



Little Llama
Montessori Academy

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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, that was founded by Dr. Maria Montessori. Dr. Montessori was an Italian educator and physician. She was the first woman 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 it's own personality. Little Llama Montessori Academy also incorporates additional enriched areas of learning. 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 circle time, 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. We will strive to create lifelong active learners by encouraging, exploration, effort and excitement. We will cultivate a child's desire to learn. We will facilitate the child's 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 is 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 younger children learn from the older children and the older children 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 5 p.m Monday to Friday.

We offer parents a five to two 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 once the enrolment form and admissions deposit has been sent to littlellamamontessori@gmail.com Information requested is generally emailed. Once the child has been accepted an interview is set up at the school to meet with the parents and the child. Any additional question regarding the Montessori pedagogy and curriculum may be answered at this time. If both parties agree that LLMA is a good fit parents are given the school documentation to finish enrolment. Parents are also given information on what the child needs to bring to school and the link to the parent handbook and policies and procedures manual found on the website at littlellamamontessori.com. Admission process commences when the administrator receives a completed enrolment form, deposit, all forms signed, tuition fee schedule and a profile set up in HiMama.

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

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

1. Registration Form & Administration Fee
2. Payment Enrollment Agreement
3. Health and Safety Form

4. Child Release Form
5. Social Media Form
6. Field Trip Permission Form
7. Immunization Record
8. Set up in HiMama

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

- 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 updated 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 a email sent to the caregivers if a space has been offered to them. 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. Parents will be given a link to HiMama and emailed their child's monthly invoice. Caregivers will receive a push notification and email when a new invoice has been sent to them. Caregivers 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, biweekly or weekly 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.

Withdrawal by Request of School

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.

1. The child's behaviour will be recorded daily by the teacher and a behaviour chart will be sent to the caregiver.
2. Caregivers will be informed as to the schools concern and possibility of withdrawal.
3. LLMA will ensure that all strategies and resources are utilized before such a decision to withdraw a student is made.
4. Caregivers will request to attend a meeting with the teacher and administrator if necessary and address all concerns and questions.
5. Caregivers will be given clear data regarding the request of withdraw and what procedure took place to come to this decision.
6. 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

Children may be voluntarily withdrawn from the program with a minimum of two months (60 days) emailed notification prior to the first of the month. Otherwise fees for the months will be payable.

Punctuality

Arrivals, Departures and Child Release Authorization

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 \$20.00 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 parents have the option of extending their child's day until 4 or 5 p.m

All caregivers must complete the Child Release Form 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 will 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 parent must sign their child in and out on the attendance sheet. 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.

Emergency contacts are another source of numbers that we have for contact information. However if that person is not listed in the Child Release Form 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 is 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. 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 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 conflicts on 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.

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.

Student Progress: Evaluation and Reporting

Student evaluation and informal parent reporting is an ongoing process throughout the year at Little Llama Montessori Academy. Students are continually evaluated in a variety of different ways in order that they may demonstrate their unique and individual strengths. Parents will be offered to attend 2 scheduled parent/teacher interviews throughout the year. These are valuable opportunities to exchange ideas and observations, discuss concerns, and review the unique development of your child but are optional.

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.

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 at the end of the year. 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 ect. 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.

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 the cubby area 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.

In accordance with licensing policy, your child cannot be admitted to preschool with symptoms of illness as specified below. Should your child have signs or symptoms requiring exclusion from LLMA he/she will be isolated and the parent/guardian or authorized person 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 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

Covid

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 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. The parent will be given the Accident/Injury form to sign and this will be placed in the child's file. 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 arrives. All contacts will be called during a serious emergency right away.

Child's Medication:

1. A "Medication Form" **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 Illness or Emergency

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.

Client Files

Any information collected on individual children and their families is kept confidential. Information in files may include the child's:

- full name
- birth date
- Personal Health number
- home address and phone number
- picture of child
- parent/guardian phone numbers
- emergency contacts
- allergies
- copy of the child care fee contract and signed parent handbook
- registration form
- immunization records
- copies of all permission forms
- custody information if applicable
- daily records, notes and observations

Access to Child's File

How long do we keep records and who has access?

Financial records, including attendance are kept for 7 years. Legal records are kept as long as the provider is in business and may be kept longer if need be. (License, business license, any contracts, insurance, etc)

Records pertaining to any serious accident and potential or actual insurance claim will be kept until the child involved is 2 years past the age of majority (18). Otherwise, child files are kept as long as the provider is operating.

Personnel records must be kept for at least 2 years after employment is terminated. The original criminal record authorization forms must be retained for a minimum of 5 years. Other types of records will be kept for one to seven years depending on its importance or relevance. If the record has no relevance or is not needed, it will be disposed of after one year. If in doubt about a record's importance, we will keep it at least 7 years. When records specific to children or employees are disposed of, they will be shredded.

Who has access to files?

Under normal circumstances, records and files are kept confidential. If a child care facility is licensed, Community Care Facility Licensing Officers have access to all files. Files related to a specific child are normally accessible by the custodial parent only. Because of this access, it is important that a child's file does not contain any specific information about other children or families. Any notes that detail the child's interactions with others should not include the names of the others. Families do not have access to any other files that a child care provider might have. There may be a time when someone else such as a therapist, social worker or a lawyer may want access to child care files. They need a court order to get that access, unless there is specific written permission from the custodial parent. Records kept by child care facilities may be subject to Freedom of Information and Protection of Privacy Act.

Confidentiality Policy

It is the policy of Little Llama Montessori School I that any information or records held regarding your family and child will be kept confidential. The only release of information or records would be for a legal matter that is requested or required by law. It is also appreciated that any information you become aware of regarding other families at child care be kept confidential

Missing Child Policy

If a child cannot be located within the group, LLMA will immediately undertake a scan of the environment, checking all inside and outside play areas.

If unable to locate the child, LLMA will: call the police and provide them with the child's name, age, weight, height and a description of the child's clothing and footwear.

- record the police file number.
- secure the other children with a responsible adult, and ask others to assist in the search.
- call the child's parent/guardian to inform of what has happened, what is being done, and assure them we will call back in a few minutes to update.
- contact the child's parent/guardian immediately when the child is located and alert everyone involved.
- assess the incident and make changes to avoid the risk of a similar situation.
- further educate the students about the importance of staying within the group.
- document the incident for LLMA records.
- report the incident to my child care licensing officer, if appropriate.

Requirement to Report Suspected Abuse or Neglect

Little Llama Montessori is required by law to report any suspicion of child neglect or abuse to the Ministry for Children and Family Development. LLMA will report any abuse that is suspected if a child discloses to a staff member or that a third party discloses.

It is not the responsibility of LLMA to investigate or question the circumstances of the suspected abuse. LLMA will not inform anyone of suspicions and subsequent report to

the ministry. The information will be kept confidential except to the appropriate authorities.

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 school 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 event that a major 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.

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 attendance will be called

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 us by the cell phone number posted on the front door.

Fire Emergency Drills

LLMA will conduct monthly emergency drills with the children.

Practicing emergency evacuation procedures during the monthly drills

Staff will record the drill 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. Children will be aware of all the exits located in the building. The children will follow their teacher outside to the quickest exit and file in line behind the teacher.

4. While exiting the building the teacher will bring 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. LLMA has 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. Staff 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 drills will be documented on a log sheet

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

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

