comfortable and facilitate easy movement. Please label all articles of your child's clothing. Any unmarked items may be placed in the lost & found if cannot be identified. LSM will not be responsible for any lost or missing items.

The following is not be permitted: 'Crocks', open toed sandals, shoes, necklaces of any kind (including teething necklaces), pacifiers with chain, earrings, rings, jewelry with small pieces, or any other item teachers may deem unsafe.

Clothing Requirements for Outdoors		
Winter	Spring/Autumn	Summer
snowsuit hat, sweater neck warmer (no scarves) boots for outside 2 pairs mittens	splash pants (waterproof) rain boots sweater sunscreen 2 pairs of mittens	sunhat close toed shoes (no crocks) sunscreen sunglasses (optional)
Extra Clothing Required		
A complete change of clothes (an extra shirt, pair of pants, socks and underwear) should be left in your child's cubby bin and replaced when used. Soiled clothing is placed in a plastic bag on your child's bin for you to take home at the end of the day. Your child may be given 'centre clothing' in case he/she does not have a sufficient change of clothing in the bin. Please wash & return this clothing to the centre the next day. Donations of such clothing are always welcome.		

Toileting

At LSM, a child's diaper is routinely checked and changed (a record of diaper changes is available for families in the washroom); children are encouraged to use the washroom at least 3 times a day in addition to whenever they require. A soiled diaper is changed as soon as detected. Despite these practices, accidents can still happen and are very normal for young children. Soiled clothing is returned in a plastic bag placed in the cubby. Please regularly check your child's cubby and provide additional alternate clothing.

Toilet training can begin when a child shows signs of readiness, the age to begin is often different for each child. The aim is to promote positive self-esteem by using an encouraging and supportive approach throughout the process and especially upon accidents. We require pull-ups to promote independence and self-help skills prior to and through training.

When parents/teachers sense signs of readiness, they communicate and agree to begin training. Through training, teachers encourage children to use the toilet every 2 hours and parents can follow a similar approach. However, before a child switches to underwear at the centre, we require parents to confirm that he/she has been accident free for 2 weeks at home. The decision to switch to underwear or to continue training is best when mutually agreed by parents and teachers. Teachers will inform you if they feel your child still requires pull-ups.

Meals

LSM provides nutritious meals following the Canada Food Guide which include morning snack, lunch and afternoon snack. Morning snack is not a replacement for breakfast. Children must have breakfast prior to arrival in the morning. Water is made available at all times; parents are required to provide labeled water-bottles. Water bottles are left at the centre each day, we rinse & re-fill these; they are taken home by parents on Friday & brought back on Monday.

Children attending LSM should be able to self-feed and use sippy cup (bottles with nipples are not accepted). Due to our teachers to child ratios, teachers are not able to spoon feed children. Teachers will encourage children to complete meals and to learn to eat independently. Children will not be forced to complete a meal if they are reluctant to do so. As it is very important for children to obtain required nutrition though the day, in case a child cannot eat by himself/herself or an eating difficulty is commonly observed, parents will be informed and may be requested to find alternate childcare to suit the child's eating needs.

Catered Lunch Service:

We offer a catered lunch service for hot lunch served on facility. Meal times and Food Menus are posted on the Parent Notice Board. On certain days, food served may be altered from the specified menu due to availability reasons. LSM does not accept or serve any food from home unless your child requires a special diet or is allergic to certain foods. Vegetarian option is available on all meat days (notify if you require).

Anaphylactic Allergies & Food Restrictions -

In order to ensure your child's safety and to be able to confirm the meal source in the event of a reaction, if your child has an anaphylactic allergy or food restriction, **all** meals are to be provided from home. Parents will be required to provide a note confirming this arrangement. Meals must be provided in a lunch bag labeled with the child's name, equipped with an ice pack, and handed directly to teachers at drop off (food is not to be left in your child's bag / cubby). Meals will be refrigerated and heated at lunch time as required. Meals should be of high nutritional value and contain a variety of food groups; items considered unhealthy will not be served (i.e. candies, chips, sugary drinks etc.). Please notify the centre at admission or as soon as allergies, intolerances or any food restrictions (meat, etc.) are detected.

LSM has an annual catered meals contract due to which there will be no reduction in the fees if meals must be provided from home for any reason(s) including allergies, food restrictions, or personal reasons.

Special Days at LSM

Student Events – Events such as Earth Day, Halloween, Winter Holiday events, Valentine’s Day, Pajama Day, Beach Day, etc. will be organized through the year for students.

Birthdays – We are happy to celebrate student birthdays at the centre on parent demand. Celebrations are done during our afternoon snack time with fellow students & teachers.

On Birthdays & any other special days, parents are welcome to provide for their child’s class: **cupcakes** (instead of a cake) or a healthy snack.

Any food items provided by parents should be **store bought or from a bakery**. To ensure Ottawa Public Health food safety requirements, we may not serve homemade items. Please provide food items in the original store/bakery package, with a **labeled expiry date and ingredient list** (to verify that it is **nut free**). Disposable plates & napkins are also welcome! ☺

Field Trips are a part of Casa & KG Program learning experience. Advance notice will be provided along with a consent form for parents to complete & return. Parent volunteers are welcome for all field-trips. Please inform teachers if you are interested. Photos may be taken during trips and class activities to be posted on the school website and yearbook. If you do not wish for your child to participate in a field trip, your child can remain home during the field trip hours. Please note that full fees are payable on all days.

CCTV Monitoring

Please be notified that all LSM locations have 24 hours, indoor and outdoor CCTV monitoring as a security measure. Recording features are not always available.

Childcare Supervision Policy for Volunteers & Students

As per the Childcare Supervision Policy for Volunteers & Students, LSM does not allow unsupervised access (i.e. when the adult is alone with a child) for persons who are not employees of child care centres. Students or volunteers are not counted in staffing ratios at LSM. Details are available in the LSM Supervision Policy for Volunteers & Students.

Serious Occurrence Notification Policy

A serious occurrence can be defined as but is not limited to: death of a child, serious injury, fire or other disaster, etc. It is our policy communicate information to parents within 24 hours by posting a serious occurrence notification form near the parent entrance for a minimum of 10 days (from the date of the last update of the form).

Student Absence and Vacation

Absence: Parents must call the centre their child attends if their child will be away for any reason either prior to the day of absence or before 9:00 A.M. that day.

Vacation: Parents must notify their child’s teacher and make a note in the communicating book to inform of any vacation days (more than 1 day of absence).

As teachers are paid, there is no reduction in fees during any days of school closure, absence, late drop offs, vacation or transition days.

No Smoking Policy

To ensure the safety of students and teachers, smoking is strictly prohibited on or near the premises of the centre. Cigarette parts are not to be tossed inside/outside for fire safety reasons. Please keep note of the no smoking signs displayed inside and outside the building.

HEALTH AND SAFETY POLICIES

LSM conforms to the health and safety requirements set by the Ministry of Health. By helping us to observe good health standards, you will be protecting your child and others.

Health Policy

When children are ill they require special attention and rest, please do not send your child to the centre with elevated body temperature, fever, sore throat, bad cough, or flu symptoms. When a child **in the opinion of the Centre Director** seems ill during the day parents will be contacted to pick up the child within the hour. In the event we are unable to reach you, the emergency contact person(s) you have listed will be contacted to pick up your child. Should your child require emergency medical treatment he/she will be sent to the closest hospital in an ambulance. You will be notified as soon as you can be reached. It is very important to keep the centre updated with any changes to your contact information.

Illness Report: LSM teachers will complete and provide an illness report to parents when symptoms of ill health are noted during the day which require you to pick up your child. Parents will be required to sign a copy of the report.

Summary Guidelines – A child is too ill to attend if he or she has:

- a. **Temperature.** Should your child develop elevated temperature, higher than normal, you will be contacted for immediate pick-up, your child may return once 24 hrs symptom free.
Normal Armpit Temperature: 34.7°C (94.5°F) to 37.2°C (99°F)
Elevated Armpit Temperature: 37.5°C (99.5°F) or higher, see cfpc.ca guidelines
- b. **Vomitted within 24 hr period.** Child can return to centre when symptom free for 24 hrs.
- c. **Diarrhea** (3 loose bowel movements). Child can return to the centre after child has normal bowel movements for at least 24 hours.
- d. **Any visible rashes that have not been diagnosed** by a physician.
- e. **Severe cold** with nose drainage or an ear or throat infection for which an antibiotic has been prescribed. If a child is on an antibiotic, the child should not be brought in until he/she has had medication for at least 24 hours.
- f. **Conjunctivitis**, which is an eye infection commonly, referred to as “pink eye”. Eye is generally red with some burning and sometimes there is yellow drainage being secreted.
- g. **Apparent illness without obvious symptoms.** In this case, a child may look/act differently. There may be unusual tiredness, pain complains or continued lack of interest.
- h. **Impetigo** of the skin. Shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and as the creases of the neck, groin, and under arm, face, hands or edge of diaper.
- i. **Any communicable disease** including: Chicken Pox, Mumps, Measles, Roseola, HFMD, Coxsackie Virus, Fifth Disease, German Measles, Hepatitis A or B, Meningitis, measles, mumps, Pertussis (Whooping cough), ringworm, Scabies, Scarlet fever, strep throat, TB
- j. **Bronchitis.** This can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful, and it gradually becomes productive.
- k. **Head Lice.** Child needs to stay home for 5 days to allow full treatment. Parent will provide note to confirm that the child has been treated for lice and is free of lice upon re-entry.

Medical certificate is required upon re-entry for:

1. A child sent home due to temperature, vomit, diarrhea, eye discharge, a rash or other ailment that cannot be identified and parents want to have him/her return before 24 hrs.
2. A child sent home or away due to a communicable disease.

It is our policy not to admit any child who has a communicable disease. The period during which your child cannot return depends upon the specific disease. Upon return we will require a doctor's note stating the name of the illness and the child is no longer infectious. Please notify us if your child has been exposed to or has a communicable disease. If your child is unwell or showing signs of an infectious or contagious disease, we will contact you immediately and you will be required to pick them up from the Centre.

If a child has a common cold, an allergic rash, diaper rash, prickly heat, he or she can be brought to the centre. It is a requirement that all children play outside, weather permitting. Your child should return to the centre well enough to participate in outdoor activities. Children are not permitted to stay inside as staffing ratios cannot accommodate this.

Anaphylaxis Allergy and Medical Conditions

In case of an Anaphylaxis allergy, please inform teachers at the time of Admission by writing it on the Emergency Contact Form or as soon as you become aware of the allergy. An Emergency Anaphylaxis Plan with the child's photo, the Physician's signature and prescribed Epi-pen must be on site in order for the child to attend. Please also see details in Meals section (page 6).

If your child has/develops a medical condition (febrile seizures, asthma, etc.) please inform the Centre Director urgently so that an individualized medical plan can be documented.

Medication Policy

LSM will administer medication when it is required during program hours under following conditions:

1. Medication that is to be administered must be prescribed by a physician.
2. Medication will be administered to a child only from the original container. The container must be clearly labelled with the child's name, name of medication, the dosage, the date of purchase & expiry, and instructions for storage and administration.
3. A Medication Form must be completed by parents indicating the times the medication is to be given, as well as the dosage for teachers to be able administer medication.
4. Medications must be given to teachers upon arrival (do not place in cubby without informing teachers). While at the centre, all medication is placed in a lockable container. Should the medication be required in the evening, it is the parent's responsibility to request teachers for it and take it home at the end of the day.
5. **The Centre does not administer fever reducing medications (i.e. Tylenol, Advil).**
For all other non-prescription medication, documentation from a physician will be required.
6. Topical medications including lotions, diaper rash ointments, and chap-stick, etc. also require a parent Medication Permission form to be completed. All medications must have expiry dates printed on the label by the pharmacist.
7. **The centre will not administer expired medication.**

Fire Safety – Alternate Shelter and Emergency Management Policies

LSM Fire Safety Procedure is posted near all exits. Parents should familiarize themselves with the plan. LSM conducts monthly fire drills to review safety procedures. LSM has site-specific Emergency Management Policies and Procedures in place. In case of an emergency, parents will be notified by LSM via telephone and email on an urgent basis.

In case of fire or any other emergency due to which the center must be evacuated, children and teachers will take alternate shelter within walking distance of the centre. The alternate shelter location is listed below for each LSM centre:

- 1455 Woodroffe Location: At the Insurance office located on 1451 Woodroffe Avenue
- 2910 Woodroffe Location: At the 'Pizza One' unit located on 2910 Woodroffe Avenue
- 3500 Fallowfield Location: At the 'McDonald's' unit located at 3350 Fallowfield Road
- 4100 Strandherd Location: At the 'Royal Oak' unit located at 4100 Strandherd Drive

Release Form Policy

A Release Form must be filled by parents in advance in order for LSM to allow your child to leave with **anyone** other than parents / guardians listed on the Admission Form. We will require photo I.D of the individual. Persons authorized by parents on the Admission Form as emergency contacts / alternate pick-up persons will be allowed to pick up a child in case of an emergency when we are unable to reach parents.

PARENT INFORMATION

Items to be provided by parents by parents:

AS REQUIRED – TEACHERS WILL PROVIDE NOTICE

Pull ups and wipes for children. It is your responsibility to ensure there is a minimum of 3 pull-ups for your child each day. Parents will be provided with notes upon the finishing of diapers/wipes, but it remains their responsibility to ensure that sufficient stock is maintained at all times (ask us).

Sunscreen for your child (apply sunscreen to your child prior to arriving to school in the morning)

Craft Material – teachers will provide notice on what is required (i.e. crayons, craft paper, etc.)

Writing Notebook & pencils – All Kindergarten Program Students will require this.

MONTHLY – BEFORE THE 5th of EACH MONTH

A box of Kleenex, A box of Facial Wipes (label all items). It is required for parents to provide these each month to be used by children.

Our Curriculum

Curriculum for each program is posted on our school website. A detailed Monthly Curriculum is posted on the Parent Notice Board for each program. At LSM, parents are always involved with learning through home projects and parent presentations – please remember to read the Curriculum each month so that you can follow along with topics we are learning and especially so that you do not miss helping your child complete home projects that are due. Please ask teachers if you have any questions about a home project or an event that is coming up.

Organization

LSM MONTESSORI is a private organization that adheres to all regulations set by the Government.

Toy Policy – Show & Tell (Every Friday)

Please do not send your child to school with personal toys and belongings other than plush toys for sleep time (ensure these are not hard). Students are allowed to bring items from home on ‘show and tell’ activity day held every Friday.

Property Damage

LSM will not be responsible damage to your personal items that may occur on our premises.

Parent parking is at owners risk and LSM will not be liable for vehicle safety or for any damage to vehicles while parked outside. We appreciate your efforts in trying to remain vigilant when parking so that damage is not made to other vehicles, thank you.

Program Transition (*Toddler to Casa, Casa to KG*)

LSM will endeavor to provide space for your child through programs including Toddler, Casa, and Kindergarten. Transition to the next program depends upon a child’s age, development, and especially space availability. Your child may transition to the next program ahead of time for orientation or later due to space availability.

Tuition fee will not change until **both** conditions are met:

1. Your child has officially joined the next program (orientation is complete) **and**
2. We are in the following month after the age up occurs

It is parents’ responsibility to confirm whether space in the next program is available. We will try our best to provide space for your child and may suggest an alternate LSM location. If for any reason space may not be available, parents are responsible to find alternate childcare.

FINANCIAL INFORMATION

Registration

Admission Fee Paid at Registration (Non-refundable) = **\$100 + 2 week fee.**

Prior to your child starting, registration may be cancelled at any time from either side.

The Admission Fee in full is non-refundable in all cases of parents' cancelling registration, including if a child cannot begin due to health, personal, or any other reasons. Admission Fee is used to hold a space for your child until the start date. Requests for exceptions or refunds will not be granted so as to maintain fair policies. If your child begins attending, the 2 week fee shall be credited towards your first month's fees.

Withdrawal

Once your child begins at LSM, advance written notice of withdrawal must be provided on or before the 1st of the month at the end of which you will be terminating service. Fees remain payable until the last day of the termination month even if termination date is mid month.

Emails/verbal notices shall not be accepted; a hard copy written notice must be provided.

If notice is not received on or before the 1st of the termination month (regardless of start date), fees will be incurred from the termination date up to the end of the following month.

Tuition Fees

Tuition fees are payable from the Program Start Date mentioned in the Childcare Contract. If you plan to change the start date, contact Admissions as soon as possible to discuss options.

LSM maintains the most economic tuition rates for Montessori education. However, Tuition rate may need to be increased as per budgeting needs to maintain program quality. If an increase of our tuition rate is required, it will be announced with advance notice.

Fee Payment Method

Full payment of fees are due on or before the first day of your child attending. Each month after, fees are due by the 1st of the month by Pre-Authorized Debit. A late payment fee of \$10/day applies. A Pre-Authorized Debit "PAD" form will be provided on the first day of attendance and is to be completed and returned the same day with a void cheque.

PAD authorization forms can be returned to the Centre Manager or placed in an envelope labeled with your child's name, in the tuition fee box. Please ask where this box is located and do not leave fee related items with teaching teachers as they are not responsible for financial transactions.

Changes to your Banking Information

A new PAD form is required when you need to change your banking information. Parents must request for, obtain and return a new PAD form at least 2 weeks in advance of the fee payment date.

NSF Fee

If payment is returned back NSF, parents must notify the centre and pay the tuition fee by debit within 1 week of fee payment due date. A \$50.00 N.S.F Fee will payable on all returned items. If arrangements are not made to bring your account up to date childcare will be suspended or terminated.

Program or Schedule Changes

If you need to make any changes to your child's schedule written notice must be emailed or provided to the centre one month in advance of requested change. Changes are subject to availability and approval by Admissions.

When your child ages up to the next age group, fees will change on the 1st of the following month after the age up has occurred and after the child has already joined the next program completing orientation.

A new PAD form **is not** required when there will be change to the tuition fee amount.

Annual Contract Renewal

LSM contracts may be renewed annually early each year with a registration form for the next school year. Parents can reserve space for the next school year if their child will be staying at LSM beyond summer. If a reserved space is cancelled, a \$200 fee shall be payable as penalty.

All cases of termination require a written notice as explained in the Withdrawal Policy.

Late Pick-up Fee

Please try to arrive for pick-up at least 10 minutes before the end of your child's program.

Late Pick-up Fee: \$2.00 / minute. If your child(ren) is not picked by the end time of his/her program a late fee needs to be paid to LSM via debit/cheque the following day:

- **Full Day (9 – 3 p.m.)** students -> late fee applies after 3:00 p.m. If you know your child will require Full Day extended service on a given day, please inform the teachers ahead of time (in this case you simply need to pay \$5 extra for that day).
- **Full Day Extended (7:30 – 6 p.m.)** students -> late fee applies after 6:00 p.m.

Centre Hours & Closing Days

LSM is open year round, Monday to Friday, between 7:30 a.m. to 6:00 p.m. Full Day Extended program provides service for 10 hours, if you require longer service, please inform us as extra charges will apply.

The following are days that LSM is closed and parents must make alternate arrangements:

Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labor Day, Thanksgiving Day, Remembrance Day, Winter Holidays inclusive of December 24th to January 1st. **If any statutory holidays fall on a weekend, LSM will close on the subsequent business day(s).**

LSM may also need to close due to extreme or dangerous weather conditions, power/heat/AC failure, and/or security threats as per Emergency Management Policies. **Fees remain payable in full on ALL days of school closure.**

Compliance of Centre Policies and Termination Policy

All members of LSM including parents are required to adhere to LSM's policies and procedures at all times. Incompliance with policies can lead to cancellation of childcare services by LSM. Notice may be provided depending on the situation as per the discretion of the Centre Director.

LSM reserves the right to terminate services at any time and is not liable for losses rendered in obtaining alternate childcare. The following incidents may lead to immediate cancellation of service by LSM:

- Non-payment, late payments, NSF PAD / Stop payments
- Physical and/or verbal abuse of children or teachers by a parent (or child).
- Impolite, disrespectful, or discriminatory behavior towards teachers or children by parent. *Examples: Yelling, threats, profanity, use of loud or rude voice in presence of or towards children or teachers.* As a childcare centre is a sensitive environment, the above may result in the individual(s) being asked to leave immediately with their child.
- The program is unable to benefit the needs of the child.
- Unavailability of space or shortage of teachers.
- Violation of center policies including those mentioned in this Parent Handbook.

LSM teachers will endeavour to work with parents in the best interests of students. Concerns that may come up from either side will be communicated verbally, or in writing and we will work to resolve them by setting forth solutions through meetings. We will do our best to resolve any concerns that are brought to our attention. By following centre policies and procedures you can help us provide your child a positive and memorable preschool experience.

LSM ADMISSION CHECKLIST

Please complete this checklist and bring it with you to the Orientation Visit and your child's first day of attendance 😊

STUDENT NAME: _____ START DATE: _____

ORIENTATION VISIT DATE: _____ STAFF INITIALS: _____

<u>List of Items</u>	Director Initials To Confirm Item was Provided
<ul style="list-style-type: none"> • Remember to label all items & cheques with child's name • Please note that without providing required items, your child may not be accepted to attend. • Hard copies of required documents are needed, please do not email documents. 	
Pre-Authorized Debit Form & Void Cheque	
Copy of Birth Certificate	
2 copies of Immunization Record	
Completed Emergency Contact Sheet (please email us to obtain one if you were not given one at the time of registration)	
2 Passport Sized Photos	
Indoor shoes and Outdoor Shoes (Velcro) (please note - crocks are not allowed)	
Extra Pair of Clothing (shirt, pants, underwear, socks, etc.)	
Sunscreen (Paba free, SPF 15 minimum) - summer only	
Bedding (1 crib fitting sheet, small pillow, blanket)	
Pull ups & wet bottom wipes (if diapering is required)	
Change Mat & Bib (Toddlers only)	
2 Tissue Boxes	
Water Bottle (or Sippy - cup for Toddlers) <i>Please note that bottles with nipples are not accepted for hygiene purposes.</i>	
1 notebook (for teacher communication)	
2 Boxes of wet facial wipes (to be used after meal times)	
Parent Communication Tool (BPConnect - HiMama!) Waiver	

Parent Handbook Agreement

I have received and read the LSM Parent Handbook in full and fully understand the policies and procedures entailed in the handbook and understand my requirements regarding my child.

I _____, give consent to receive electronic messages from the company including Centre updates, important info and emergency communications.

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Date: _____

LSM PROGRAM STATEMENT January 2017

Little Scholars Montessori (LSM) Early Learning and Childcare Centres provide a program and curriculum that is consistent with “How Does Learning Happen?” Ontario’s pedagogy and vision for the early years.

Our core principles mirror the Early Learning for Every Child Today (ELECT) guiding principles taken from “How Does Learning Happen?” Ontario’s Pedagogy for the Early Years. Our pedagogical approach requires educators to be partners, designers of the play environment, planners, recorders and communicators.

LSM offers a wide range of developmentally appropriate programs for children including Montessori, play based, emergent and fusion programs. With partnerships in curriculum, nutrition, technology and recreational fitness programming, we are committed to providing families with the very best care, programs and child development Canada has to offer.

Mission Statement

LSM recognizes that children are **Competent, Capable, Curious and Rich in Potential**. All children are unique individuals and The LSM learning environment supports our children to discover new concepts, uncover hidden mysteries and imagine new possibilities. LSM offers a wide variety of developmentally appropriate programs for children including both child initiated and adult supported. Our team aims to provide a well-balanced learning environment where children are free to observe, question, experiment and explore.

Consistent with Ontario's vision for early learning and *How Does Learning Happen?* Our programs are built around the following core principles that are important for children to grow and flourish to their fullest potential:

- **Develop the Mind**
- **Nourish the Body**
- **Inspire the Soul**

1. Develop the Mind

At LSM, we offer age appropriate, professional and well thought out curriculums, designed to establish a strong skill base and love of learning. Our learning environment is inquiry-based, which supports our children to discover new concepts, uncover hidden mysteries and imagine new possibilities, all while allowing them to learn at their own pace. This allows children to experiment with and understand social roles and acquire problem solving skills by interacting with each other. The wide range of play opportunities through the day relieve stress and pressure for children and allow them to cope with their feelings. They control the experience through their imaginations, and they exercise their powers of choice and decision-making as the play progresses which promotes self-regulation.

Early learning enables children to develop the confidence to tackle problems, overcome obstacles and succeed. We understand the impact quality education can have on young children and are committed to fulfilling a high level of excellence within our centres. The core of that excellence begins with our educators who are trained and qualified to provide a superior level of instruction and teaching.

Our environment and educators ensure that:

- Each child shall have a sense of **Belonging**. They should feel connected to others, valued, and encouraged to form relationships with other within their community and the natural world. .
- Each child shall have a sense of **Well-being**: They will develop a sense of self care, self-regulation and wellbeing.

- **Each child shall have the opportunity for Engagement.** By being encouraged to be involved and inquire they will have the opportunity to explore their world and develop skills such as problem solving, creative thinking, and innovating.
- Each child shall have the opportunity for **Expression.** Communication is encouraged through their words, their bodies, or the use of materials and supports their creativity and problem solving.

In order to ensure the above, we recognize pedagogical documentation as more than recording events or observations. Our educators are committed to learning about how children think and learn.

2. Nourish the Body

Above all else, we believe that nothing should take precedence over the well-being and safety of our children. LSM is dedicated to providing the very best foundation for children to play, grow and develop. We recognize nutrition as a key element for this foundation.

Our nutritious menu plans are certified by a registered Nutritionist and Dietician to ensure they meet Canada's Healthy Eating Guidelines by providing our children with the proper nourishment for their growing bodies. All of our meals (2 snacks and a hot lunch) are made fresh on a daily basis. Our menus are posted in the centres and a copy is provided for your reference at home. We will work with parents where possible to accommodate the dietary needs of our children. Our meals are served family style allowing the children to serve themselves, further developing their self-regulation skills.

Our programs also develop and encourage a strong link between good physical health and outdoor play. Activity, fitness and play are all key elements to our program. With regular outdoor time and planned indoor activities, our children experience a world of movement, dance and recreation. At LSM, we have incorporated nutrition and physical fitness into our programs. Active children are healthy children and our outdoor learning environments, which are an extension of the classroom, allow the children plenty of opportunity for exploration, inquiry and creativity. They will learn to interact with and understand the natural world around them and have opportunity for social interaction with their peers, while boosting their confidence as they learn new things.

All of our children spend a minimum of two hours outside on a daily basis, weather permitting.

While we recognize that some children will need a longer time to relax and sleep than others, we believe that all young children benefit from an opportunity for rest to help balance their active play. Parents will be consulted respecting a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request.

Our Rest Policy ensures that all children are monitored on a regular basis during rest times and that those sleep checks are documented. Staff will ensure that they communicate with parents as to any significant changes in a child's sleeping pattern or behaviour so that adjustments can be made if necessary.

Each child in our toddler, preschool and kindergarten programs is provided with an individual cot for their rest period of up to two hours in length and they are permitted to sleep, rest or engage in quiet activities based on their individual needs as per our Rest Policy

Safety is of the highest priority and all of our centres have some form of security at the entrances and exits. Parents will have a door code to enter the centres, and visitors are required to ring the doorbell.

All of our locations are licensed and also receive inspections from the local Health and Fire departments. As a company we meet and exceed the requirements of all regulatory agencies.

3. Inspire the Soul

The LSM environment encourages a child's individuality, creativity and exploration. We help develop children's social, emotional and physical needs as they grow, develop and mature throughout their journey. We promote freedom and independence while emphasizing the importance of team work and social skills. At LSM, we celebrate differences and emphasize inclusion, while maintaining a strong sense of connection within the communities we serve. LSM demonstrates and practices respect in our centres and classrooms, for each other and our families, while always representing a commitment to our values.

Our educators recognize self-regulation as the ability to effectively deal with a stressor and then recover. True to our goal of Inspiring the Soul, we develop the children's social and emotional needs throughout their journey. We follow a positive child guidance model that includes recognizing why a child behaves in a certain way, encouraging children to regulate their own behavior by giving them choices. When necessary, children are given time away, within the same room, from the situation to reflect on their behaviour with the support of our educators and consider more appropriate responses.

Our educators will aim to:

- Give a friendly greeting and departure to the children, families and co-workers.
- Model a calm and relaxed manner.
- Speak in a clear, pleasant and natural voice
- Use developmentally appropriate language and directions
- Initiate and build on conversations with children.
- Listen to children and use questions to clarify.
- Respond positively to children's emotions and help them identify their emotions.
- Use positive reinforcement to develop the children's self-confidence, self-esteem and decision making skills
- Deal calmly with conflicts and ensure that children are encouraged to solve problems when possible.
- Model positive and respectful relationships and interactions with co-workers.

Prohibited Practices at LSM include:

- corporal punishment of the child;
- 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;
- 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;
- 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;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.

Occurrences of prohibited practices by anyone within LSM premises will be monitored on an ongoing basis, recorded and addressed as explained in the Program Statement Implementation Policy.

Little Scholars Montessori (LSM) Program Overview

LSM centres aim to provide quality early years programs that are based on a synergy of the Montessori Method with modern, innovative approaches that support all areas of early development and are aligned with Ontario's Pedagogy for the early years, *How Does Learning Happen?*

The LSM Program formed through in-depth and comprehensive research into early childhood learning and development. It not only exceeds the provincial Early Learning Framework standards and the provincial Kindergarten Curriculum expectations, it sets a child up for success in life-long learning. LSM's classrooms provide a prepared environment where children are free to respond to their natural drives to work and learn. The children's inherent love of learning is encouraged by giving them opportunities to engage in spontaneous and meaningful activities under the guidance of our educators.

In line with the Montessori philosophy a child's play or action is seen as purposeful and referred to as "work." Through the children's work, they develop concentration, motivation, discipline and persistence. Within this framework of order, the children progress at their own rate and rhythm according to their individual capabilities during the crucial years of development.

Montessori classrooms are designed to allow for both individual and social development. The more experienced students share what they have learned with those new to the group. Each child's unique personality and interests are encouraged; each child is respected as an important part of the LSM community. We observe and reflect upon their interests to help them build upon those interests. A key factor in Montessori programs is the meticulously designed, extensive series of exercises in a prepared environment. Each exercise is part of a carefully planned progression, mastering one skill that is an essential ingredient of a more complicated skill. We offer a vast collection of engaging 'didactic' or self-correcting materials to promote independence, problem solving and confidence.

The Montessori Method of education, developed by Dr. Maria Montessori, is a child-centered approach based on observations of children from birth to adulthood. It is an approach that values the human spirit and the values all areas of development — physical, social, emotional, cognitive. The Montessori Method values children's need for independence, for positive relationships, for self-confidence, for self-regulation and control over their impulses and emotions.

Montessori's dynamic theories include that:

- The early years are the most important and critical years for development
- From birth to six years, children pass through special times (sensitive periods) in their lives during which they easily incorporate a particular ability into their schema
- Children create themselves through their play, actions and activity which Montessori referred to as "work" within a nurturing, engaging environment (*prepared environment*)
- Children are to be respected as individuals, competent, capable and possessing a natural curiosity and desire to learn

Children today face a rapidly changing world full of new ideas and technology. At LSM we believe our programs must also continue to evolve to reflect these changes in our community and our world.

Toddler Program (18 months to 30 months, with limited spaces for Infants 12 – 18 month old)

Our Toddler environments are designed to help the child in taking the important first steps away from home - into a warm, nurturing, supportive setting that promotes discovery, freedom of movement and allows the child to experience positive, responsive relationships. Our educators lead classes using age-appropriate Montessori materials and activities that are designed to provoke interest and involvement. Our aim is to offer diverse development

experiences in areas of Practical Life (self-help skills), numeracy, self-expression, expressive and receptive language development, outdoor play, music and creative expression all within a flexible daily routine that follows the natural rhythms of the young child.

Infant Enrolment:

LSM does not offer a separate Infant Program (which offers a staffing ratio of 1:3). We have a mixed age group approval and accept a limited number (20% of capacity) of Infants within our Toddler rooms (which offer a staffing ratio of 1:5). In order for our program to meet the child's needs, the child must be 12 months plus, walking and developmentally ready to participate in the Toddler Program. We request the parents to confirm this to us prior to their child's start date. If, in the opinion of parents or teachers the child may not be developmentally ready to participate in the Toddler Program, in consideration of the best interests of the child we will notify parents to find an alternate developmentally appropriate program.

Casa Program (2.6 years to 6 years)

The LSM Casa (or Preschool) Program develops the building blocks for learning in a Montessori based environment that fosters all areas of early development. Beginning with practical and social skills, children learn to take responsibility for themselves and their environment. We believe that a stimulating, language rich, social learning environment is an imperative part of early development. Our bright classrooms are specifically designed to offer space for movement, space for individual work, space for team work and group activities.

The Casa Program Curriculum incorporates development within Montessori areas of Practical Life, Grace & Courtesy, Sensorial, Math & Science, Geography, Botany, Culture, Language (English & French), Arts, Music and Physical Education.

We focus on building a foundation for future learning through early numeracy concepts of number, symbol, sequence, and counting 1 – 20 in English & French. Language development focuses on oral language, group discussions, alphabet recognition Aa – Zz, children's literature, tracing and writing development using sandpaper letters, alphabet cut-outs, and various presentations allowing children to link sounds and letter symbols effortlessly and to express their thoughts in words and sentences. Cultural activities expose students to basics in World and Canadian geography and age appropriate science topics such as weather, animals, time, weight, etc. Art, music and movement education are part of the integrated cultural curriculum. We also take learning outside the classrooms though regular field-trips to exciting destinations such as museums and farms.

Kindergarten Program (3.6 years to 6 years)

Dr. Montessori put it well when she said "free the child's potential and you will transform him into the world." Each child has unique potentials and we believe that empowering them as leaders and advocates allows them to develop those potentials that form the basis of personal fulfillment and social responsibility. In LSM Kindergarten program, academics are introduced through concrete, manipulative materials which utilize all five senses and lay the groundwork for abstract thinking.

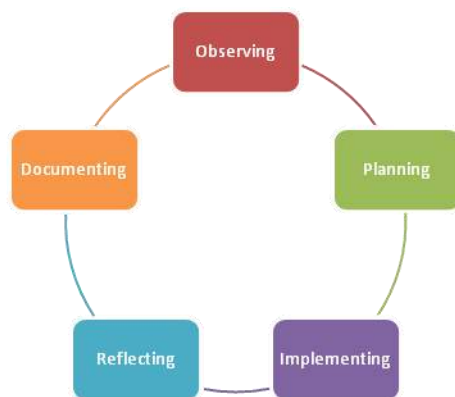
Our educators aim to encourage children to participate as members of a real, functioning community. Children partner with national and international organizations to raise funds/donations, join hands to clean up their neighbourhood on Earth Day and resolve conflicts through discussions—learning from an early age that they can make a difference in their world! This development is the aim of our entire program and inspires an attitude that is beneficial for a lifetime -- respect for self, respect for others and respect for the environment.

Inter Curricular Program

Our Inter Curricular is offered as an inclusive part of our program. The children experience music, the WEEMOVE Program (fun, movement based program with weekly activity programs), yoga movement and fitness on a regular basis in a fun and encouraging way as part of our Curriculum.

The Montessori Approach:

Our Montessori approach allows the educators to plan the environment, giving the children choices, based on their interests, skills and needs. It is child initiated and allows for student-led expeditions, inquiries and investigations. It further allows our educators to support children's learning and encourages consistent self-reflection and professional growth, so they may always improve the quality of the classroom experience



The Montessori approach is successful because the learning process is more important than the end product and it allows the educator opportunities to reflect on what learning has taken place. The journey may occur over a series of days, weeks or months.

Another element of our Montessori approach is “Project Work” which allows children to study a topic in more depth over a period of days or weeks and can involve a small group or the whole class. The projects focus on the children's questions and what they are curious about.

Documentation

Documentation is a means to study children and give visibility to their competencies. It is a means to understand what children think, what they know, what they know how to do and what they are curious about. Our Educators engage with and observe the children on a daily basis and as they Reflect upon their observations, they are able to prepare and plan activities that support the children's interests and developmental needs.

Documentation brings visibility to the children's learning and allows our Educators to record the children's learning experiences in order to analyze and reflect on these observations.

We will use the following tools for documentation:

1. **Learning Stories.** In order to record and document the children's learning experiences our educators use a process called “**Engage, Observe and Reflect**”.

Engage: What did I introduce/provoke?

Observe: What did I see? What did I hear?

Reflect: What can happen next?

2. **LSM Connect** makes the documentation and reporting of children's learning and development in alignment with “Early Learning for Every Child Today” (ELECT) quick and easy so that our educators can spend less time on documentation and paperwork and more time with children.

3. **Observation Summaries** are further used to record the children's learning, interests and behaviors and to share this information with families.

Building Positive Relationships among Children, Families, Staff and Community.

LSM encourages regular and open communication with families. LSM Connect, our parent engagement tool, allows our staff to provide detailed reports about the children's day in regards to meals, rest, bathroom and activities. Along with an open door policy, our annual parent survey provides the opportunity for parents to provide feedback and suggestions to us, allowing us to develop and improve our programs and services.

Regular special events, for example, Mother's and Father's Family Tea, Family Events and Holiday Celebrations provide our parents the opportunity to spend time with their children at the centres, while connecting with our Educators and other families. Where available, our Partners in Parenting Program brings together parents for educational workshops and information sharing between families.

LSM works closely with all local community agencies and partners to support children, families and staff and provide the very best care that we can.

We are proud to work with local colleges to provide practical work experience to students on placement.

Professional Development

We recognize professional development as a key component of a high quality early years program. LSM will provide opportunities for all staff to learn and develop in their role.

Professional development is ongoing for staff and where available we engage in local program development initiatives, for example, CCPRN workshops, to ensure a commitment to best practices and to continually develop and ensure high quality environments and interactions for children in our programs.

Our RECE staff are encouraged to take part in Continuous Professional Learning (CPL) in order to maintain their membership with the College of ECE. Information about CPL Program is communicated to all new and current RECE staff and we are available to assist staff with completing the CPL requirements. LSM is committed to building the knowledge, skills and effectiveness of its staff through ongoing professional development that supports the achievement of our strategic directions and the aspirations of individual staff.

LSM has a Tuition Assistance Program to assist our educators in being able to further their knowledge and skills in areas related to both current and future job opportunities within the organization.

We believe that our Educators and children should be emotionally and intellectually engaged with each other in learning. Our Educators reflect and assess their program and environment daily to ensure that the program is meeting the individual needs of the children and the group and that their environment is set up according to the interests of the group.

Our Education Coach, LSM Schools Director and Area Manager are available to provide ongoing training and support for our educators to help implement our curriculum and ensure that children are receiving the best education possible.

THANK YOU FOR READING!