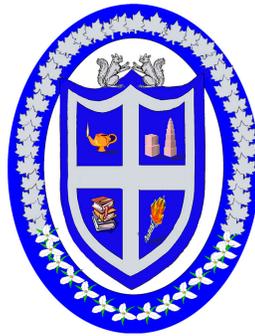


# **MONTESSORI LEARNING CENTRE OF PICKERING**

## **EMPLOYEE HANDBOOK**



August 2018

Welcome and welcome back to the Montessori Learning Centre of Pickering.

We are pleased to have you as an employee. To help you become familiar with our practices and expectations, we offer this manual. It provides you with important employee information including reminders about policies, procedures and additional information that is necessary for the best practices expected during your employment within MLCP.

This handbook will assist you in understanding your role as an employee with MLCP. We recognize, however, that you may still have questions about your position or this information. If you have questions, please speak to us. We are happy to help clarify anything of which you are uncertain.

There may be times where a notation in this handbook needs to be changed or replaced. This may happen without advance notice. However, all employees will be notified of any changes or amendments as soon as possible through email or in staff memos.

It is at this time that we would like to welcome you or welcome you back as a member of MLCP team. You, along with all of our employees, are an important and valued asset to our school. We hope that your experience with us will be an enjoyable one.

Sincerely,

Nicola Phillips  
Principal

## MISSION STATEMENT

Our Mission is to continue on our path of excellence in education, recognizing the importance of respect, knowledge and individualization for each and every student.

MLCP believes in providing a high quality early childhood program that cultivates authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them.

We believe that every child is an active and engaged learner who explores the world with body, mind, and senses and is a capable communicator who expresses himself or herself in many ways. Our program fosters communication and expression in all forms. MLCP strives to provide children with different environments and experiences in order to engage them in active, creative, and meaningful exploration, play, and inquiry.

MLCP is committed to providing an inclusive environment that is free from discrimination, harassment and violence. We are compliant with all legislation including the Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, 2005, and its associated Regulations (Customer Service Standard and the Integrated Accessibility Standard) and current Human Rights Legislation.

Children are guided by skilled Registered Early Childhood Educators (RECEs) and qualified Montessori teachers who establish a flexible program in an inclusive, supportive, and non-discriminatory environment. Our curriculum is based on current educational theories, How Does Learning Happen? Ontario's Pedagogy for Early Years, and best practices focusing on the interests and needs of the children. This is encompassed and strengthened through Montessori materials, themes, philosophies and practice. Open communication between and among staff, children, families and the school community is crucial to creating a warm and safe environment in which the children at MLCP can play, learn and thrive.

## PHILOSOPHY OF MLCP

MLCP wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every employee.

It is the responsibility of all employees to:

- treat each other in a fair manner, with dignity and respect.
- promote harmony and teamwork in all relationships.
- radiate a positive, professional and mature attitude and behaviour with clients, children and co-workers.
- strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding.
- seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.
- take an active role when receiving feedback from clients whether it is positive or negative.
- recognize that co-workers in their personal lives may experience crisis and show compassion and understanding.
- uphold MLCP's image for services and professionalism within your classroom and in your appearance.
- we abide by the Code of Ethics and Standards of Practice in accordance with the College of Early Childhood Educators of Ontario.

### Noise Level

Emphasis is on quiet voices, slow movement and a calm atmosphere.

- Children will mimic our movements.
- Children will mimic our voice level.
- If children are allowed to choose their work and work in an undisturbed manner, apart from satisfying inner needs and developing their concentration span, their need for unacceptable behaviour will diminish. Their self-regulation or normalization will grow and flourish.
- If we speak softly and in a positive manner, the way in which we ourselves expect to be spoken to, the children will reciprocate with the same.

### Positive Strategies

Children "misbehave" if they are bored. We should accept the challenge of reaching the children through the Montessori Materials. A mentally stimulated child is fulfilled.

- Try new lessons or diversions.
- Remain calm and most importantly, FAIR.
- Do not allow injured pride to rule relations.
- If a child continues to behave unacceptably, remove him from the situation until we have talked through the situation and he is understanding of needing to behave in an acceptable fashion.
- NEVER threaten a child physically or emotionally.

## Independence:

A child lives the rule:

- I HEAR AND I FORGET
- I SEE AND I REMEMBER
- I DO AND I UNDERSTAND

The more we allow children to do for themselves the more proficient they will become in doing classroom activities. Surely it is better to allow a child the time to do the things they are perfectly capable of accomplishing, no matter how seemingly insignificant, thus developing their self-concept, independence and coordination, than to satisfy our selfish need to rush.

- Show a child how to do things; he can only close a door quietly and hear that last click if he has been shown how.
- Allow children enough time to finish their task; a young child is in no hurry to go anywhere.
- Understand their frustration when first undertaking new tasks, but respect them enough to repeat demonstrations rather than take over.
- Let self-regulation grow - understand and accept mistakes as part of the learning process.
- Independence will only grow with growing confidence.

## Physical Aspects

Be physically prepared to receive the children. Be sure to have completed any task, which would divert your attention from the children before they enter a room

- e.g. sharpen pencils, cut paper, etc.
- respect their working area and walk around rugs.
- remember that what they have chosen to do is as important to them as anything you may be doing.
- do not interrupt their cycle of activity unless absolutely necessary
- allow them to choose their work, however trivial - you can always suggest other choices after a while.
- REMEMBER, we are here to serve the children; to satisfy their inner directed needs and channel them towards a productive, well-rounded personality.
- do not be afraid of "possible chaos" - allow children to work with their instinct and work individually - forced group work only leads to dissatisfaction for all parties.

**OUR JOB IS AN IMPORTANT ONE  
THROUGH THE MATERIALS AND OURSELVES  
WE ARE SHAPING THE PERSONALITIES OF THOSE  
WHO WILL REPLACE THOSE NOW IN POSITIONS OF AUTHORITY**

## **OUR PROGRAM**

MLCP is a Montessori Child Care and Private School setting operated by an administrative team supported by teaching staff.

Our program runs an academic year from September to June with a summer program offered for our younger students. Our hours of operation are 7:00 a.m. to 6:00 p.m. Please note as an employee of MLCP you may be asked to work any shift as part of your duties.

## THE SCHOOL

**School Motto** : "Knowledge with Understanding"

**Mission Statement** : Individualized learning and progress, student, parent-teacher involvement, a balanced social and academic programme, high values and a continually optimistic outlook combine to create the all-encompassing strength of Montessori's "whole person" approach. To this end, our condensed Mission Statement is: "To continue on our path of striving for excellence in education recognizing the importance of respect, knowledge and individualization for each and every student."

**Ownership** : The Montessori Learning Centre of Pickering is owned by Nicola Phillips. She acts as Principal / Administrator and the school is privately owned and operated.

**History** : MLCP first opened its doors at 415 Toynevale Road in September of 1984 with 25 students and 4 staff members. The school at this point was owned and operated by Nicola Phillips and Dorothy Grazianni. The owner and principal of the school, Nicola Phillips and two other initial staff members continue to teach at the school. The school offered a full Montessori Programme with 2 classrooms - a CASA grouping (3 to 6 years) and a Junior Elementary classroom (6 to 9 years). As the first Montessori school in Pickering, it quickly expanded. An Ajax location was opened in 1988 at the corner of Rotherglen Road and Kingston Road. Two years after its purchase and opening, the partnership dissolved with Dorothy Grazianni retaining the Ajax location and Nicola Phillips retaining the Pickering location. Another location opened at 980 Dunbarton Road in 1989. The school grew steadily adding Intermediate Elementary (9 to 12 years) and the Senior Elementary (12 years and up). An Infant Programme was also added in 1996 catering to children from 6 months to 18 months old. Due to increasing numbers, 401 Kingston Road was purchased and the Pickering locations amalgamated to one site in September 1998. 409 and 417 Kingston Road were also acquired as an extension of the school; home at last! The curriculum has expanded and improved continuously throughout the school's life.

**Purpose** : To provide for every student of the Montessori Learning Centre of Pickering (herein referred to as MLCP) an education rich in academic, social and emotional value. We commit to creating, for each student, the environment in which they can reach their full potential.



## MLCP PROGRAM STATEMENT

(Regulation 46)

MLCP's interpretation of Montessori pedagogy and programming is consistent with the Minister of Education's Policy Statement as set out in "*How Does Learning Happen (HDLH)?*" It is important to note that Montessori pedagogy often describes children's activities as 'work' where HDLH describes children's activity as 'play' but the activities, as experienced by a child, are one in the same.

This program statement will be reviewed with childcare staff and volunteers annually or whenever an amendment is made. The Program Statement sign off sheet will be signed each academic year, or whenever changes are made and at the start of employment.

MLCP holds the view that all children are competent, capable, curious and rich in potential in agreement with HDLH.

This Program Statement describes our goals for children at MLCP and the guidelines that we implement to meet those goals.

We promote the health, safety, nutrition and well-being of the children in our care by diligently meeting all the requirements of ONTARIO REGULATION 137/15.

We support positive and responsive interactions among the children, parents, child care providers and staff by communicating, promoting and adhering to our 'Values' and our 'Code of Conduct.' These are communicated in our staff policies and in the *General Information and Guidelines* handbook. They are applied to all members of the MLCP community - staff, students, parents, volunteers, and interns.

We encourage the children to interact and communicate in a positive way and we support their ability to self-regulate by having mixed-age Montessori communities where children remain with the same adults for three years where possible. This provides many opportunities for interactions with children older and younger than themselves, and with adults and through the opportunities in watching staff behaviours and reactions. Positive terminology and opportunities for supported problem solving are parts of each day. We also have a Discipline Contract that is applied consistently throughout the school but according to the maturity of the children involved.

We foster the children's exploration, play and inquiry by having fully equipped Montessori environments in which many activities are present for the full range of ages in each room. There are activities that assist children to become independent, to assist in care of the self, care of the environment and care of others (*Grace and Courtesy*). Activities are encouraged that explore and refine the senses as well as encouraging the discovery of sequencing and order. Activities to increase vocabulary, encourage discussion, explore sounds, and begin to develop the process of writing and reading are also presented. Activities to develop number sense, numeracy, understanding of large quantities, the mathematical operations, geometry and even rudimentary algebra concepts are offered. Many activities to introduce all the cultural variations in our world are shared, along with beginning geography, history and science exercises. In addition there are activities for cutting, colouring, painting, exploring colour, shape and texture, pasting, etc. Children understand where everything is kept and they are able to choose, work with and return things when tasks are completed independently or with their friends.

We provide child-initiated and adult-supported experiences. All Montessori materials are introduced to a child by an adult or by another child, and while the Montessori adults are always observing children to see what support each child might need, they are very sensitive to allowing children to use their own initiative resulting in children being deeply engaged and peaceful in the work that they choose. Staff are always trying to find exactly the right moment to introduce a child to something new. It is important that they have enough time to master an activity but also are always being gently challenged.

We plan for and create positive learning environments and experiences in which each child's learning and development is supported by using the international Montessori curriculum and materials that have been proven through research to be effective with children from all socio-economic and cultural groups.

We incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children by allowing the children to manage a great deal of their day. Children can choose to move about the class carrying things or building things, or sit quietly at a table moving intricate pieces. Children can choose to have snack or a drink when they are hungry or thirsty; they do not have to wait for the whole group. We have large, well-equipped, outdoor playgrounds that children access in groups each day.

We foster the engagement of and ongoing communication with parents about the program and their children by having regular group meetings with parents to explain what is happening in the classrooms, inviting parents in to observe their children, writing weekly memos and sending home mini observation notices. Annual report cards are prepared for each child with term end reports for the Elementary students. Parents can access their child's teacher by leaving a voicemail or by chatting briefly at the door during arrival and dismissal. We also have many school events where the parents of the younger children can meet and discuss their child's experience with parents of older children.

We involve local community partners through community service with our upper elementary students (helping in local businesses and retirement homes), local food drives, fund raisers, and recommendations that local businesses are supported and allow those partners to support the children, their families and staff as appropriate. We welcome specialists from CCAC and other such agencies and find spaces for them to work with our children and we meet with the parents and these specialists as necessary. We liaise with The Bridge - Church for All Nations which serves as our Emergency Refuge.

We support our staff with continuous professional learning offering subsidized professional development opportunities throughout the year including First Aid and CPR training. MLCP is a member in good standing in a number of schools offering a variety of relevant seminars and workshops which staff is encouraged and supported to attend. Changes and implementations are communicated via staff meetings and staff memos. Weekly memos cover past events and upcoming dates and staff room postings ensure another means of communication. Annual "beginning of the year" staff meetings ensure upcoming goals and expectations, support for achievement, and general event dates for the year. The office offers an open door policy that gives staff easy access for immediate issues which may arise.

Should any differences among staff members occur they must be dealt with away from the public arena by confronting and discussing the situation with the person involved, discussing differences with the supervisor - i.e. Head Teacher, and discussion with Principal or Vice Principal as necessary.

Parents are encouraged to bring concerns, questions or issues to Classroom teachers or the office. Only when aware of situations can we work together to better them.

The "beginning of the year" meeting allows an opportunity for staff to complete any annual training updates and review and complete all necessary documentation required. This also is the time that compliance issues can be generally addressed while specific compliance instances are discussed at the time of infraction.

Parent evaluations and student-teacher evaluations are conducted every other year. Parent concerns, requests or comments are welcomed at any time.

Inter staff as well as admin evaluations are conducted each year allowing the ongoing monitoring of compliance with the Program Statement.

We document and review the impact of the above strategies on the children and their families through observation, conversation, meetings, surveys, etc.



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# ATTENDANCE POLICY

## Reporting Absences

Regular attendance and reporting to work on time contributes positively to the children's, families' and classroom routines. MLCP relies on each staff member to effectively, efficiently and safely operate MLCP; this includes regular attendance and reporting to work on time. We expect you to be at work and ready to commence your shift at the scheduled START time. This means being in your classroom with all preparation being completed prior to your shift beginning.

In the event of unplanned lateness or illness, please notify the Principal by telephone as soon as possible, preferably before 6:30 a.m., and when you expect to arrive and the reason for your lateness. Upon arrival, you must notify the office. If you are persistently late, not prepared to start your shift on time, absent or demonstrate a pattern of absences (such as being regularly absent on Fridays or Mondays) without sufficient justification, you may be subject to discipline, up to and including termination. Consistent late arrivals will be deducted from month-end salaries and late arrivals (more than 5 times per month) can result in suspension without pay.

Attendance is monitored by the Principal. Staff members, who exhibit a pattern of absenteeism or lateness for work will be reminded of MLCP's expectations and be provided with an opportunity to discuss any extenuating circumstances with the Principal. Following the discussion, your attendance will continue to be monitored. If you continue to exhibit a pattern of absences and/or lateness you may be subject to discipline up to and including termination. If you fail to report to work and fail to notify the Principal of your absence from work for three consecutive work days, you will be considered to have abandoned your job and to have quit. Your employment will end immediately. If there are extenuating circumstances relating to your failure to report for work, please advise the Principal promptly.

## Medical/Personal Appointments

It is expected that all medical/personal appointments are scheduled after work hours. When this is not possible, the employee must submit a written request to the Principal to arrange for the time off before scheduling the appointment. MLCP offers the option of staff members arranging their short time away cover between themselves and making direct payment to the person covering the appointment. The Principal will review the request and attempt to accommodate the staff member's needs.

## Personal Days

Please report absences of a personal nature at least 72 hours before the absence and inform the office in writing. The staff member will be responsible for arranging and paying replacements. The replacement must cover the staff in question for the duration that she/he is away and must be approved by the office prior to finalization.. Should there be more than 3 instances per term, alternatives will need to be discussed.

## **BACKGROUND CHECKS AND VULNERABLE SECTOR CHECKS**

It is our practice to conduct background and reference checks on candidates for hire. This includes at a minimum:

- ensuring that the candidate has the education he or she claims to have.
- checking work-related references.
- requiring a vulnerable sector check.
- Immunization records.

### **When A Vulnerable Sector Check Is Required**

A Vulnerable Sector Check is required for anyone over of age of 18 working or volunteering directly with children at MLCP. The Child Care and Early Years Act requires that all individuals working with and/or volunteering with children must provide a satisfactory Vulnerable Sector Check prior to commencing unsupervised work with the children in the program.

### **Obtaining The Vulnerable Sector Check**

- a Vulnerable Sector Check is required only for the final candidate for a position of trust, after a conditional offer of employment is made. It is the last step in the hiring process.
- all volunteers for positions of trust must complete a Vulnerable Sector Check prior to performing any volunteer services. Copies of previous Vulnerable Sector Checks will not be accepted.
- existing staff are required to sign an offence declaration form including the Standing and Status declaration annually to confirm that they have not been charged with any new offenses over the previous year. Every 5 years staff is required to obtain a new Vulnerable Sector Check. The cost of obtaining the new Vulnerable Sector Check is the responsibility of Employee.
- All members of staff, students and volunteers over the age of 18 thereafter will complete an attestation form to state the individual does not have any previous offences that would contravene s.9 of the CCEYA. Individual staff members turning 19 will have one month to acquire the Criminal Reference Check (Vulnerable Sector - VSC).
- if there is insufficient time to obtain a Vulnerable Sector Check prior to placing an individual into a position of trust, the individual will only be allowed to assume the position if he or she is directly supervised. In addition, there must be a statement in writing confirming that the individual may be removed from the position if the Vulnerable Sector Check is not satisfactory. If delayed by a time factor, proof of the request must be provided and a signed waiver stating the applicant's acknowledgement that the check should be clear is required at which point the position may be offered conditionally to support the children's safety i.e. not being left alone with the children.
- VSC's are available most easily for those in the Durham area from the Police Station at Brock Street & Garden in Whitby for a fee.
- each police force has different requirements for processing Vulnerable Sector Checks and the actual process will depend on their policy.
- Vulnerable Sector Checks will be processed and reviewed by the Principal.

- any documents relating to the Vulnerable Sector Check will be stored in a secure location to maintain confidentiality and control access to the information.
- for members of staff - VSC can be no more than 6 months old at date of hire & updated every five years thereafter. For students & volunteers if VSC is older than 6 months it is acceptable but the individual must also provide an offence declaration that addresses the period after the 6 months has passed.

### **Results Of The Vulnerable Sector Check**

If a Vulnerable Sector Check indicates a prior record, the following factors will be considered in determining whether to accept the individual into a position of trust:

- the type of offence.
- the number of convictions.
- how long ago the offence occurred and the individual's age at the time of the conviction.
- what rehabilitation efforts have been made by the individual.
- the relevance of the offence to the position involved and potential risk to MLCP in accepting the individual into the position.

Should there be a discrepancy, MLCP has the right to terminate the conditional position. All personal information regarding staff is confidential to the administration level and is stored in a locked environment. All members of staff, student and volunteers over the age of 18 are required to provide an offence declaration (within 15 days of the originally obtained date) annually until the 5<sup>th</sup> year where a new VSC is required.

Any conviction must be immediately brought to the attention of the office. Based on the nature and severity of the conviction further steps will be decided at the discretion of MLCP. Should a staff member be absent from MLCP for more than 6 months a new VSC will be required.

### **Reference Check**

References must be provided and the names submitted should be notified or made aware of contact by MLCP. Written and verbal references are taken into consideration.

## **BASIC BEHAVIOUR PHILOSOPHY**

MLCP promotes and supports the understanding that each child is to be respected as a unique individual. Our job is to create a supportive and positive learning environment facilitating approaches that encourage modification of less appropriate behaviours as necessary. MLCP's accepted practices are committed to the principle of inclusion. We practice and support a non-discriminatory, racially inclusive and culturally diverse environment for the students of the school.

### **Preferred Practices**

The following behaviours and attitudes are expected. Non-compliance could result in documentation, PD seminars, suspension or in serious situations dismissal.

## Discipline – Please be aware of MLCP's Prohibited Practices Policy

The key factor in dealing with children and controlling day-to-day situations is to have flexibly set limits and to be prepared to adhere to them. Children should be dealt with in a positive, age appropriate manner. Redirection and discussion are the promoted means of encouragement for self-regulation. Think before you speak. Remember consistency and logical outcomes.

### General

- **No physical threats**
  - No negative physical contact ie no pulling/pushing/holding/ hitting
  - No facing walls or sitting in the corner
  - No isolation or confinement
  - No deprivation of food, drink, shelter, clothing, bedding, etc.
  - Deliberate harsh or degrading measures are unacceptable
  - ALTERNATIVES:
    - Discussion
    - Removal from situation by offering options for change of environment
    - Redirection
- **No verbal threats**
  - No sarcasm - not understood
  - Do not use unacceptable or inappropriate words - ie "bad" and "naughty"
  - No use of the word "punishment" - use more appropriate terms "shall we" "let us" "can you"
  - Refrain from "empty threats" i.e. "You'll NEVER use that book again." Or "You'll never play with that student again." Instead, say, "Let's put the book away until you feel ready to look at it." Or "Come and stand here with me. You can play sensibly / carefully / gently when you are ready."
  - Think before you speak. Remember consistency and logical outcomes.
  - ALTERNATIVES:
    - Fair - pre-set limits
    - Children's actions are unacceptable, not the children
    - Use positive language
      - "don't hit" - "use gentle hands"
      - "don't sit on the table" - "feet belong on the floor; work belongs on the table"
      - "don't shout" - "quiet voice please" or "remember indoor voice"
- **Keep children in view at all times – Do not leave an area (classroom / playground) without notifying other adults in the room that you are leaving. Do so only if absolutely necessary. NEVER LEAVE A CHILD / CHILDREN ALONE**
- **Voice level**
  - Children should be spoken to respectfully at all times. Use firm, low voice levels
  - Move towards a child whenever possible rather than shouting across a room or the playground
- **Attitude and Expectations**
  - Be friendly but distant - limits are important and necessary
  - It is important to maintain respect of the child and situation at all times

- Expect a child to follow through with your request. Make sure and follow through until the task is complete even if compromise maybe necessary
- "Child's name, please pick up your work" -repeat the request then take the hand and attempt together. Failing that, keep the child with you while tidy up is completed. Do not take easy way out and do it yourself. "Can I help you to tidy this up?" "Would you like to pick up the first piece or shall I?"
- Make sure that requests are reasonable and fair
- Respect
  - Deal with the issue at hand at that time. Further discussion with another teacher may lead to follow up if necessary at a later date.
  - Respect has to be earned for both parties (be firm and fair)
  - Do not interfere when another adult is dealing with a child. Discuss questions/ address confusion later
  - No racially intolerant treatment or comments are permitted

### **Specific**

- Classroom
  - Encourage good manners - i.e. do not interrupt a child, allow them to mimic you, stress "please", "thank you" and "excuse me"
  - Set basic rules and be consistent - i.e. "permission" to leave and responsibility for classroom tidiness
  - Allow for independence and individualization. Work towards normalization and self regulation. Respect a child's need and desires
- Lunchroom
  - Finish some lunch before dessert
  - Taste everything before deciding dislikes
  - Clean up own area
- Playground
  - Clean up before going inside every time - children mimic adults
  - Do not "blow up" small situations into ones that are larger than necessary -logical discussion may work
    - Reminder about acceptable behaviour
    - Sit/stand beside an adult
    - Make a note of the incident, and result

### **Monitoring Behaviour Management Practices**

Workshops, webinars, books, and conversation will all be available for staff who need suggestions for better/alternative reactions to more difficult behaviours.

Classroom teachers and assistants will be both formally and informally evaluated throughout the year.

Staff are expected to discuss continuing or severe deviances from the expected with the office. Every effort will be made to assist staff where needed in bettering behaviour management.

Parents will be notified of concerns and communication could begin professional intervention along with any other alternatives. If ANY physical harm is seen to be inflicted upon a child, the staff member will be immediately dismissed.

Annual review and sign off of the Behaviour Management Policies is mandated.

### **Other Behaviour Management Strategies**

"An ounce of prevention is worth a pound of cure." Keep this thought in mind and you may not need the "last resort" or, discipline infrequently. Remember... it is difficult to maintain a positive outlook if you are not aware of individual personalities and prepared with flexibility, patience and creativity.

#### **Avoid the problem**

- Remain alert to the total situation, classroom, area, playground, etc.
- Attempt to foresee and forestall potential issues.
- Make sure the design and set-up in the classroom is working for the children.
- Consistently reinforce ground rules which have been introduced at the beginning of the year or session (i.e. gentle hands, slow feet, quiet voices, etc.)
- You are the model and what you do, even more than what you say, will be mimicked.

#### **Emphasize the Positive**

- Notice when things are going well.
- Remember that the best reward is "POSITIVE ATTENTION".
- State directions in a clear, logical and positive way.
- Give children acceptable tools/materials/strategies to enable them to work out problems among themselves. (Peace table/quiet discussion area).

### **Say What You Mean And Mean What You Say - Be Consistent**

#### **Choices, Commands And Consequences**

- The Do's and Don'ts of showing understanding.
  - You must WANT to listen to the child.
  - You must work to see things the way the child does, their feelings are very real to them.
  - You must remember that feelings can change from one minute to the next.
  - You must trust the child's growing ability in handling feelings and finding their own solutions to problems.
  - Be careful to avoid criticizing the child.
  - Be careful with falsely reassuring or sympathizing with the child.

**OUR JOB IS AN IMPORTANT ONE.  
THROUGH THE MATERIALS AND OURSELVES,  
WE ARE SHAPING THE PERSONALITIES OF  
THOSE WHO WILL REPLACE  
THOSE NOW IN POSITIONS OF AUTHORITY**

## BASIC BEHAVIOUR PHILOSOPHY / THE ELEMENTARY CLASSROOM

### Some Thoughts on Discipline

- Be consistent and fair - this age group, particularly 9-12 is very concerned about JUSTICE.
- Always allow each child in a confrontation to air his/her view. This is the right of every individual and is the cornerstone of DEMOCRACY.
- If the child has a valid point in a dispute, acknowledge it, but stress that that may be only a part of the issue / something to be dealt with at a later date / does NOT EXCUSE the behaviour.
- Under no circumstance:
- Demean the child
- Make a statement that could be MISCONSTRUED
- EXAGGERATE a behavioural situation.
- After DISCIPLINING/DISCUSSION, ask each child if he/she UNDERSTANDS what you have said/done.
- In the classroom:
  - The child never leaves without asking for PERMISSION.
  - Stress common courtesy / manners. Check lunchroom/table manners (e.g. No talking while chewing)
  - Replace everything in its correct place.
  - If you are too angry / unsure of a logical consequence, inform the child to see you at a later time. Discuss options with supervisor. FOLLOW-UP!
  - NO running, gum chewing, shouting and bad language - the latter is followed up with a phone call to parents, made by the child.
  - Even when upset, try to be civil.... PLEASE!

### BENEFITS

Benefits are available to employees who work MLCP >25 hours per week. Benefits are offered after you have successfully completed your probationary period. Prior to enrolling in our benefit plans, you may review the benefit package offered by MLCP. The costs for benefits are shared equally between the employee and MLCP. Benefit deductions will occur on each pay cheque.

### Benefits During Leave

If you wish to continue your benefits during your leave, please make the appropriate arrangements with the Principal.

### CHANGE IN PERSONAL INFORMATION

All employee information is confidential. It is your responsibility to immediately notify the Principal in writing when there is a change in personal information, such as address or telephone number. Failure to advise us of such changes will result in MLCP considering any attempted

communication or correspondence with you at the last number or address on record as having been completed and/or received.

## **CODE OF ETHICS**

All Montessori teachers are expected to maintain their Montessori qualifications through the offered professional development opportunities. Regular reinforcement of methodologies and materials uses only serve to maintain the quality of our programme and create well rounded, confident students.

You are required to maintain your membership in good standing with the College of Early Childhood Educators. You will be asked to sign a Status and Standing declaration annually. Failure to maintain membership in good standing with the College will result in termination of Employment.

If you are the subject of an investigation by the College, you will be placed on a leave pending the outcome of the investigation.

While you are an employee of MLCP you are expected to adhere to the Code of Ethics and Standards of Practice of the College of Early Childhood Educators and of CCMA at all times.

## **COMPUTER AND IPAD USE**

Computers and iPads are to be used for matters pertaining to the child care program only. You may not utilize them for personal interests.

## **CONDITIONS OF EMPLOYMENT**

We are pleased to have you as a member of our child care services team. You were selected to be an employee at MLCP because you encompass the attributes that are essential to our continued success. The conditions of your employment are outlined below, and we expect you to abide by them. If there is anything that you do not understand, please ask your Principal.

### **Required Documentation Prior To Commencement Of Your Position**

Before your employment start date, you will be required to:

- sign off that you have read this handbook, understand the contents and will adhere to the rules.
- sign the Employment Offer confirming that you have read, understand and agree to adhere to the Policies and Procedures of MLCP.
- submit your references and qualifications in writing.
- you will also be required to submit proof of registration and membership with the College of Early Childhood Education, if applicable, and show that you are a member in good standing.

## Immunization Records

You will be required to submit proof that all immunization requirements are current.

Please note that any costs related to this documentation are the responsibility of the candidate. Refusal or inability to submit these documents or sign our policies and employee manual will nullify any employment offer.

## CONFIDENTIALITY

All matters of MLCP including those related to the children and families associated with MLCP are confidential. Staff must adhere to the privacy and confidentiality requirements of MLCP.

When it is necessary to discuss confidential matters, the staff directly involved in the situation will discuss the matter with the parents and/or the Principal. To discuss children and/or families with external parties, it will be necessary to have written parental permission or a subpoena, the only exception being the Children's Aid Societies and the Police. You will be required to review and sign MLCP's Confidentiality policy annually.

## CONFLICT OF INTEREST

In some situations, your personal or business activities and interests may be in conflict with those of MLCP. In order to prevent such disruptions to MLCP's best interests, you must abide by and sign off on MLCP's Policies and Procedures each year.

It is your responsibility to identify and report any possible or actual conflict of interest regardless of whether or not you benefit from it.

Any exceptions to this policy are at the discretion of MLCP. All requests for an exemption must be provided in advance and in writing to the Principal. Questionable tutorial or self-interest classes should be discussed with the management to ensure that its philosophy is in keeping with that of the Montessori Philosophy and the best interest of the school. Such classes, if done through the school must be in keeping with school policy. (See Private Tuition Form)

Possible conflicts of interest include but are not limited to:

- providing childcare services to clients outside of work hours.
- dating a client of MLCP.
- accepting free services from clients.
- engaging in business dealings with a relative on behalf of MLCP.
- accepting gifts from clients outside of the normal exchange of Christmas gifts or end of the year thank you gifts.
- romantic relationships between employees at MLCP.
- hiring family members.

The teachers shall agree that should he/she leave the employ of MLCP he/she will not undertake employment at another Montessori school within a 5-mile radius within a period of 2 years.

## **CUSTOMER SERVICE**

Staff is expected to be polite and accommodating to parents and students AT ALL TIMES. Greeting those who enter the school, confirming identification, assisting parents as needed, etc. are all expected courtesies. While the customer may not always be right, parents, especially, must be made to feel heard and understood and efforts must be made to rectify difficulties calmly and in a timely fashion. Please return communications, address concerns and relay necessary information as soon as possible. Concerns should be relayed to the office. Parental concerns MUST be dealt with professionally and supportively. (See Incident Reporting Policy)

## **DISCIPLINARY PROCEDURES**

### **Employee Discipline**

Disciplinary actions for violations of the Standards of Conduct may include verbal reprimand, written reprimand or, depending on the severity of the violation, immediate termination. Disciplinary action will be entirely at the discretion of MLCP management and is dependent upon the nature of the violation. Issues, complaints or concerns will be discussed with the senior staff involved and a meeting will be called for information purposes. Suggestions will be made for future follow through. Repetition will not be tolerated for any action considered unsuitable. Records may be kept with each discussion. Any action causing emotional or physical harm to a child can result in more serious action or dismissal. Please be aware of MLCP's Prohibited Practices and Serious Occurrences policies.

MLCP leadership promotes the successful performance of all employees. When employees fail to meet expectations, the corporation follows a progressive disciplinary model of support for staff.

### **Verbal Discussion**

When an employee fails to meet standards the first time, the Principal will meet with the employee and provide education and counseling on expectations and required actions for improvement. Verbal warnings are noted and remain on an employee record for 1 year.

### **Written Notification**

With a repeat failure to meet expectations or a failure of severity, the Principal will provide a written explanation of the violation and expected corrective actions discussed with the employee. The employee and the Principal will sign the letter acknowledging the written warning.

## **Last Warning**

After a 3rd offense or due to the severity of the situation, the Principal will discuss the situation with the employee and confirm to the employee in writing, noting the violation of standards, the expected improvements required within specific timelines and that failure to comply will result in termination of employment. The Principal and the employee will sign the letter of probation.

## **Dismissal**

When corrective instruction is not successful, the employee will be dismissed from employment at MLCP. If appropriate, the necessary authority will be notified (eg. CECE).

When an incident is so severe that corrective action is inappropriate, an employee will be dismissed immediately without following the process outlined above.

All dismissals will comply with the Ontario Employment Standards Act.

These rules are not intended to interfere or restrict an employee's rights; instead they are deemed necessary to protect the rights and interests of the school, its clients and all of its employees. The Principal reserves the right to impose discipline at her discretion, depending on the facts and circumstances of the situation.

## **EMPLOYEE RELATIONS**

The OHRC Code states that every person has a right to equal treatment with respect to employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability. The right to "equal treatment with respect to employment" covers every aspect of the workplace environment and employment relationship, including job applications, recruitment, training, transfers, promotions, apprenticeship terms, dismissal and layoffs. It also covers rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline and performance evaluations.

### **Dispute Resolution Procedure**

Differences among staff members must be dealt with away from the public arena. Issues of contention will NOT take place in the presence of parents, students or uninvolved staff members.

Steps to follow towards conflict resolution:

- Confront and discuss the situation with the person involved.
- Discuss differences with the supervisor - i.e. Head Teacher
- Discussion with Principal or Vice Principal.

With discussion, patience and possible mutual compromise, most disputes can be resolved. Respect will be shown to fellow staff members at all times.

## **Employee Feedback**

Employee feedback is welcome. Only through observation and discussion can we gauge our level of competence and achievement. Questions, concerns, comments or criticisms may be discussed or submitted in writing for a reply.

## **EMPLOYMENT CONTRACTS**

Upon successful hiring, the candidate will be asked to sign an employment contract to ensure that the employee has clarity on the terms and conditions of his/her employment.

All employees will be required to sign written employment contracts before their first day of work with MLCP.

Any employee who receives a promotion will be required to sign a new written employment contract before his or her first day of work in the new position.

### **Renewal of Contracts**

Contracts will be offered in September of each year for returning staff members for each academic year. Contracts must be dated, signed and returned by the designated time. Contracts may not be renewed if disciplinary issues over the year have not been corrected or if there has been a significant and detrimental change in the student numbers.

### **Staff Remuneration for Extra Responsibilities**

This will be discussed and agreed upon before the execution of larger additional tasks.

## **EMPLOYMENT STATUS/HOURS OF WORK**

THE CENTRE is open from 7 a.m. 6 p.m. Employees are expected to be available to work any part of these 11 hours of service.

Full-time shifts consist of an 8.5-hour day. The full-time work day includes a one-hour partially paid lunch and one fifteen-minute paid break.

A regular work week may consist of up to 44 hours. Any hours above 44 in one week will be paid at an overtime rate of 1.5 times the employee's regular salary. Payment of hours in excess of 40 hours up to 44 hours is overtime paid at 1 times the employee's regular salary.

Part-time shifts consist of 25 hours or less per week.

## Punctuality

All staff members are required to start work punctually to enable the school timetable to run efficiently. Staff must be ready to begin work at the agreed upon time and should arrive ahead of time to be in position at their designated start. Please inform the office and pertinent staff members ahead of time of any changes to your schedule. When working with children, please make sure that there is sufficient turnover staff and inform other teachers before leaving your post. Consistent late arrival and early departure will result in pay deductions and possibly disciplinary action. Think this is duplicated

## ETHICS

All staff members are expected to behave in a manner that is in keeping with their position as a role model for the children.

With personnel relations, staff is encouraged to save concerns and disagreements for discussion outside of the classroom time at an appropriate place (away from the children).

Do not override another adult's disciplinary measures in front of the children. Discuss as above to prevent future concerns.

Realize that we are ALL responsible for ALL the children. Any inappropriate behaviour, unfair or sarcastic comments, unreasonable consequence, etc. observed must be discussed with staff member involved and then reported to the office.

Confidentiality is of utmost importance. No personal information on parent, staff or child should be shared inappropriately. Information gained while working with MLCP remains theoretically as school property. Addresses, telephone numbers, payment information, family issues will not be discussed with other than the administration and involved party.

## EXPENSE REIMBURSEMENT

MLCP supports staff reimbursement for costs incurred related to classroom programming and other operational costs within MLCP. When a staff member expects to incur expenses, he or she needs to seek approval for reimbursement prior to incurring these expenditures. If an employee does not seek approval in advance, expenses incurred will not be reimbursed.

If approved, employees must complete an expense reimbursement form that can be obtained from the Principal.

If an employee's work activities require travel during work time (not including to and from work), mileage will be reimbursed at a rate of \$0.55 per kilometer. All travel related reimbursement must be pre-approved by the Principal.

## HARASSMENT

The Ontario Occupational Health and Safety Act defines "workplace harassment" as: "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome".

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect.
- it is hostile, abusive or inappropriate.
- it affects the person's dignity or psychological integrity.
- it results in a poisoned work environment.

In addition, behaviour that intimidates, isolates or discriminates against the recipient may also be included.

- verbally abusive behaviour such as yelling, insults, ridicule and name calling, including remarks, jokes or innuendoes that demean, ridicule, intimidate or offend.
- workplace pranks, vandalism, bullying and hazing.
- gossiping or spreading malicious rumours.
- excluding or ignoring someone, including persistent exclusion of a particular person from work-related social gatherings.
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.
- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds such as race, religion or sexual orientation.
- imitating a person's accent, speech or mannerisms.
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children.
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.
- a Principal undermining someone else's efforts by setting impossible goals with short deadlines and deliberately withholding information that would enable a person to do his or her job.
- a Principal providing only demeaning or trivial tasks in place of normal job duties.
- humiliating someone.
- sabotaging someone else's work.
- displaying or circulating offensive pictures or materials.
- offensive or intimidating phone calls or e-mails.
- a Principal impeding an individual's efforts at promotions or transfers for reasons that are not legitimate.
- making false allegations about someone in memos or other work-related documents.

## What isn't Harassment

Workplace harassment should not be confused with legitimate, reasonable performance management actions that are part of the normal work environment, including:

- placing someone on a performance improvement plan.
- imposing discipline for workplace infractions.
- requesting medical documents in support of an absence from work.
- workplace harassment also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

## Maintaining An Environment That Is Free From Harassment And Violence

MLCP is committed to providing and maintaining a professional working environment that is based on respect for the dignity and rights of everyone in the organization in accordance with the OHSA. It is MLCP's goal to provide a healthy and safe work environment that is free of any form of harassment or violence. It is our mutual responsibility to ensure that we create and maintain a harassment-free and violence-free workplace, and address violence and/or the threat of violence from all possible sources (including customers, clients, and employers, Principal, workers, strangers and domestic/intimate partners).

## HIRING PROCEDURE

**MLCP** is an equal opportunity employer. It is **MLCP**'s policy to attract and retain the best qualified employees for all positions while providing equal opportunity.

**MLCP** agrees there shall be no discrimination in the hiring, training, upgrading, promotion, transfer, layoff, discharge, discipline or otherwise of employees because of race, sex, sexual orientation, creed, religion, colour, age or national origin.

**MLCP** strives to ensure that its employment practices are compliant with all current legislation including the Ontario Human Rights Code, the Occupational Health and Safety Act, and the Accessibility for Ontarians with Disabilities Act. Our program is also governed by the provisions outlined by the Child Care and Early Years Act and the Ontario College of Early Childhood Educators, CCMA requirements and Montessori's philosophies and practices.

- Hiring of staff members will be based on resume suitability to position, experience and recommendations.
- The candidate will be interviewed by management personnel to communicate school policies and philosophies. Job responsibilities are discussed, together with compensation.
- Conditions for employment are discussed if interview proves favourable to both parties involved.
- Employees are required to produce:
  - Diplomas and/or Certifications
  - Vulnerable Sector Reference Check

- Valid certification in standard First Aid, including infant and child CPR (C and/or B) issued by a training agency recognized by WSIB.
- Health Assessment & Immunization Form
- Proof of Identity-Picture ID (Drivers License, Passport etc.)
- Proof of Annual WHMIS Training
- New staff members, where possible, will be asked to begin work in a "shadow" transition working alongside a peer for a period of time.
- A series of meetings will be held addressing MLCP's nuances and expectations.
- The contract and job description will be discussed and related to real life situations.
- Employees must sign they acknowledge & have read, understood & will comply with the following & understand that it is their responsibility to adhere to the Policies & Procedures mandated by MLCP & will review such Policies & Procedures annually & as notified of any changes. Employees further acknowledge that they understand & will comply with keeping the confidentiality of staff, parent & student information as it is of utmost importance & may not be shared outside of MLCP. MLCP brings to the employees attention those Policies & Procedures which are the most vital to be re-read & understood in their entirety each year:
  - Allergic/Anaphylactic Reaction Policy
  - Criminal Reference Waiver/Vulnerable Sector Check/Offence Declaration Sign Off
  - Emergency Management
  - Employment Standards Act Poster
  - Enrichment Seminars/Training
  - Fire Drill Procedures & Evacuations
  - Health & Safety Policy and at Work Poster
  - Medication Policy/IP for a Child with Medical Needs
  - Notice with Respect to the Collection of Personal Information
  - Parental Issues and Concerns
  - Playground Safety and Supervision
  - Policies and Procedures for Monitoring Compliance and Contraventions
  - Program Statement and Implementation Policy/Annual Mini Evaluation as specific to the MLCP PROGRAM STATEMENT
  - Prohibited Practices
  - Sanitary Practices
  - Serious Occurrences and Accidents
  - Sleep Room Policy
  - Student/Volunteer/PTA Policy
  - Wait List Policy
  -

### **Internal Hiring Policy**

MLCP encourages growth and development of all staff members. Opportunities for promotion will be shared internally whenever possible and leadership roles will be posted with job descriptions and instructions about the application process.

After you have completed your probationary period, you are eligible to apply for internal job postings.

While we will strive to consider both internal and external candidates, there may be times when we need to conduct an external recruitment process immediately, without first reviewing internal candidates.

All transfers to a new position are subject to a probationary period of 6 months and performance in the new role will be evaluated prior to its completion. The incumbent will be permanently assigned to the role upon successful completion of the probation period. If unsuccessful, the employee will return to his/her previous position with the school. The vacant position will be reposted.

### **Hiring of Family Members**

In order to protect MLCP and its employees from potential conflicts of interest which can occur when family members work together we have created the following Policy. We will consider qualified relatives of employees to be eligible for hire as long as it would not create a conflict of interest. To avoid potential conflict relatives may not supervise each other, either directly or indirectly. If you are in a management position that requires you to be involved in a disciplinary action or formal complaint with a family member, you must remove yourself from the process.

## **HUMAN RIGHTS AND ACCOMMODATION**

MLCP recognizes that there may be times when employees will have various needs that require accommodation, including disability, religion, or any other protected ground under the Human Rights Code. MLCP is committed to providing a workplace that enables all employees to participate equally and without fear of discrimination, harassment, or reprisals.

MLCP is compliant with all legislation including the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005* and its associated regulations (the *Customer Service Standard* and the *Integrated Accessibility Standard*).

MLCP is committed to making services available to employees who require accommodation to ensure a barrier free work environment. MLCP will make every effort to provide accommodations for the special needs of employees to the point of undue hardship. All requests for Accommodation must be made in writing to the Principal. If requesting an accommodation, you will be required to participate in the accommodation process.

This may include:

- working with the Principal to identify potential solutions.
- providing us with any requested additional medical information regarding accommodation requirements as there may be times when we will require written information from you or from your medical practitioner regarding your needs, including any restrictions or limitations you may have.

- once the appropriate accommodation has been identified, to meet the agreed upon performance standards.
- to meet with the Principal on a predetermined basis to review the Accommodation plan to determine if it is still working or if it is still required.
- prior to returning to your full duties you will be required to provide MLCP with a doctor's note verifying that you are fit to return to position.

## **INCLEMENT WEATHER**

MLCP acknowledges that there may be times when inclement weather will prevent an employee from making it to work. This policy establishes the procedure to follow in such circumstances.

We expect you to make every reasonable attempt to get to work while maintaining regard for personal safety. Given the reasonable predictability of severe weather, we expect you to take steps to be prepared in advance. This means allowing extra time in the morning to clear snow and in anticipation of traffic delays. Please notify the Principal of your absence or anticipated lateness as soon as possible. Any time not spent working due to inclement weather will be credited against your vacation or personal days or will be counted as time without pay. If possible, you will be allowed to make up the time by working extra hours.

If MLCP determines that the program will be cancelled due to inclement weather, MLCP will inform you via phone call by 6:00 am. If weather conditions worsen as a day progresses, MLCP may, in its discretion, close operations and send employees home. You will not suffer any loss in pay if MLCP decides to cancel the program. Employees not working on that day are not entitled to any extra compensation.

## **INFECTIOUS ILLNESS, SICK LEAVE (PEL) AND INJURES AT WORK**

### **Infectious Illness**

MLCP strives to prevent the spread of infectious illnesses in our workplace. Employees may become ill from time to time with an infectious illness. Infectious illness is defined as illnesses which may be severe that can be transmitted via water, environmental surfaces, vector (insects, rodents) or direct person-to-person contact. All staff are encouraged by the Department of Health to obtain an annual flu shot. If you are ill, you are encouraged to remain at home. If the Principal determines that you are ill, you will be asked to go home. MLCP will utilize the same criteria that are used to determine infectious illness in our staff as is used to determine illness in the children in the program. In order to ensure that infectious illnesses are not spread to other staff members and children, you may be required to provide a medical note from a physician specifying that you are fit to return to work.

## Personal Emergency Leave

MLCP recognizes that there may be times when you need to be away from work either due to illness or for other personal commitments that are urgent in nature.

- All employees are entitled to 10 PEL days after they have completed one week of employment, two of which must be paid.
- We grant employees a maximum of 2 paid PEL days per year during the first year of employment, a maximum of 3 paid PEL days after 2 years of employment, a maximum of 4 paid PEL days after 3 years of employment, a maximum of 5 paid PEL days after 4 years of employment, and a maximum of 10 paid PEL days after 5 years of employment.
- Additional paid PEL days for employees hired mid-year are prorated based on the month of hire.
- You may not take less than one-half of a personal emergency leave day at a time and you may not carry forward unused personal emergency days from year to year.

We expect you to use your personal emergency days for legitimate illnesses and essential personal obligations, including but not limited to medical appointments that cannot be scheduled outside working hours, caring for ill family members, death of a family member or for truly urgent situations.

Employees may take this leave for personal illness, injury or medical emergency. The leave can also be taken for the death (please refer to MLCP's Bereavement policy), illness, injury, or medical emergency of, or urgent matter relating to the following family members:

- your spouse
- a parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of you or your spouse
- the spouse of your child
- your brother or sister
- a relative who is dependent on you for care or assistance.

In the event that absences exceed the specified period of time, adjustments to salary will be made. Please note that lunch hours will not be paid on sick day absences.

Replacements for time off must be arranged and the office informed if time is other than sick days. The Employee is responsible for paying a replacement at minimum wage for a maximum of 2 hours.

If you plan on using a personal emergency day, please provide the Principal with as much advance written notice as possible preferably at least 48 hours before time-off is taken and arrange for your shift to be covered. When reporting an absence due to illness/injury, the employee must notify the Principal or designate no later than 6:30 a.m. on the day of absence. Whenever possible, the employee will notify the Principal on the evening prior to the scheduled shift to allow for timely arrangements to cover the absence.

Employees may be required to provide evidence "reasonable under the circumstances" that they are eligible for personal emergency leave

If you use all of your personal emergency leave within a year, any additional time you need to take off is subject to the provisions of the *Ontario Employment Standard Act, 2017* and approval of your Principal and may be without pay.

You may not carry forward any unused personal emergency leave days from one year to the next.

If you abuse your personal emergency days, the privilege may be revoked, and you may be subject to discipline, up to and including termination.

### **Injuries at Work**

When an employee suffers an injury during work hours, he or she must immediately notify the Principal. To maintain appropriate records, the incident will be documented with the staff member's input and include pertinent information, such as the date, time and circumstances leading up to the injury and actions following the injury. This includes recording the names of others present when the injury occurred and other details describing the incident. MLCP may need to investigate the cause of the injury and determine if corrective action is required, for example additional training for staff on use of equipment. MLCP will report incidents as required by the Ministry of Labour and the Ministry of Education Early Years Division.

## **JOB DESCRIPTIONS / DUTIES AND GENERAL RESPONSIBILITIES**

There is a written job description for every position in the school. The purpose of your job description is to outline your work responsibilities. You will be provided with a job description upon hire. Please note that the provisions outlined in the Job description are subject to change based on the needs of MLCP. The Principal will reference this job description in preparation for and during your performance review.

The expectations and responsibilities itemized in the job description are key expectations and responsibilities, however, the Employees duties are not necessarily limited to the items listed but any and all other duties deemed necessary to support and uphold best practices in all areas at all times during the working day. If your duties or compensation should change during the course of your employment with MLCP, the validity of our agreement will not be affected. MLCP Employees are encouraged to at all times work to continually better their daily performance.

### **General/Other Staff Duties and Responsibilities**

**Absence / Late Arrival** - Documentation of such is the responsibility of the teacher. Transfer of this information at month-end to the office is expected. Students are expected to be at the school and in their classrooms for the 8:45 daily start.

**Arrival / Dismissal** - We encourage timely morning drop-off and endeavour to meet the child at the parking area for quick parent departure. The day ends at 4:00pm through to the Intermediate/Senior program where dismissal is 4:15pm. We suggest an 8:30am drop off for the 8:45am start. Children will not be released to other than documented adults. Standard notes for multiple person pick-up will be filed with the school.

**Festivals and Celebrations** - MLCP promotes the "global village" philosophy recognizing and celebrating festivals and celebrations from many cultures and countries. Our non-denominational stand prohibits promotion of one religion over another but we stress an understanding and respect of each person's beliefs. As such, information on religious celebrations are shared, NOT promoted, for information purposes.

### **Other**

- Familiarize self with fire, evacuation, emergency procedures and general policies.
- All members must work as part of the team for the betterment of and maintenance of the existing programme.
- All staff must be familiar with all aspects of the policy and procedure manual.
- ALL areas are disinfected on a regular basis either daily or weekly so general order and cleanliness in the work environment are consistently maintained.

### **Other child-related duties may include:**

- Playground supervision.
- Naptime preparation and supervision (some office work will be passed on to person supervising nappers, e.g. paper cutting, folding, etc.).
- Lunchtime preparation, supervision and clean up.
- Inside playtime creativity (gym, crafts and other indoor activities).

### **Helpful Bullet Points**

- Children will be treated with respect at all times.
- Individual record-keeping, parent / teacher interviews as needed. Monitor children's progress and be prepared to report to office/parent when asked.
- Responsible for reporting to the office of behaviour, or variances from the 'norm'. The office should be made aware prior to parent discussion, which should be supportive and positive in nature. All parent discussions are to be documented and copies given to the office.
- Safety and welfare of all children - primarily those under your direct care (medication, injury, toileting, clothing change, etc.). Please pay particular note to information on children with anaphylactic or allergic reactions.
- Maintain fair and objective behavioural support practices as per policy.
- Following of Montessori methods, philosophies and material presentations with only secondary emphasis on traditional teaching (may vary for elementary programme). Assist, guide and support Teacher Assistants, Speciality Teachers, Volunteers, Montessori and ECE interns and High School Students needing community service hours in use of, care and application of Montessori materials as well as any ways necessary and coordinate with classroom staff regarding weekly activities.

- It is the responsibility of the classroom teacher to follow up on non-reported student absences. A call to the parents for confirmation and reason for absence should take place when the absence is noted. Follow up calls for extended health absences are recommended.
- Maintain an enjoyable and challenging environment for students providing an interactive, challenging programme, allowing children individualized progress.
- Maintain open and honest communication with parents/guardian.
- Ensure that children are adequately prepared for outside playtime (winter clothing/sunblock, hat towards the summer).
- Ensure administration of documented medication.
- Ensure the labelling and handing out of pertinent information, newsletters, reminders, etc.

### **Personnel**

- Confidentiality regarding salaries or specific incidents as well as any personal information on families and staff accrued while working at the school.
- Save concerns and disagreements for discussion outside of classroom time (away from the children).
- Work as part of the team for the betterment of, and maintenance of the existing programme ensuring the best standard of subject delivery.
- Do not override another adult's disciplinary measures - unless extreme - use later discussion to prevent future concerns.
- Realize that we are all responsible for all children - inappropriate behaviour, unfair / sarcastic comments, unreasonable consequence etc. must be discussed with staff member involved and then reported to the office if discussion proves ineffectual.
- Performance evaluations will be expected each year.

### **Show and Tell**

Show and Tell items that are educational in nature are welcome and will be shared at the appropriate times in each class.

### **Snacks / Lunches**

- MLCP is a nut aware environment - we endeavour to provide snacks that do not contain nuts or tree nuts.
- Teachers may choose to provide snacks for their classrooms on special occasions. Snacks should be NUT FREE and of a healthy nature. (Teachers will ensure that parents who are providing birthday snacks, etc. are aware of this policy)
- The school provides snacks each day for each child. In case of allergies, parents may provide substitution.
- Food may not be held as a consequence or punishment
- Parent provided lunches are expected to be within healthy guidelines of the Department of Health. Promotion of such is expected.

## **Toys and Electronic Devices**

Toys of all kinds, including any electronic games, telephones, ipods, etc. are the sole responsibility of the student. Items should not be present during working periods and teachers may choose to store them collectively until recess. Appropriate viewing is expected at all times.

## **LEAVES OF ABSENCE AND TIME OFF WORK**

All employees will be provided with leaves of absence in accordance with the requirements set out in the Employment Standards Act, 2017

### **Domestic Or Sexual Violence Leave**

Domestic or sexual violence leave provided to employees if they or their child experience domestic or sexual violence or the threat of domestic or sexual violence. Should you need to access this leave, the first 5 days of the leave will be paid. In accordance with the Employment Standards Act, you can take up to 15 weeks per calendar year of unpaid leave.

To be eligible employees will have to have been employed by MLCP for at least 13 weeks.

The domestic or sexual violence leave must be taken for one of the following purposes:

- to seek medical attention for a physical or psychological injury or disability caused by the domestic or sexual violence;
- to obtain services from a victim services school;
- to obtain psychological or other professional counselling;
- to seek legal or law enforcement assistance; or,
- any other prescribed purposes.

### **Pregnancy/Paternal Leave**

Pregnancy leave is up to 17 weeks of job-protected, unpaid time off work. To be eligible, your baby's expected birth date ("due date") must be at least 13 weeks after the date you started employment.

As a new parent (e.g., birth parent, adopting parent, and person in a relationship with a parent of a child with plans to treat the child as their own) you have the right to take job-protected, unpaid time off work once a child is born or first comes into your care.

To qualify, you must have been employed by MLCP for at least 13 weeks before the start of the leave.

Birth mothers who take pregnancy leave are entitled to take up to 61 weeks of parental leave, usually beginning right after their pregnancy leave ends. Fathers or adoptive parents are entitled to take up to 63 weeks. Birth mothers who do not take pregnancy leave and all other new parents can take up to 78 weeks of parental leave, beginning no later than 52 weeks after the date the

child was born or first came into their care. Parents can, but do not have to, take their leave at the same time as the other parent.

For employees who suffer a pregnancy loss, the unpaid leave is 12 weeks.

Except in certain cases, you must inform MLCP in writing two weeks before beginning a pregnancy or parental leave. You must also provide MLCP with four weeks written notice if you are changing the end date of your leave.

You must also notify MLCP of the length of your maternity leave you intend to take at least two weeks before the commencement of your pregnancy leave.

Note: After starting pregnancy or parental leave, you must take it all at once and cannot split it.

### **Family Caregiver Leave**

Family caregiver leave is an unpaid, job-protected time off work to provide care or support to specified family members who have a serious medical condition.

Family caregiver leave may be taken for any of the following family members:

- your spouse.
- a parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of you or your spouse.
- the spouse of your child.
- your brother or sister.
- a relative who is dependent on you for care or assistance.

Family caregiver leave can be up to eight weeks per calendar year with respect to each specified family member.

The eight weeks do not have to be taken consecutively.

You can take the leave in periods of less than a full week (for example, just one day or a couple of days in a week), but if you take any time off for family caregiver leave in a week (which runs from Sunday to Saturday), you will be considered to have used up one week of your eight-week entitlement.

You are eligible to take family caregiver leave if an individual who is qualified to practice as a physician, registered nurse or psychologist issues a certificate stating that the family member has a serious medical condition, which may include a condition that is chronic or episodic.

The medical certificate must name the individual and state that he or she has a serious medical condition. There is no requirement that the certificate specify "**what**" the medical condition is; but it must state that it is "serious." It is for the patient's qualified health practitioner to make an assessment as to whether his or her medical condition is "serious."

If the medical certificate sets out a period during which the individual will have a serious medical condition, the certificate will support absences as family caregiver leave during that period. If no period is set out, the certificate will support absences as family caregiver leave from the date it is issued until the end of the calendar year in which it is issued.

You must provide MLCP with a copy of the certificate, if requested.

You must inform MLCP in writing that you will take family caregiver leave before it begins, or, if that is not possible, as soon as you can after it begins.

### **Family Medical Leave**

Family medical leave is unpaid, job-protected time off work to provide care or support to certain specified individuals who have a serious medical condition with a significant risk of dying within 26 weeks.

Family medical leave may be taken for any of the following individuals:

- your spouse.
- your parent, step-parent or foster parent.
- your brother, step-brother, brother-in-law, step-brother-in-law, sister, step-sister, sister-in-law or step-sister-in-law.
- a child, step-child, foster child, son-in-law or daughter-in-law of you or your spouse.
- a grandparent, step-grandparent, grandchild or step-grandchild of you or your spouse.
- your father-in-law, step-father-in-law, mother-in-law or step-mother-in-law.
- an uncle, aunt, nephew or niece of you or your spouse.
- the spouse of your grandchild, uncle, aunt, nephew or niece.
- your spouse's foster parent.
- any other person who considers you to be like a family member.

You may take family medical leave for up to 28 weeks in a 52-week period with respect to each specified individual.

The 28 weeks of family medical leave do not have to be taken consecutively.

A "week" is defined as running from Sunday to Saturday. If you are on a family medical leave and stop providing care or support before the end of the week, you are entitled to stay on leave for the rest of the week. You can return to work before the end of the week only if your employer lets you return. You will be considered to have used up one week of your 28-week entitlement even if you do return to work before the end of the week.

If two or more employees in Ontario take the leave to care for the same person, the 28 weeks must be shared.

For you to be entitled to family medical leave, an individual who is qualified to practice medicine must issue a certificate stating that the individual has a serious medical condition with a significant risk of death within 26 weeks. You must provide MLCP with a copy of the certificate, if requested.

You must inform your employer in writing that you will be taking family medical leave before it begins, or, if that is not possible, as soon as possible.

### **Critical Illness Leave**

Critical illness leave is unpaid, job-protected time off work to provide care or support to a critically ill child or a critically ill adult who is a family member of the employee. You must be employed by MLCP for at least six consecutive months to be eligible for this leave.

A critically ill child is someone:

- who is under 18 years of age, and
- who is your child, step-child, foster child or child under your legal guardianship, and
- whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.

Critical illness leave for a child can be up to 37 weeks in a 52-week period.

If your child remains critically ill after the end of the 52-week period, you may be eligible for additional leaves of up to 37 weeks in subsequent 52-week periods.

Critically illness leave for a family member who requires care or support can be up to 17 weeks in a 52-week period.

A critically ill adult is someone who is a family member of the employee defined by ESA:

- your spouse.
- your parent, step-parent or foster parent.
- your brother, step-brother, brother-in-law, step-brother-in-law, sister, step-sister, sister-in-law or step-sister-in-law.
- a child, step-child, foster child, son-in-law or daughter-in-law of you or your spouse.
- a grandparent, step-grandparent, grandchild or step-grandchild of you or your spouse.
- your father-in-law, step-father-in-law, mother-in-law or step-mother-in-law.
- an uncle, aunt, nephew or niece of you or your spouse.
- the spouse of your grandchild, uncle, aunt, nephew or niece.
- your spouse's foster parent.
- any other person who considers you to be like a family member.
- whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.

The weeks of leave do not have to be taken consecutively.

You can take the leave in periods of less than a full week (for example, just one day or a couple of days in a week), but if you take any time off for a critically illness leave in a week (which runs from Sunday to Saturday), you will be considered to have used up one week of your entitlement.

The leave is available to you if an individual who is qualified to practice as a physician, registered nurse or psychologist:

- issues a certificate stating that your child or a family member is critically ill and who requires the care or support of one or more parents or family member, **and**
- sets out the period during which the child/family member requires the care or support.

You must provide your employer with a copy of the certificate, if requested.

If you intend to take critically illness leave, you must inform MLCP in writing that you will be taking the leave, and provide a written plan indicating the weeks in which you will be taking it. If it is not possible to do this before starting your leave, you must inform the employer and provide the written plan as soon as you can after starting it. You can change the dates of your leave if you provide the Principal with reasonable advance notice in writing, or by asking MLCP in writing and receiving written approval.

### **Organ Donor Leave**

Organ donor leave is unpaid, job-protected leave for the purpose of undergoing surgery to donate an organ to a person.

Organ donor leave can be taken to undergo surgery to donate all or part of one of the following organs to a person: kidney, liver, lung, pancreas, small bowel.

Generally, an organ donor leave begins on the date of the surgery. It may begin on an earlier date, as specified in a certificate issued by a legally qualified medical practitioner.

Generally speaking, you may take leave for up to 13 weeks. However, you may extend the leave for up to an additional 13 weeks, if you are not yet able to perform the duties of your job because of the organ donation. To extend the leave, you must get a certificate from a legally qualified medical practitioner stating that you are not yet able to perform the duties of your job because of the organ donation, and will be unable to do so for a specified period of time. The leave may be extended more than once, but the total period of extension cannot be more than 13 weeks. Therefore, the maximum leave period is 26 weeks.

If possible, you must provide two weeks' written notice to your employer before beginning the leave or extending it. If that is not possible, you must advise the employer in writing that you are taking the leave or extending the leave as soon as you can after starting or extending it.

## **Crime-related Disappearance Leave or Child Death Leave**

Crime-related child disappearance leave is available to employees whose child disappears and it is probable, considering the circumstances that it resulted from a crime. You must have been employed by MLCP for at least six consecutive months to be eligible for this leave. An employee may take a leave of up to 104 weeks. You are not entitled to the leave if you are charged with the crime or if it is probable, considering the circumstances, that your child was a party to the crime.

Child death leave is available to an employee whose child has died for any reason. You must have been employed by MLCP for at least six consecutive months to be eligible for this leave. An employee may take a leave of up to 104 weeks with respect to the death of a child. Employees must inform MLCP in writing that they will take this leave, and provide a written plan indicating the weeks in which the leave will be taken. In most cases, an employee must take the leave in a single period.

## **Reservist Leave**

Employees who are military reservists and who are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath (including search and rescue operations) are entitled under the ESA to unpaid leave for the time necessary to engage in that operation. In the case of an operation outside Canada, the leave would include pre-and post-deployment activities (even if those activities take place within Canada) that are required by the Canadian Forces in connection with that operation.

To be eligible for reservist leave, you must have worked for MLCP for at least six consecutive months. Generally, reservists must provide MLCP with reasonable advance written notice of the day on which they will begin and end the leave.

## **Adoption Leave**

We will grant you adoption leave in accordance with the applicable employment standards legislation.

## **Unpaid Leaves of Absence**

When an employee requires a leave of absence without pay, the request must be submitted in writing to the Principal with as much notice as possible prior to the leave and indicate an expected return to work date.

All leaves will be granted at the discretion of the Principal, will be based on classroom and other staffing needs of MLCP and will not be unreasonably withheld. Employees failing to return to work on the first scheduled day following the leave will be considered to have resigned effective the expected date of return.

If the duration of the leave is greater than 4 weeks, it is the employee's responsibility to maintain regular contact with the Principal regarding the leave. The frequency of the contact will be determined by the Principal and if not pre-arranged, the employee is required to contact the Principal at least once per week.

Approximately 1 week prior to the expected return date, the employee will meet with the Principal even if an extension to the leave has been requested. Approval to extend the leave is at the discretion of the Principal. If the Principal is unable to grant an extension, the employee is expected to return to work on the previously agreed return date; if the employee then fails to return to work, the employee will be deemed to have resigned from his/her position at MLCP effective the return to work date.

### **Bereavement Leave**

Paid bereavement leave will be granted upon notification to the Principal of the death of a family member as follows:

3 days leave	Loss of a spouse, child, parent, sibling, mother or father-in-law
2 days leave	Loss of a grandparent, grandchild
1-day leave	Loss of any other family member

An extension to the Bereavement leave entitlement or a bereavement leave for reasons other than cited above may be taken (at the Employer's discretion) as either an unpaid leave or a Personal Emergency Leave. Employees may use PEL days to extend a bereavement leave beyond the number of days specified in MLCP's Bereavement Policy. If an employee opts to use PEL days, the leave will follow the terms outlined in the Personal Emergency Leave policy.

Additional time up to three weeks may be taken as unpaid time. The school will arrange for and pay replacements. Other days taken off to attend funerals will be considered personal days and the staff member will be responsible for arranging and paying replacements.

Requests for extended unpaid leave follow the terms of the Personal Emergency Leave (above). For other bereavement situations not addressed under either leaves the Principal will review each request on a case-by-case basis. The decision will consider MLCP's staffing requirements and ability to grant the leave.

### **Religious Leave**

MLCP wishes to ensure that employees can exercise their rights to observe religious holy days and to ensure that MLCP maintains compliance with human rights legislation regarding time off for religious leave.

MLCP will make every attempt to accommodate a request for religious leave.

You must inform the Principal of your request for religious leave by the timelines specified in the Religious Leave policy to enable the Principal to ensure that there are an adequate staff in place to cover your absence.

Requests for religious leave must be made in writing to your Principal and must include the reason for your request.

You may use personal leave days for the purpose of religious leave. If you require more than one day, you may use unpaid leave for the purpose of a longer religious leave.

### **Jury Duty**

If you are required to serve as a juror or attend as a witness in a legal proceeding, we will grant you the necessary leave of absence with pay for a maximum of 5 days. When requesting financial compensation during jury duty, employees will submit a written request to the Principal for salary continuance.

This policy only applies if you are required to participate as a witness or juror in a case involving the public interest, as opposed to a personal or private matter.

If you are required to participate as a party, witness or juror in a private matter, the time off may be without pay.

We expect you to notify us as soon as you receive a subpoena or summons so appropriate arrangements can be made.

You will be required to provide proof of your absence, including a copy of the subpoena or summons.

We expect you to repay us any amounts paid to you for court duty (except any mileage, travel or meal allowance paid to you).

We expect you to return to or come into work on any day in which your attendance in a legal proceeding is required for fewer than half of your regular working hours.

### **Election Time Off**

MLCP provides time off to allow staff to exercise their right to vote in municipal, provincial and federal elections.

If you qualify as a voter in an election, you are entitled to time off for voting purposes with no deduction in wages pursuant to the Canadian Elections Act as applied in the Province of Ontario. Your allowable time off will be determined by the staffing needs of MLCP.

## **MANDATORY STAFF ATTENDANCE**

### **Staff Meetings**

All staff members are required to attend the first staff meeting before the start of the school year. The office will inform staff of said date. Subsequent meetings may be called for during the year. A formal staff meeting will be held on the Thursday morning of each school break (Christmas, March Break, June), and staff are expected to attend. In lieu of meetings, staff memos will be posted in the staff room and employees must familiarize themselves with these memos as they become available and sign off and acknowledgement.

### **First Aid / CPR Qualifying Seminars**

Contract renewals are dependent on staff having valid certification in Standard First Aid, including infant and child CPR (C and/or B) issued by a training agency recognized by WSIB which will be offered by MLCP as required. Staff absent during these courses are required to give proof of completion before beginning the start of the school year.

### **Attendance to School Related Functions**

All teachers and support staff are expected to attend, at an absolute minimum of our social events, the Corn Roast and Play Day. All staff are also expected to attend a minimum of four (4) extra curricular activities (i.e. Halloween Party, Santa Claus Parade, Easter Egg Hunt, etc.)

### **Clean-up Days**

All staff members are expected to be at work and at the Staff Meeting the Thursday and/or Friday after school closes for the Christmas Holidays, March Break and the end of the school year. This time will be used for cleaning and preparing the classroom and attending to the needs of the rest of the school. Management may call on any staff member during the holidays that have not contributed towards this effort.

### **Field Trips and Year-End Trip Obligations**

Staff are expected to attend school trip obligations. Though lunch schedules maybe affected, please remember that all lunch hours are partially paid time and rarely used as such. In the event that this time needs to be rescheduled or reduced for school activities, your cooperation is expected and appreciated. Please note that the school will endeavour to give breaks as fairly as possible to staff in attendance. Elementary staff are expected to join year-end field trips which may include 3 to 4 days out-of-town. Additional events will be discussed.

## **NEATNESS OF WORK ENVIRONMENT**

While the classroom is your responsibility, the general appearance of the school is the responsibility of all.

All staff members are encouraged to assist and support other teachers in the care and maintenance of Montessori Materials.

ALL classroom areas, materials, containers and shelves must be disinfected on a weekly basis. Disinfecting on a daily basis for infant and Pre-Casa areas and for soiled or mouthed items is necessary. Additional disinfecting with outbreaks etc. are expected in the best interests of all.

Staff should do daily maintenance of their work area as in vacuuming, sweeping or mopping of the classroom and cloakroom as necessary each day. Tables and placemats should be disinfected daily. Materials should be disinfected, at a minimum, weekly. (See Disinfecting Classroom Check-Off Sheet)

The school environment both in and out is the responsibility of ALL staff members. Your daily cooperation is expected in keeping ALL areas of the school property neat and tidy.

### **NON-ENROLLED CHILDREN OF STAFF ATTENDING MLCP**

Children of MLCP's employees who are not enrolled in any of MLCP's programs may attend at MLCP during working hours under specific conditions and with the approval of the office:

- **children ages 10 and under** may not be in the classroom with their parent but should be included in another classes activity.
- if an employee requires child care for a family member, he or she may speak to the Principal about enrollment in another classroom at a discounted fee.
- **children age 11 & 12** may not attend in their parent's classroom, however another area will be provided to complete quiet activities. Arrangements must be made prior to the start of an employee's shift. The staff member will be expected to pay a minimal fee to support this attendance.
- **children aged 13 and older** may volunteer in the classroom provided the needs of the enrolled children supersede the needs of the teacher's child. When this is the case, the employee must obtain approval from the Principal prior to the start of the employee's shift. The employee must also obtain agreement of their co-teacher.

If at any time, a co-teacher or parent has concerns about an employee's child being in the class, the employee is expected to make other arrangements for his or her child.

### **OBLIGATION TO CHILDREN**

As Educators working with and for young children, we are committed to promoting developmental care and education for each child in co-operative relationships with family and community. MLCP's programs enable children to participate fully in environments carefully planned to serve individual needs and to facilitate the child's progress in the social, emotional, physical and cognitive areas of development. Those working with young children are obliged to:

- maintain and promote each child's self-esteem.
- recognize and respect the uniqueness of the potential of each child.
- be accepting of all children, respecting race, belief system, gender, national origin, and socio-economic status.
- create and maintain a safe and healthy setting that supports the positive growth and welfare of children.
- refrain from the physical punishment, verbal abuse, (e.g. sarcasm, ridicule) and psychological abuse (e.g. threats, encouraging fear) of children in interactions with them.
- maintain the confidentiality of information obtained in the course of professional dealings with children and families. However, when concerned about the child's welfare, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's best interest.
- recognize symptoms of abuse and know and act on the law pertaining to child abuse.
- involve all individuals (colleagues and parents) in decisions concerning the child.
- report, in a responsive manner and through the appropriate channels, instances of non-compliance with laws and regulations to those who take corrective action.
- advocate and contribute to the extension of public information and education about the children's needs of quality services.
- advocate for policies and laws that promote the wellbeing of children and their families.

### **OBLIGATIONS TO COLLEAGUES**

Teaching is a profession that relies heavily on teamwork. The relationship of colleagues within a profession influences the status of the profession and the quality of services provided. Colleagues must act with integrity in supporting one another and adopting professional attitudes and behaviors in their work as models and teachers for children. Teachers are obliged to:

- establish and maintain co-operative relationships with colleagues and other professionals providing service to children.
- exercise care in expressing views on the disposition and professional conduct of colleagues, confining such comments to matters of fact which rise out of firsthand knowledge and which relate to the interest of the children.
- respect confidentiality of views expressed in private by colleagues.
- present concerns about the professional behaviour of a colleague, first to that person and attempt to resolve the matter together.
- participate in the development and implementation of teaching methods that will effectively address the stated educational principles and goals of programs.

### **OBLIGATION TO FAMILIES**

Family is of primary importance to a child's development (the term "family" may include others besides parents who are responsibly involved with the child). The family and Teacher have a common interest, and that is the child's welfare. We acknowledge a primary responsibility to bring about collaboration between the home and the program in ways that enhance the child's development. Teachers working with families are obliged to:

- develop relationships of mutual trust with families they serve.
- respect the dignity of each family.
- respect the family's child rearing values and their right to make decisions for their children.
- interpret each child's progress to guardians within the framework of developmental perspective and help families to understand and appreciate the value of developmentally appropriate Early Childhood programs.

### **OBLIGATIONS TO PROFESSIONAL COMPETENCE**

Teachers have committed to ensure their own continuing professional competence and further the field of education. Teachers are obliged to:

- keep professional knowledge up to date.
- recognize critical self-reflection as an important part of professional development.
- engage in self-care activities, which help avoid conditions (e.g. burnout), which could result in impaired judgment and interfere with their ability to benefit others.
- further the professional development of the education and to strengthen its commitment to realizing its core values as reflected in this code.

### **OCCUPATIONAL HEALTH AND SAFETY & ANTI-HARASSMENT, DISCRIMINATION AND VIOLENCE POLICY**

Responsibility for complying with the *Ontario Occupational Health & Safety Act* ("OHSA") is shared by the employer and employee.

MLCP provides an environment that supports safe and effective practice, ensuring that equipment, material and protective devices are in good condition and used as required. Further, management ensures that all accidents are reported promptly and follow proper procedures and that all employees participate in proper health and safety training.

Employees are required to work in a safe manner and as required by the Act by using or wearing the equipment, protective devices or clothing that is required to be used by the employer and participating in all safety training sessions. Employees must report any defective equipment or processes and all accidents promptly to the Principal.

### **OFF-DUTY CONDUCT**

Certain off-duty conduct, whether related to your employment or not, can result in disciplinary action, up to and including termination of your employment. In particular, the following types of conduct are especially problematic:

- the commission of a criminal offence.
- bullying or harassment of co-workers.
- incidents or complaints of violence in the workplace.

- defamatory, unduly negative or disparaging comments made about MLCP, its services, employees, management, Principal, or clients.
- comments promoting hatred or discrimination against any identifiable group.
- breaches of privacy or confidentiality, including the divulging of information related to the children, parents and employees of MLCP including illegal activities committed while working at MLCP.

## **ORIENTATION**

MLCP will provide orientation to all new employees. This will involve providing you with detailed information about, our working conditions, administrative procedures and human resource policies. You will be required to review this manual and all associated policies. This includes but is not limited to the school's health and safety policies, behaviour guidance policies, human rights, accommodation and anti-violence and anti-harassment policies.

## **PAID PUBLIC HOLIDAYS**

MLCP compensates employees for public holidays based on the current Ontario Employment Standards Act. The following is a list of these holidays plus 2 paid MLCP holidays:

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving Day	Christmas Day
Boxing Day	Easter Monday	

### **Last & First Rule**

Employees will be paid for holidays provided the employee completes his or her last regularly scheduled day of work before the public holiday and the first regularly scheduled day of work after the public holiday or provides reasonable cause. Employees who do not meet the criteria, will not be eligible for holiday pay.

Hourly-Paid Staff will be paid their regularly scheduled day during these holidays provided they work their full regularly scheduled day before and their full regularly scheduled day after the holiday.

## **PERFORMANCE EVALUATIONS & REVIEWS**

MLCP conducts yearly staff evaluations to provide an opportunity for staff to know how they are performing and to assist them in determining future career goals and development.

Your Principal/Senior Management will evaluate your job performance based on both a formal performance review and regular prohibited practices reviews. This will provide you with feedback about your work. Staff will be asked to fill in self-evaluation forms, which will then be discussed

with senior management. Staff may also be asked to conduct evaluations on each other. Reviews or summaries will be filed in individual personal files.

Management may at any time during the course of each year observe and evaluate teachers, assistants and other members of staff. Recordings will be discussed prior to filing. Key Incident Reports (K.I.R.) will be completed by management should there be certain behaviours that are deemed inappropriate or in need of monitoring. K.I.R.s will be filed.

The purpose of a performance evaluation/review is to identify an employee's strengths and areas that may require further development, opportunities for growth or improvement. The Principal and the employee will meet to discuss the appraisal. Evaluations of an employee's performance are completed before the end of the probation period and then usually on an annual basis. The Principal may determine that an evaluation may be useful to the employee outside of these timelines and if so, will advise the employee in advance that an additional performance review will be conducted. All appraisals will be confirmed in writing as soon as possible following the meeting between the Principal and the employee and placed in the employee's file with a copy provided to the employee.

Within 10 days of receiving your copy of the evaluation, if you disagree with the evaluation, you may request a review by the Principal of MLCP.

The objectives of performance evaluation are to:

- ensure you are meeting your responsibilities
- challenge you to continually build on your performance
- keep you informed about your progress so you can maximize your achievements
- assist us in setting appropriate compensation and making decisions about training and promotions

Your performance evaluation is intended to be a participatory process in which we expect you to evaluate yourself as well. This will ensure that you have ownership over your performance and your contributions to the efforts of our entire team.

### **PERFORMANCE IMPROVEMENT PLAN**

A performance improvement plan ("PIP") may be implemented for an employee if the Principal or any other management identifies areas that may need improvement on the part of the employee. The intent of a review is to ensure an employee's performance meets MLCP's expectations and, if necessary, provide the Principal with an opportunity to discuss and clarify improvement goals and timelines with the employee.

If your performance reaches a level such that you are unable or having difficulty performing your duties up to the expected standard, your Principal may place you on a Performance Improvement Plan. (PIP)

The period of the PIP and frequency of review will be determined by your Principal.

During the PIP period, we expect you to demonstrate a willingness and ability to bring your performance within acceptable levels. At the end of the PIP period, you will be returned to regular status, if your performance is acceptable. If not, your continuation of unsatisfactory performance where there is no evidence of consistent and sustained improvement may be subject to the disciplinary process that may lead to termination of employment. A PIP should be viewed as an opportunity to improve your performance and demonstrate that you are capable of meeting our expected standards.

### **PERSONAL PHONE USE**

Personal phone calls during program time are restricted to emergency calls only. MLCP's telephone is a business line and when employees need to use MLCP's phone to deal with personal matters, the call should be as brief as possible preferably during breaks or the lunch period and on LINE 2.

***Please note: Personal cell phones are not allowed in the classroom or on an employee's person during any program time.***

If an employee needs to carry a personal cell phone due to a specific, extenuating circumstance, the Principal must be advised in advance.

Using a cell phone during an unapproved time (i.e. during work hours) or as otherwise noted to the Principal is cause for disciplinary action that may include termination of employment.

### **PERSONAL USE OF SCHOOL PROPERTY**

Personal use of the school equipment must be discussed with the office. Nothing should be removed from the property without proper clearance.

#### **After Hours on School Site**

Please inform the principal/owner if you are planning to be on the school property at any time after regular school hours. Staff members on site after school hours are also responsible for lights, doors, windows, etc.

### **PERSONNEL RECORDS**

We maintain a personnel file on each employee. Your personnel file contains information regarding your contact information and your job history with MLCP. Medical information and Vulnerable Sector Checks are kept in a separate file. Your file may be accessed without prior consent by Licensing Specialists as part of MLCP's annual licensing requirements. The files may also be accessed by legal officials including representatives from the College of Early Childhood Educators, Ministry of Education or CCMA as part of any investigation into your conduct.

Personnel records are considered confidential. Notes regarding conversations, concerns, etc. may be filed for future reference. Documentation will be added to personnel files as needed.

Special arrangements will not be discussed between staff members. Salaries will not be discussed with other than administrative staff.

### PRIVATE TUITION PROVIDED BY MLCP EMPLOYEES

Should staff members be approached/requested to provide private tuition/services (e.g. piano, voice lessons, tutorials, specialty classes, babysitting, etc.) to pupils of this School, they will:

- notify the office of such requests;
- sign a "Private Tuition Provided by MLCP Employees" form available in the MLCP Office; and
- pay over to the Montessori Learning Centre of Pickering, an amount equivalent to 10% of all "fees" etc. received in respect to the above.

With regard to the use of printed School materials, staff will:

- obtain the School's permission for such use; and
- provide their own paper for photocopying any of the above.

Should SRA reading materials be required, the following will apply:

- these will be available provided a WRITTEN request is made to the school.
- SRA reading books can be made available, on loan, to children not attending the MLCP on condition that the parent provides the School with a cheque to cover the cost thereof should the book/s be lost. This cheque is to be held by the school until such time as the materials are returned - whereupon it will be handed back to the parent.
- SRA reading workbooks may be purchased at current prices by parents of children not registered at MLCP.

Private babysitting of students during school operation hours must be discussed with the office. The above conditions regarding "fees" will apply.

In the event of equipment, books, worksheets, etc. being used without the permission of the school, action may be taken.

It should also be noted that any solicitation of students from the School might also lead to action being taken, notwithstanding the above conditions. Action may also be taken if during these times:

- internal issues are discussed outside of Staff members.
- parents are made aware of internal issues without the permission of the school.

It is expressly understood that the commitment and loyalty of Staff members lie with MLCP, and with one another during the period of their employment.

Upon termination of employment it is understood that the above "Stipulations" will remain in effect for 6 (six) months thereafter.

## **PROBATIONARY PERIOD**

**Purpose:** To establish a probationary period for all employees that will allow us to assess suitability for a position.

You will be on probation for the first 3 months of your employment with MLCP. We may extend this probationary period at our discretion. This period will give both of us an opportunity to explore whether or not you are suited to this position. During your probationary period, your Principal will regularly review and discuss your performance with you.

At the end of the probationary period, we will review your performance and decide whether or not to continue your employment with us.

Throughout your probationary period, we encourage you to seek assistance and direction whenever you need it.

During your probation, either party may terminate employment for any reason. It is expected that employees will provide 4 weeks' notice.

## **PROVIDING REFERENCES**

References will not be provided for staff members who are terminated. References in other situations will be provided upon request assuming the supervisory staff feels a positive reference is in order.

To outline the conditions by which references may be given on behalf of past employees of MLCP.

Only the Principal or her designate may give references for past or present employees. If you receive a request for a reference, please refer the person to the Principal.

We will provide accurate references for past and present employees on request. We will only provide a reference once we have received the signed consent of the past or present employee. A recommendation through any social networking site (such as LinkedIn) is considered to be the same as an employment reference. You may not provide a recommendation for past or present employees of MLCP unless you obtain specific authorization in writing from the Principal first.

## **RETIREMENT**

While retirement is generally considered to be 65 years of age, mutual agreement for continuance could be discussed.

## **RIGHT TO REFUSE UNSAFE WORK**

To ensure that all work is performed safely, that nobody feels pressured to perform work that they consider to be unsafe, and that MLCP complies with its obligations under occupational health and safety legislation, with certain exceptions every worker has the right to refuse unsafe works. If you have any health &/or safety concerns bring them to the attention of the Health and Safety Rep and the Principal immediately. Your concerns will be investigated, and every attempt will be made to resolve the situation. No reprisals will be taken against any employee who acts in compliance with or seeks enforcement under the provisions of the governing health and safety legislation.

## **ROMANTIC RELATIONSHIPS WITHIN MLCP**

MLCP does not wish to interfere in the private lives of employees, so the Organization has set some guidelines regarding romantic relationships within MLCP.

If you are, or become involved in, a romantic relationship with a fellow employee, you must immediately disclose, to the Principal, the nature of your relationship. It is incumbent upon you to ensure that your personal relationship with a co-worker does not affect the working environment or productivity of yourself or others. In addition, please refrain from intimate conversations or contact while on the premises, whether you are on duty or on a break.

Romantic relationships between staff and current clients constitute a conflict of interest and are prohibited.

## **SALARIES**

Your salary is based on your qualifications, skills, experience, the external market determined through salary surveys, performance and subject to financial resources available to MLCP. Your salary is considered confidential. We do not discuss your salary with other employees and we ask that you respect this and do the same. Your salary will be paid every month with deductions for all necessary agencies (e.g. Canada Customs and Revenue Agency) as well as benefits if you are enrolled in the benefit plan.

Hours of pay on your pay cheque will be based on the discussed contract times. Extra worked hours must be approved by MLCP in advance of being worked; hours not so authorized will **not** be paid.

## **SOCIAL MEDIA POLICY**

Employees will be held accountable for what they write or post on social media or internet pages both during and outside of work hours. Inflammatory comments, unprofessional remarks or disparaging remarks made about the organization its employees, clients or competitors may result in disciplinary action up to and including termination. Even postings that are not directly related to MLCP may result in disciplinary action if the posts threaten the reputation of MLCP.

## **STAFF CHILDREN ATTENDANCE**

Staff children are encouraged to attend the school. Staff are expected to have other staff members deal with any issues arising from their child's attendance whenever possible. Staff fee schedules are available upon request. The discount provided will be assessed based on how many children are enrolled in the programs and the financial feasibility of MLCP to support staff discounts and maintain a balanced budget. Staff members will fully pay all additional costs for their child's attendance.

## **STAFF MEETINGS**

Staff meetings provide opportunities for communication between staff and leaders, updates on operational activities and changes, as well as positive teambuilding. As such, staff meetings will be held outside child care hours. It is expected that staff will make every effort to attend staff meetings to keep themselves abreast of current events in the Child Care Centre.

If an employee does not attend a staff meeting, it is his or her responsibility to seek information about discussions and information relayed to the staff. If an employee is absent from the meeting, the employee is responsible for reading the minutes and inquiring if he or she has any questions. As such, when employee misses 3 meetings, the Principal will follow up with the individual employee to understand the reasons behind absence from staff meetings. Continued absence from staff meeting may result in disciplinary action.

## **STANDARDS OF CONDUCT**

### **Alcohol and Drug Use**

You are responsible to report to work free from the influence of drugs or alcohol. If you report to work under the influence of alcohol or drugs or you use alcohol or illegal drugs during working hours, you will not be allowed to work the rest of your shift.

MLCP may determine that you are impaired if you present for work in a physical or mental condition that creates a risk to the children or puts the health and safety of you or your co-workers at risk or you demonstrate signs of impairment such as the smell of alcohol on your breath, slurred speech, difficulty with motor skills.

If you are taking any drugs or medications, including but not limited to prescription drugs, over-the-counter medication or medicinal marijuana that could impair your job performance, you must report this treatment to the Principal. The proper use of such medication is not grounds for disciplinary action but may necessitate an accommodation including modified duties during the duration of your treatment.

MLCP will take appropriate steps to accommodate employees with substance abuse problems. If you require accommodation and assistance from MLCP, you are responsible to communicate this

need in writing and in sufficient detail and to cooperate with MLCP to facilitate an appropriate accommodation and course of action. If you refuse the proposed accommodation you may be subject to progressive discipline, up to and including termination.

The use, sale or possession of alcohol or illegal drugs while on the job, on MLCP's property or on a field trip may be cause for immediate dismissal. Any illegal substance will be turned over to the appropriate law enforcement agency.

### **Smoking**

MLCP promotes a healthy smoke free environment. Smoking is not permitted on the school premises or in the presence of the children or their parents. This includes off-site activities such as field trips. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

If you are taking prescription medical marijuana that requires smoking during the workday, you must report this treatment to the Principal. In order to protect the safety of other employees, children and management, MLCP reserves the right to do the following:

- determine the location of where prescription medical marijuana may be smoked
- if there are any odours present on clothing, MLCP may ask that you bring additional change of clothing.

The proper use of such medication is not grounds for disciplinary action but may necessitate an accommodation including modified duties during the duration of your treatment.

### **Personal Appearance**

Personal appearance is a reflection of the school. At MLCP, we respect and encourage individuality balanced with the importance of presenting a professional appearance to our children and families. As such, employees are expected to act as good role models to the children and dress in a manner appropriate for the activities of the classroom and MLCP in general. For example, having indoor and outdoor shoes and having appropriate winter attire similar to the children. Clothing should allow for comfort, safety and flexibility of movement without inappropriate exposure.

If any employee arrives in inappropriate attire, he or she will be asked to remedy this situation immediately. If the employee needs to leave MLCP to do so, the time away will be deducted from his or her pay. Recurrence of this type of incident is a reflection of unsatisfactory performance and may result in discipline up to and including termination. Personal appearance includes good physical and oral hygiene as well as proper grooming of hair and nails. Examples of expectations of personal appearance are: All staff members are expected to dress in a manner that is keeping with their position as role models for the children. Blue jeans are discouraged except for field trips or civvies. The donation monies must be submitted for civvies and will be put towards the Elementary Year End Trip. Dress shorts, skirts and dresses must be within acceptable length (a reasonable number of inches above the knees). Leggings may be worn **only** with long sweaters that will **COMPLETELY COVER** the **pelvic and rear area**.

Area of Appearance	Rule
Hair	Neat, clean and well groomed.
Make-up	Soft, natural, day appropriate.
Nails	Clean, well-groomed, a length that allows for comfortable performance of daily activities.
Tops	<ul style="list-style-type: none"> <li>● neat fitting, not low cut or revealing.</li> <li>● must cover the stomach.</li> <li>● oversized, sloppy shirts or shirts with inappropriate language are not permitted.</li> </ul>
Pants	Comfortable, well maintained (not frayed or discoloured).
Skirts/shorts	Comfortable, allowing unrestricted movement, not more than 3 inches above the knee.
Hats	To be worn outdoors only.
Bathing Suits	One piece (for women) not low cut. If an employee wears a 2 piece, a non-white t-shirt must be worn over the suit

## SUPPORT FOR PROFESSIONAL DEVELOPMENT

MLCP will encourage and support all staff to participate in professional development activities related to the field of education. It is expected that every employee will participate in at least 5 hours of professional development programs every year, which is the minimum to maintain current practice. Internal and external opportunities exist such as regular staff meetings, onsite seminars, guest speakers, conferences, and workshops.

When an employee is interested in attending a professional development activity off site, he or she may submit a written request to the Principal for support prior to attending the activity. This application needs to include:

- Name of Professional Development Activity
- Date of the Event
- Cost to attend
- Will this require staff replacement for the employee to attend?
- Staff member's goals and objectives for learning at this event
- Plan to share this learning with the other staff members at the staff meeting following the professional development event.

MLCP will partially (up to 50%) cover the cost of Professional Development opportunities. If you are absent for mandated training (eg First Aid) without a legitimate reason, you will be required

to obtain the training at your own expense. In this instance, staff may provide a certificate of completion or mark to the Principal to confirm that the required training has been completed.

While Head Teachers are expected to be well educated, over and above their Montessori training, MLCP places great store in experience, personality, dedication and references. Head Teachers must have formalized Montessori training from a recognized training centre.

Assistant Teachers should have at a minimum a secondary education and some experience in working with children. MLCP commits to (informal) training of assistants and to offering support and exposure to Montessori philosophies, theories, material recognition and education seminars and workshops.

Staff members are expected to participate in professional development each year.

## **TERMINATION OF EMPLOYMENT**

### **Voluntary Resignation**

When an employee plans to resign, he or she must submit his/her intent in writing 4 weeks prior to the last active day at work. If you resign from your employment we may ask to meet with you in an exit interview to better understand your reasons for leaving.

### **Termination by MLCP**

While we wish to avoid terminating employees, there may be times when it is necessary. This policy outlines the considerations applicable to employee termination.

If we terminate your employment without having legal cause to do so, we will provide you with a fair and appropriate severance package. We may terminate your employment without notice or payment in lieu of notice, if your conduct constitutes just cause for dismissal, as defined in our policy, your employment agreement or by law.

### **Dismissal for Not Meeting Performance Expectations**

When an employee's job performance or conduct consistently fails to meet established standards despite efforts to support improvement, it is necessary to terminate the employ of that person. Prior to dismissal, the Principal will provide opportunities for improvement with clear expectations of the employee.

The following list provides some examples of reasons for termination:

- failure to work cooperatively with fellow employees, parents, and the Principal.
- inability to meet job requirements as outlined in the job description.
- unresolved absenteeism or lateness issues.
- one or more evaluation that indicates that an employee is not suited to work in childcare.

- insubordination, including refusing, or failing to obey a work request or instruction from a member of management.
- failing to maintain registration in good standing with the appropriate authorities.
- failure to follow policies, procedures, and practices under the *Child Care and Early Years Act*.

### **Dismissal for Cause**

Some types of misconduct warrant immediate termination without recourse for re-hire. Not all of the following may involve further investigation. Termination for cause may include, but is not limited to:

- mental or physical abuse or mistreatment of a child.
- negligence in supervising children, risking their safety and well-being.
- dishonesty on the application of employment or during the interview process.
- theft or abuse of the corporations' property or funds.
- willful acts placing the safety of others at risk.
- intoxication or impairment in the workplace.
- assaulting or endangering others.
- intentional destruction or improper use or abuse of company property.
- failing to abide by our employment policies.
- absence from scheduled duties without notification and provision of a satisfactory reason to the Principal.
- dereliction of duties.
- Incompetence.
- continued substandard performance.
- conviction of a criminal offence.
- failure to adhere to school rules, regulations and policies.
- insubordinate conduct.
- contravention of Behaviour Management and Policies with regard to students.

Within seven days of termination, you must return any property belonging to MLCP. You may not retain, reproduce or use any confidential or proprietary information belonging to us.

### **Without Cause**

- in accordance to Employee Standards Act of Ontario.

### **Staff Dismissal**

- the Staff member will receive a letter informing them about immediate exit or the dismissal date.
- the Staff member is informed, will have the dismissal meeting (which will be witnessed) and will be accompanied while personal effects are collected and will be escorted out of the building.
- other staff and parents are informed immediately.
- a Record of Employment is to be handed to the employee within 5 days of termination.

## **Staff Reduction Due to Lack of Work**

When the staff complement exceeds the ratios required for the number of children enrolled in each classroom, it may be necessary to reduce staff. Prior to initiating a layoff of employees due to a lack of work, other options will be considered, such as reducing hours.

Our decision with respect to who will be laid off and for how long will be based on the needs of our school and may or may not take seniority into consideration.

When no alternative solutions are possible, the staff member/s affected will be laid off subject to all provisions of the *Ontario Employment Standards Act*.

## **Job Abandonment**

If an employee has been absent from work for 3 or more consecutive scheduled days without notifying the Principal regarding the absence, the employee will be deemed to have resigned. Such absence is considered job abandonment, which constitutes immediate and irreversible termination of employment.

## **THEFT**

All staff assumes responsibility for their own belongings. While the school endeavours to create the safest possible working environment, large amounts of money and/or jewelry should, logically not be left lying around.

## **VACATION PAY / PAID LUNCH HOURS**

Employees who have worked 6 consecutive months are entitled to vacation time and vacation pay in accordance with the following schedule:

Christmas Break payment will constitute vacation pay each year which will total 6% of annual earnings.

March Break and the last week of June will be designated as "in lieu" time of extra time given to school activities.

One half hour of paid lunch hours is designated as "in lieu" if this time is needed over the lunch break.

## **WHISTLEBLOWING**

MLCP is committed to the highest stands of ethics and integrity; we work to provide a safe means for employees and others to raise concerns about potential wrongdoing by MLCP management and staff. If you file a report in good faith you will not be subjected to any form of penalty or reprisal. However, if you make a malicious or bad faith report with the intent to harm an individual or MLCP as a whole, you may be subject to discipline up to and including termination.

## WORKPLACE VIOLENCE AND DOMESTIC VIOLENCE

Workplace violence and domestic violence that may occur in the workplace are health and safety issues which are covered under the Ontario *Occupational Health and Safety Act*.

Workplace violence is defined under the Ontario *Occupational Health and Safety Act* as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects.
- verbal or written threats to physically attack a worker.
- leaving threatening notes or sending threatening e-mails.
- wielding a weapon at work.
- stalking someone.

Physically aggressive behaviours, including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Violence that occurs outside the normal workplace, but which has an impact on the work environment may also be considered as violence in the workplace. Workplace violence may come from many different sources including clients, strangers with no ties to the workplace and personal relationships that are abusive in nature.

If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers. This may include some or all of the following:

- creating a safety plan.
- contacting the police.
- establishing enhanced security measures such as a panic button, code words, and door and access security measures.
- screening calls and blocking certain e-mail addresses.
- setting up priority parking or providing escorts to your vehicle or to public transportation.
- adjusting your working hours and location so that they are not predictable.
- facilitating your access to counselling through the Employee Assistance Program or other community programs.

We appreciate the sensitive nature of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

**CERTIFICATE OF RECEIPT**

I have received a copy of MLCP's Employee Handbook, and I understand that it is solely for the purpose of summarizing the corporation's current policies, benefits, and rules, and that it is not intended to be a contract or guarantee of employment. I also understand that some portions of this handbook may need to be amended or eliminated from time to time without advance notice. By signing this certificate, I am stating that I have read and understood its contents and that any questions I may have had, have been answered prior to signing.

<b>Employee Name Printed</b>	<b>Nicola Phillips</b> <b>Principal</b>
<b>Employee Signature</b>	<b>Signature for</b> <b>The Montessori Learning</b> <b>Centre of Pickering</b>
<b>Date</b>	<b>Date</b>



The real preparation for education is a study of one's self. The training of the teacher...is something far more than a learning of ideas. It includes the training of character; it is a preparation of the spirit.

Maria Montessori

[www.STOREMYTC.COM](http://www.STOREMYTC.COM)

Education demands, then, only this: the utilization of the inner powers of the child for his own instruction.

Maria Montessori

[www.STOREMYTC.COM](http://www.STOREMYTC.COM)

The greatest sign of success for a teacher... is to be able to say, 'The children are now working as if I did not exist.'

- Maria Montessori

“  
*The most important period of life is not the age of university studies, but the first one, the period from birth to the age of six. For that is the time when man's intelligence itself, his greatest implement is being formed.*

”  
Dr. Maria Montessori

“  
*The environment itself will teach the child, if every error he makes is manifest to him, without the intervention of a parent or teacher, who should remain a quiet observer of all that happens.*

”  
Dr. Maria Montessori

“ Tell me and I forget,  
teach me and I remember,  
involve me and I learn. ”

- Benjamin Franklin -

