



**Little Llama**  
Montessori Academy

# **Policies & Procedures**

## **Handbook**

## **Our School**

Little Llama is a children's learning academy. Our goal is to educate preschool students. We accomplish this by creating a social setting which supports each child's individual development.

Our Montessori preschool program is more than a classroom. It is a collective and expressive environment where children are respected and valued as individual human beings. Personalized attention fosters a balanced atmosphere that is cheerful, nourishing and orderly. The classroom is filled with hands on activities that encourage age appropriate tactile experiences. The environment encourages children to explore their own curiosities and challenges them to master skills such as social skills, self care, language, music, art and math concepts.

The Montessori Method is a quality foundation of teaching young children, founded by Dr. Maria Montessori. Dr. Montessori was an Italian educator and physician. She was the first women to receive a medical degree in Italy (1894) Keeping her principles in mind, we focus on encouraging and guiding children to reach their greatest potential. The Montessori materials and activities we have chosen make learning fascinating for children. The Montessori method stresses that children learn and progress at their own pace, so that quick learners are not held back and slow learners are not frustrated by their inability to keep up. Each child gets individualized lessons that encourage and direct their energies appropriately.

Each Montessori school follows a set program and yet each has its own personality. Little Llama Montessori Academy also incorporates additional enriched areas of learning into the AMI Montessori principle method of teaching. In addition we offer several unique enhanced components to encourage expression. Through our carefully planned classroom, learning materials and quality teachers, the child will benefit from our quality

educational program. We also recognize that there are many ECE activities that children enjoy such as lego, blocks, puzzles and babies. We have also incorporated these activities into our classroom using the Montessori methods of working on a mat and cleaning up after you are finished.

### **Philosophy**

Our philosophy is founded on unfolding learning experiences that enhance a child's thirst for self actualization and knowledge. We will facilitate a nurturing and safe environment in which each child is unique, possessing an individual pattern of growth, personality, learning style and family background.

### **Mission**

We will inspire, educate and form active learners who will positively transform the world of tomorrow. We will commit to professionalism and ethics in our quest for educational excellence. We will continuously provide a high quality education by striving to improve our existing programs and by developing innovative and creative ways to better serve our students and community.

### **Objectives**

We will provide quality early childhood education by utilizing the Montessori Method in combination with enhanced components of the ECE curriculum. We will also offer music, art and opportunities to be involved within the community. We strive to create lifelong active learners by encouraging, exploration, effort and excitement. We will cultivate a child's desire to learn. Children themselves are driven by a natural curiosity and love of knowledge. We will promote confidence and self-discipline by respect and kindness in all of our educational activities.

## **Facility**

### 368 11th Street Courtenay B.C

Nestled between Cumberland and Comox our centre is the perfect location for all families in the Comox Valley. Our facility is bright and welcoming. Our spacious classroom is approximately 1500 sqft. The children enjoy local parks, nature walks and adventures in the community. We are two blocks away from Cooper Park with a playground with slides and swings. We are also close to the library, firehall, museum and art gallery.

## **Classroom**

The classroom consists of readily accessible materials and activities that are cared for by the children. Child size furniture (which Maria Montessori invented) is strategically placed to offer each child a place to concentrate and effectively work at their activity. Children also use mats for the larger materials and learn how to roll them out and put them away. Our classroom provides a prepared environment where the children are free to respond to their natural curiosities. The children's innate passion for learning is encouraged by clear directions and opportunities to engage in purposeful activities with the guidance of a Montessori trained teacher. The preschool class has a mix of children ages 2.5 to 5 years old. The environment has proven to be very successful and nurturing. The little ones learn from the older children and the older ones learn by teaching the younger ones.

## **Staff**

Little Llama Montessori Academy employs teachers who are specifically trained professionals in the Montessori method and certified as Early Childhood Educators or equivalent to their specific program. In addition, First Aid is a requirement for all of our teachers. Our educators are

knowledgeable in child development and are available as a resource to all of our parents. All of our staff are hired on the basis of character, experience, dedication and professionalism. Adhering to the Child Care Ministry regulations all teachers and assistants and staff must clear a criminal record check to ensure the safety of the children. Our staff is committed to serve the vast interests of each child by modelling kindness and respect.

## **Program**

Our school follows the AMI principles of the Montessori pedagogy. When possible the school hires certified AMI certified teachers from the Montessori Training centre of B.C In addition to the Montessori philosophy taught in our classrooms, we offer enriched programs with nature adventures, french, art and music.

## **Enrichment Component**

At Little Llama Montessori Academy we encourage enrichment whenever possible to be integrated into the Montessori environment. When possible we will offer the students an exposure to a second or third language. We also understand the importance of learning through music and movement. The teachers will incorporate songs into circle time to encourage the whole child. Some of the areas of interest that are discovered include beat expression, rhythm, listening skills , voice discovery and improvisation.

## **Circle Time**

In addition to the above, teachers will expose the children to stories and songs in a creative and fun way to encourage individual and group participation. They will learn about the weather, calendar, relevant festivities, topics from the unit we are studying, enriched second language, mindfulness, respect, kindness and listening. We will also focus on public speaking and presentation skills. The child will be encouraged to share with

the class what they have worked on that day. All of these activities will encourage bonds with their classmates as well as teamwork and respect. Music and movement will also be used outside during playtime.

### **Hours of operation**

Little Llama Montessori Academy is open 8:45 to 3 p.m Monday to Friday. We offer parents a 5 to 1 day a week option for childcare. Preschoolers must be turning 3 years of age before December 31 of the year they enrol. Two children as young as 30 months are allowed to be registered in each program. Anything above this number needs to be granted by childcare licensing.

### **Licensing**

Little Llama Montessori is a licensed facility and is overseen by a child care licensing officer employed by Vancouver Island Health. The program adheres to all regulations as stipulated in the Child Care Regulations Act. The licensing officer is available as an ongoing support system and may visit the school on a regular basis. All staff are well versed in the policies and procedures of the school as well as the childcare guidelines stipulated by the municipal and provincial government.

### **Admissions Procedures**

Initial contact with parents will be done by email or phone. Information requested is generally emailed. A tuition schedule and application form are sent to the caregiver. The parent handbook is found online on our website at [littlellamamontessori.com](http://littlellamamontessori.com) Admission process commences when the administrator receives a completed enrolment form and deposit.

Available spaces are offered on a first come, first serve base. However consideration is made to ensure the balance of mixed ages and gender in the class and priority may be given to siblings.

The caregiver and child are scheduled for a meeting and orientation to view the class and meet the teachers. Any additional question regarding the Montessori pedagogy and curriculum may be answered at this time.

Generally the teachers will meet scheduled visiting parents after the end of each class when all the scheduled children have left the facility so they don't interrupt the class. When the space is offered the caregiver must submit and return a registration form and fee by a pre-determined due date to confirm the space.

Before your child can be officially enrolled at LLMA you must complete the following documents:

- Registration Form
- Signed Parent Contract and Rate Agreement
- Child Pick Up Authorization Form
- Emergency Contact Form
- Consent Form
- Photo Release Form
- Field Trip Form
- Playground/Nature Walk Form
- Completed Child Profile and Copy of Immunization Record
- Administration Fee (\$100)
- Set up in HiMama

If there is no spaces available for the child, after the application form is received the child is automatically placed on a waitlist.

- A.) LLMA does not guarantee a space for a child on the waitlist
- B.) An available space on the waitlist is opened in the same manner as above
- C.) Priority is given to children who have previously had a sibling attend the school
- D.) Priority is given to those children that have previous Montessori experience

The waitlist is update on a monthly basis. Families are contacted and given information upon space and availability. A prospective parent must make arrangements with the teacher or administrator prior to viewing a class or dropping in at the school.

All new students will proceed through a gradual entry process (full day students may enter the program without the gradual entry in some cases) The information is outlined in an email sent to the caregivers if a space has been offered to them. The shorted class times will be asses at the discretion of the teachers. Generally, class time will run between one to two hours during the first week and full class time the second week. At the teachers discretion at any time through the year a gradual entry process may be stipulated depending upon the individual child.

## **Financial Information**

A non-refundable enrollment fee which covers part of the processing cost is required with each family on the waitlist application. First months tuition is due the first day of each month. Registered caregivers on HiMama will be emailed their child's monthly invoice. Caregivers will receive a push notification and email when a new invoice has been sent to them. They will be able to view all invoices from within the HiMama *Parent* app or by logging into the HiMama website. Caregivers have the option of paying for the entire year with a 5 percent discount, once a month or biweekly by direct deposit

or credit card. Parents will be able to view their paid invoices from the HiMama app. Parents cannot generate tax receipts independently, but the administrator can generate a tax receipt on the parent's behalf from their child's profile.

In the best interest of the other children and the program the school reserves the right to withdraw a child if necessary, after they have taken action to remedy or assist in the concerns leading up to this decision.

All payment are made to Little Llama Montessori Academy.

As our bank charges for NSF we in turn charge \$25 in addition to the replacement amount.

### **Withdrawal by Request of School**

1. Caregivers will be informed as to the schools concern and possibility of withdrawal.
2. LLMA will ensure that all strategies and resources are utilized before such a decision to withdraw a student is made.
3. Caregivers will request to attend a meeting with the teacher and administrator if necessary and address all concerns and questions.
4. Caregivers will be given clear data regarding the request of withdraw and what procedure took place to come to this decision.
5. Recommendation will be made for an alternative placement for the child, if possible.

A specific date for withdrawal will be stipulated in writing to the caregiver.

There will be no tolerance for children that demonstrate repetitive aggressive and harmful behaviour towards the other children or staff, for which action plans have not been supported or altered the situation. These children may be asked to withdraw from the school immediately for the

safety of the class at large. The staff will ensure that communication is made with the caregiver, keeping all the children's best interest in mind.

### **Voluntary Withdrawal**

The school reserves the right to withdraw a child if necessary, after they have taken action to remedy or assist in the concerns leading up to the this decision.

### **Withdrawal by Request of School for Parents:**

At Little Llama Montessori Preschool, we are committed to maintaining a safe, respectful, and positive environment for our students, families, and staff. We maintain a zero-tolerance policy for any form of abuse, harassment, racism, ongoing complaints, or disrespect directed toward our educators or team members. Our staff work diligently to provide exceptional care and education for every child and must always be treated with respect and professionalism. Any parent or guardian who engages in verbal, written, or physical abuse will be subject to immediate review, which may result in the termination of their child's enrolment. Tuition for the current month will not be refunded if a parent is asked to leave the program. We believe that mutual respect and open communication between families and staff are essential to the wellbeing and success of our school community.

### **Punctuality, Arrivals, Classroom Access, Departures and Child Pick Up Authorization**

Children arriving between 8:45 and 9:00 a.m. will be greeted at the door by a teacher. If you arrive after 9:00 a.m., you must message the school before coming to the door. Late arrivals disrupt the morning routine, and advance notice allows staff to support your child's transition appropriately.

Parents are not permitted to enter the classroom unless there is an emergency situation. Once school has begun, our priority must remain on caring for and supervising the group of children in our care.

In addition to the importance of the child arriving on time, it is equally important the promptness when picking up the child. Late/arrivals pickups will be documented and discussed with the caregiver. As stated in the

parent handbook the caregiver acknowledges that if the child is not picked up on time at the end of the scheduled day the caregiver shall pay a late charge of \$5.00 plus \$1.00 per minute following. We understand that emergencies happen. Please contact the school to make arrangements. Please be aware that no child will be released to a person not approved in writing by the caregiver. This is to ensure the child's safety and the caregivers confidence in the schools safety consciousness.

All children must have a completed Child Pick Up Authorization form on the school premises before attending classes. If at any time a person whom is not listed on the form is to pick up a child from the school notice will be given in writing directly to the staff member. The teacher may request to see picture identification from anyone picking up the child. In the case of a last minute arrangement a verbal confirmation via the parent will be deemed acceptable. If the teacher is comfortable with the arrangement. Each child is to be delivered directly to a teacher in the morning. When arriving and departing the caregiver and child must inform and have direct contact with at least one staff member. Please give an update on the child's night/morning to the teacher.

The emergency contact form is another source of numbers that we have for contact information. However if that person is not listed in the pick up authorization form then they do not have authority to make decisions for that child.

When attempts are made to reach a person to pick up a child that is sick and needs to go home. A message will be left at the number contacted. It's important that the primary and secondary caregivers are aware that if their child is leaving the school whether or not they are doing the pick up. They should know what is happening in respect to their child in the case of an

emergency. The teachers will not hesitate to question those picking up or asking for ID if needed. It is for the child's safety.

## **Discipline Policy**

At Little Llama Montessori Academy we promote a positive approach to discipline keeping in mind the best interests of the child. Through explanations, talking through feelings, showing ownership in apologizing for mistakes, redirection and positive reinforcement. We inspire the virtues of thoughtfulness, kindness, respect and love for one self and others through example. Guidelines and limits, along with corresponding reasons are established and clearly explained at the beginning of the year. The explanations help the children remember the limits and the purpose behind them. Discussing these limits may be done individually in small groups or to all the students at circle time. By facilitating the use of kind words and open communication we can help children gain confidence and develop the skills necessary to resolve conflict of their own. By reinforcing these important values the children are able to demonstrate independence which they can apply to self discipline. Natural and logical consequences are implemented when necessary. When a situation of safety may occur the child may be removed temporarily to an area in the class away from the other students. In extreme situations the parent may be called to remove the child from the class setting. The teachers will always treat each child with kindness and respect.

## **Parent Involvement and Communication**

We believe that parents are the child's first and primary educators. Children are influenced at home, by their community and environment. We are entrusted by parents to complement and supplement the education that is taught at LLMA. We expect that the parents are understanding of the

Montessori principles and will support and trust the teachers to provide this process of learning to their children.

Open and honest communication between teachers and parents builds a foundation of mutual trust and support necessary to work together towards the best interest of each child. At LLMA we have an open door policy where parents are welcome at the school anytime. However in order to ensure classroom management students safety and minimal disruption we ask that prior arrangements are made with the teachers. We encourage all parents to discuss any concerns they have with the teaching staff. In many cases a phone call may suffice. However appointments can be arranged with the teacher before or after scheduled class times. If parents would like to see their child in the classroom we can arrange a viewing from the window.

### **Parent/Teacher Conferences**

If parents would like to discuss the progress of their child or have questions and concerns. A scheduled time can be set up in the HiMama app to set up a conference with the teacher.

### **Parent Volunteers**

Throughout the year teachers may need some assistance with a special activity. If the caregiver has spare time and would like to help out they are encouraged to advise the teachers. The teachers will keep a list of volunteers.

### **Community Interaction**

Little Llama is located downtown Courtenay. We will be involved with the senior community, library, firehall, museum and local parks.

### **Pets**

Snuggles and Cuddles are two Holland Lops that reside in the classroom. Children are educated on how to take care of the Rabbits and hold them properly. All children must wash their hands before and after touching Snuggles and Cuddles.

## **Celebrations**

Throughout the year we will be celebrating holidays according to the season. We will have a halloween celebration where children are encouraged to wear their costumes. We will hold a Holiday gathering where the children will perform a concert for parents in December. We will celebrate Valentines day by bringing cards for each student. We will hold a Mother and Father's day celebration. We will hold a graduation ceremony and concert. Event details will be communicated on HiMama at least one month in advance to allow for scheduling by the families.

## **Field Trips**

During the school year, the children may have an opportunity to enjoy a field trip. Due to the young age of our students we will make every effort to bring field trips to the classroom. We may bring in instructors or organizations that specialize in unique activities to encourage children in a fun and exciting environment. If we do plan on leaving the premise notices will be handed out by the teachers to the caregiver in advance to inform them of the date, time, destination and transportation arrangements. In most cases the teachers meet the children and the caregiver at the field trip site. Teachers will communicate the field trip proposal, costs, times, purpose etc. Parents are invited to attend and transport their child to various field trips. Some of these include a trip to Coastal Black to view the pumpkin patch for Halloween and the Tulip festival in the Spring. The hands on farm at the Filberg Centre.

## **Birthdays**

Birthdays are such an exciting part of childhood and we feel is it important to celebrate each child's special milestone with the class. Parents are encouraged to come to our birthday celebration and enjoy the festivities. A note will be sent to parents to remind them about the birthday celebration. We have a special celebration in Montessori where we include photos of the child and sing a special song. Caregivers can provide a healthy snack or small cupcakes (no peanuts) to share with the class.

## **Toys**

Personal toys and treasures are better kept in your car or at home. The caregiver is encouraged to ensure that their child leave all personal possessions at home where they can access them after school. The article may become lost or damaged if they are brought to the school, and they may serve as a distraction to the other students. If a child does bring a toy to the classroom, they will be asked to keep it in their cubby until the end of the class at which time they can bring it home. If a child has a special possession (no toys please) that they would like to share with the class at circle time. the caregiver is to advise the teacher prior to make arrangements.

## **Health Policy**

We do our best to educate children on how to stay healthy within the classroom environment. Hand washing is mandatory before class starts, before eating and after art activities. Tissue boxes are located on every shelf and children are taught to cough in their arm. If your child is exhibiting any signs of illness, please do not send them to the school. Parents are asked to notify the teachers by using the HiMama Messaging app. If a child has a communicable disease please report to the school immediately.

In accordance with licensing policy, your child cannot be admitted to preschool with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from LLMA he/she will be isolated and the parent/guardian or other authorized person by the caregiver will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect LLMA's decision if we feel your child is too sick to be in child care.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

- A. The illness prevents your child from participating comfortably in the class environment.
- B. The illness results in a greater care need than we can provide with compromising the health and safety of the other children in care.
- C. The child has any of the following conditions: Temperature: Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behaviour changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility. Oral temperature and digital temperature will be taken.
  - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)
  - Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
  - Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;

- Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious;
- Rash with fever or behaviour change, until a health care provider determines that these symptoms do not indicate a communicable disease;
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated; Scabies, head lice, or other infestation, until 24 hours after treatment.
- Tuberculosis, until a health care provider or health official states that the child can attend child care;
- Impetigo, until 24 hours after treatment has been initiated; Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- Chicken pox, until at least 6 days after onset of rash.
- Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
- Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
- Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
- Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.

Any of the following communicable diseases must be reported to the public health division.

## **Respiratory**

Diphtheria

German Measles

Hemophilus Influenza Disease  
Measles (rubeola)  
Bacterial (spinal) Meningitis  
Mumps  
Pertussis (whooping cough)  
Rubella  
Tuberculosis

### **Gastro-Intestinal**

Giardiasis  
Hepatitis A  
Salmonellosis  
Shigellosis

Always inform your doctor at every sick visit that your child is in preschool so that he/she can approve in writing your child's return to daycare.

If your child has had an immunization update, please remember to provide LLMA with a record of the immunization so that it can be attached to your child's health file.

### **Injuries:**

Children are always supervised closely in an attempt to prevent injuries, but accidents resulting in injury with small children do occur.

LLMA staff have been trained in first aid and CPR and will follow the childcare first aid training. If the injury is minor (requiring only a band-aid or ice) LLMA will record the incident and discuss it with the caregiver at pick up. If the injury is serious, the caregiver will be called and it will be suggested that you take your child to the doctor or emergency room. If an injury is severe, LLMA will call 911 for assistance before the caregiver. All contacts will be called during a serious emergency right away.

### **Child's Medication:**

1. A "Medication log" **must** accompany all over the counter medicine. Over the counter medicine is usually given for short term health condition; the average length of time is 5 days.
2. Prescription medicine **must**:
  - a. be dated in the past 30 days

- b. have child's name printed clearly on the label
- c. have dosage amount and times

3. Prescription medicine must also be accompanied by a "medication log" which **must include**:

- a. Date
- b. Child's name
- c. Doctor's name and phone number
- d. Pharmacist name and phone number
- e. Name of medication
- f. Dosage amounts and times to be administered
- g. Route of medication, i.e. oral, eye, etc.
- h. Why medication is needed
- i. Date medication is to end
- j. Special directions, i.e. take before eating, etc.
- k. Parent's signature

## **Staff Sickness**

If an illness or other emergency should arise during child care hours for a LLMA staff member. A substitute teacher with first aid, Montessori training or equivalent will work at the school.

## **Evacuation Procedures**

In case of emergency fire/flood/earthquake children and staff will be evacuated to the emergency meeting spots located on our emergency procedure plan. Our emergency preparedness procedures include doing fire and earthquake drills with the children, practicing our emergency evacuation procedure and storing emergency supplies.

If we have to evacuate the building in case of fire or earthquake, all the children will meet at our designated meeting spots.

If we are unable to re-enter the building for an extended time we will walk to the Courtenay Fire Hall which is a short distance away from LLMA.

If we go any place other than the LLMA childcare centre parents can reach staff by calling the cell phone posted on the front door. If possible a staff member will return to the childcare area to direct parents to their children.

In the even that a mamkjar emergency occurs, we ask parents to come and pick up their child immediately at the centre and meeting area. We also ask parents to fill in the attached Emergency Consent Card. We will have the emergency consent card with us in our First Aid Kit and it will be taken with us when we evacuate the childcare centre.

## **Emergency Preparedness**

### 1. Earthquake Emergency Procedures

#### Emergency Drills

Conduct monthly emergency drills with the children.

Practice Emergency Evacuation Procedure during monthly drills

Staff will record monthly emergency drills with the children.

Practice Emergency Evacuation Procedure during monthly drills

Staff will record emergency drills on the 15th of each month and record it in the logbook including date, time, number of children and comments.

#### Earthquake Procedure

Children will crouch under tables until the shaking stops

If we need to evacuate we will do when safe to do so

Staff will quickly move children out of the building through safe designated exits.

One staff member will scan all areas to ensure that all the children have been taken out of the building

The emergency contact book and emergency pack located near the door will be taken with the class.

The cell phone number of the staff member will be posted on the door for contact information.

We will meet in the designated meeting spot

Once outside the building a roll call will be made

IF we are unable to re-enter the building for an extended time we will walk to the Courtenay Fire Hall.

If we go anywhere other than the designated meeting place parents can reach stand by cell phone number posted on the front door.

## **Emergency Supplies**

The following emergency supplies are required if we need to stay at the childcare centre for up to 72 hours in case of an earthquake. These supplies are stored on site.

### Water

- 4 litres per day per person in tight lidded non-breakable containers

### Food and Utensils

- Three-day supply of non-perishables: dehydrated food, apple sauce, dried fruit, fish crackers, granola bars.

### Medical Supplies

- First Aid Kit and First Aid Manual
- List of children with allergies or medical conditions
- Medication needed for individual children (must have completed instructions for medication forms)
- Hot/cold packs

### Hygienic Supplies

- Diapers, wipes, soap, paper towels, toilet paper, toothbrushes, toothpaste, sanitary supplies, tissues, latex gloves.

### General Supplies

- Emergency Consent Cards and Emergency Evacuation Plan, cell phone charger, flashlight with batteries, candles in deep can and waterproof matches, rope, string, duct tape, masking tape, paper/pens/markers, books/toys/games,

## **Fire Emergency Drills**

LLMA will conduct monthly emergency drills with the children.

Practice Emergency Evacuation Procedure during the monthly drills

Staff will record the drill the 15th of each month including date, time and comments.

### **Little Llama Montessori Academy Fire Emergency Drill**

Little Llama Montessori Academy will conduct a fire drill once a month.

We will conduct the drill at different times, such as meal time, play time etc., to help children and staff learn fire escape routes from various parts of the facility.

#### **Fire Drill**

1. First we will forewarn the children that a fire drill is about to happen to ease their worries. Staff will ring the fire bell. We will tell the children that when they hear the sound of the bell it means there is a fire drill.
2. Explain to the children that when they hear the fire alarm, they must get up quickly and leave everything behind.
3. We will point out all the exits to the children. Tell the children to follow their teacher outside to the quickest exit and file in line behind the teacher.
4. While exiting the building the teacher will grab the attendance list on the wall next to the door on the way out.
5. The last teacher out will shut the door behind them after they are sure everyone has exited.
6. We have two specific spots depending on the location of the fire. The children will all meet outside when there is a fire drill and we will explain to them that they

have to go to this place each time.

7. All children and staff will gather at the agreed meeting spot. We will do a head count to ensure everyone has made it out safely.

8. Staff will notify the Fire Department from outside the school. Call 911 or ask a neighbour to call 911.

All fire drill will be documented on a log sheet

We will practice the escape plan so all children know it completely

We will teach the children to stay low if smoke is present