

Parent Handbook

Winter-Spring 2027

Mission Statement and Teaching Philosophy

Little Roots Collective is an experiential, play-based, developmentally appropriate, and research-based preschool program, informed by the ELECT document and the Ontario Kindergarten Curriculum. Inspired by the Reggio Emilia philosophy, the environment and materials are thoughtfully chosen to correspond to the naturally abundant expressive potential of children, who play and learn at the same time using both their bodies and minds.

Leaning into children's natural curiosity and wonder, the arts, nature, movement, and cooking are incorporated into daily programming. Natural opportunities for mathematic and literacy learning are scaffolded in children's play, and documentation is used to inform future planning.

Hours of Operation

Little Roots Collective operates Tuesday to Thursday from 8:45 am to 2:30 pm, and Fridays from 8:45 am to 12:30 pm.

Tuition Fees

Upon submission of a completed registration package, a deposit of $500 is due. The remaining annual tuition will be paid in six equal monthly payments due the first day of each month, starting on January 1st, 2025, through to and including June 1st, 2026.

Program Options and Fees

Program Option	Session Tuition	Monthly Payment
Half-Day Tuesday-Thursday	$3800	$550
Full-Day Tuesday-Thursday	$5600	$850
Friday Morning Jewish Program Add-On	$900	$150

Please note that the Friday Morning Jewish Program option is only available as an add-on to either the half- or full-day programs and not as a stand-alone program.

Academic Calendar and Preschool Closures

The winter and spring 2027 preschool session runs from January 12th , 2027 to June 18th, 2027.

Preschool Closures

The preschool is closed for the following days:

- February 11th to February 16th
- March 23rd and March 24th
- March 26th
- April 15th to April 30th
- June 4th
- June 10th and June 11th

Preschool Policies

Ratio

The preschool ratio is 1:5, with a maximum of 5 children.

Allergies and Food Policy

Little Roots Collective is a kosher facility. Allergies and other dietary restrictions may be accommodated as needed.

Snack and Lunch

All food served adheres to Canada's 2024 Food Guide. Lunch is served family style to promote independence at mealtimes and foster awareness of hunger and fullness cues. Children participate in the preparation and cooking of lunch and snack on a regular basis.

Packing List

Please send your child to preschool in comfortable, play friendly, seasonally appropriate clothing that they can manage independently.

Year-Round

- water bottle
- 1-2 changes of clothing (these can be left at preschool in your child's cubby)
- Indoor shoes (Velcro running shoes are strongly encouraged)
- Rain gear, as needed (rain jacket and pants or one-piece suit and rain boots)

Winter

- Waterproof snowsuit (one piece or jacket and pants)
- Waterproof winter boots
- Waterproof mittens
- Warm hat and neck warmer

Summer

- Sun hat and sunscreen
- Bathing suit and towel
- Water shoes

Items from Home

Little Roots Collective provides a morning snack and lunch for all students, and afternoon snack for full-day students. Please do not send snacks or other outside food to preschool with your child.

Please discourage your child from bringing toys to preschool. Children are always welcome to bring interesting nature treasures and fun recycling to share with the class.

Pick Up and Drop Off

The classroom door is open for drop off between 8:45 am and 9:00 am. Please support your child in removing and storing their outerwear and changing into their indoor shoes.

The classroom door opens for half-day pick up at 12:20 pm, and for full-day pick up at 2:20 pm. Children may be picked up by a parent, guardian, or other person who has been authorization by the child's parent/guardian. The person will be required to provide identification. If the preschool has not been made aware of alternate arrangements, parents will be called by phone to verify identification before releasing the child.

At the time of admission, please share any specific restrictions, instructions or custody arrangements with the preschool concerning release or access to your child. Please be prepared to provide legal documentation for custody arrangements.

Strollers, Bicycles, & Scooters

Strollers, bicycles, and scooters used for drop-off and pick-up may be stored outdoors on the preschool property at your own risk. Little Roots Collective is not responsible for the safety and security of these items.

When Your Child is Absent

Please notify the preschool if your child will be late or absent for any reason.

Prohibited Practices

At Little Roots Collective, the safety and well-being of the children is of utmost importance. The program's aim is to pair empathy and compassion alongside clear boundaries and expectations to connect with children and create a warm, safe, predictable environment.

The following prohibited practices are not tolerated on the premises:

- corporal punishment of the child,
- physical restraint of the child, such as confining the child to a high chair, car seat, stroller, or other device for the purposes of discipline, or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself, or someone else, and is used only as a last resort and only until the risk of the injury is no longer imminent,
- locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures,
- use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine his or her self-respect, dignity, or self-worth,
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding, or
- inflicting any bodily harm on children including making children eat or drink against their will.

Child Abuse Policy & Duty to Report

Every person in Ontario is required under the Child and Family Services Act to report his/her belief that a child may need protection to a children's protection agency. The legislation specifically requires individuals who perform professional or official duties with respect to children who have reasonable grounds to suspect that a child may have been abused, to report suspicions and supporting documentation to a Children's Aid Society (CAS) immediately.

A professional who works with children, can be charged, and fined for failing to report. The child protection agency has the responsibility to investigate and follow-up on the situation, as necessary.

Preschool Directed Withdrawal Policy

Little Roots Collective is committed to providing a safe, caring, enriching environment for all children who attend. Given the ages of the children, it is developmentally appropriate for challenging behaviours to occur, they are to be expected.

Regular communication with parents is integral as Little Roots Collective strives to keep parents informed of their child's development, including any challenges their child may be experiencing at preschool.

Although every effort is made to support children in working through big feelings within the program, there may be times when a child's needs are unable to be met by the preschool.

In situations where the preschool is having difficulty meeting the needs of a child:

- Incidents will be logged
- Parents will be part of a meeting to determine next steps and an action plan for the child
- In the event that the preschool is unable to meet the needs of the child, the preschool has the right to decide whether a child will be withdrawn from the program. A decision to do so will be made considering the best interests of the child and the safety of the other children and myself

A non-exclusive list of problematic behaviour includes:

- Physical harm to any person or child
- Verbally abusive behaviour
- Damage to preschool property
- Unwillingness of parents to seek assistance for their child/follow through on recommendations
- Behaviours which require unreasonable amounts of time with the child thus taking away time and attention needed to ensure a safe program

Health Policies and Procedures

Sickness Policy

If your child is showing symptoms of illness, they should not attend preschool unless:

• their symptoms have been improving for at least 24 hours (or 48 hours if they are experiencing any nausea, vomiting and/or diarrhea) AND

• they do not have a fever AND

• do not have any new symptoms AND

• they are feeling well enough to actively participate in all daily activities.

Some illnesses require children to remain home for longer than noted above. Please speak to your child's doctor or visit the Toronto Public Health website. Should your child become sick at preschool, they will be monitored, and you will be informed. You may be contacted to pick up your child. Your support is appreciated keeping everyone happy and healthy.

Immunizations

Children must be up to date on all immunizations as required by the Government of Ontario.

Medication Policy

Little Roots Collective is only able to administer prescription medication. If your child requires prescription medication, it must be provided in the original bottle/packaging, clearly labeled with your child's name and instructions for administering. If your child requires a non-prescription medication, it must be accompanied by a note from a medical practitioner.

Anaphylactic Allergies and Asthma

A completed medical form must be submitted as part of your registration. If your child requires a puffer, please fill that out on the medical form. If your child requires an auto-injector, an Anaphylaxis Emergency Plan must also be submitted. A child who requires an auto-injector due to a severe allergy will not be able to attend without their prescribed and current auto-injector.

Safety and Emergency Policies and Procedures

Healthy Risk-Taking Policy

At Little Roots Collective, measured, healthy risk taking is an integral part of the program. Healthy risk-taking promotes natural curiosity and challenges children to build resilience and learn from experience. Clear expectations, instruction, and support scaffolds children in interacting safely and respectfully with each other, the materials, and the space. Risky play may look like:

- Rough and tumble play
- Play at speed and height
- Use of tools such as scissors, hot glue guns, mallets, vegetable peelers, and more

Accidents and Injuries

While at Little Roots Collective, despite close supervision, some accidents may occur as your child explores and develops new skills and abilities. If your child is injured, immediate first aid will be provided, as needed. If the situation requires attention beyond basic first aid, you or the emergency contact person(s) on file will be contacted. Emergency Services will be called if required.

Emergency Evacuation Procedure

In the event of an emergency that makes the preschool's premises unsafe, the children will be evacuated from the building. Parents/guardians will be notified immediately. The children will be brought to one of the two emergency evacuation locations, until either the premises is safe for return or the children have been picked up.

Oakwood Espresso
342 Oakwood Ave.

Oakwood Village Library and Arts Centre
341 Oakwood Ave.

Emergency Contact

Parents must provide Little Roots Collective with the name and contact information of at least one person if the parent/guardian is unavailable or cannot be reached.

Administrative Policies

Tuition

The tuition fees for the winter-spring 2027 preschool session are $3800 for the Half-Day program, $5600 for the Full-Day program, and $900 for Friday Morning Jewish Program Add-On.

Upon submission of a completed registration package, a deposit of $500 is due. Equal payments of the remainder of tuition owing are due on the first of each month (payments may be made by cheque or by electronic money transfer).

Registration will remain open after the start of the preschool year, subject to availability. If a child is enrolled when the preschool year is already underway, the tuition fee will be prorated based on the child's start date.

Preschool Registration Policy

Registration opens in April for the following year's preschool program. Priority registration will be given to enrolled students and siblings of enrolled students. Registration is accepted on a first come, first served basis. A child is not considered fully enrolled without a deposit and completed registration package. If the preschool registration is full, you may register to be placed on the waitlist.

Preschool Withdrawal Policy

A child may be withdrawn from the preschool at any time by providing written notice of their intent to withdraw and the effective date, which must be four weeks or later from the date the written notice is received. All deposits and tuition paid is nonrefundable. Refunds will not be issued for early withdrawals, or time missed due to illness or vacation. Unused non-refundable tuition may be applied as a credit in the future.

Late Pick Up Policy

If you are unable to pick your child up before the end time of the program, please contact the preschool as soon as possible. The late pick-up fee will be waived for the first late pickup. If families are consistently late for pick up, additional fees ($10 for each 10-minute interval, rounded up) will apply. Consistent late pickups may constitute cause for school-directed withdrawal.

Teacher Absence and School Closure Policy

Should the school need to close due to teacher illness or another unanticipated reason, the first three closure dates are paid and accounted for in the tuition costs. Should there be additional closure dates, the monthly tuition will be prorated to accommodate these. Make-up dates may also be offered as an alternative.

Parent Issues and Concerns

Parents/guardians are encouraged to take an active role in the preschool and regularly discuss what their child is experiencing in the program. All issues and concerns raised are taken seriously and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties as quickly as possible.

Social Media Policy

Photos and videos taken at Little Roots Collective are for the enjoyment of children and their families, for use in pedagogical documentation, and for promotional use as needed. Parent(s)/guardian(s) can consent by signing the Media Release form in the registration package. Written requests to opt out or withdraw consent will be honoured immediately.

Confidentiality

Information shared with Little Roots Collective is shared in confidence to respect the privacy of children and their families. Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardian and children, except when information must be legally disclosed (e.g., to law enforcement or a Children's Aid Society).

Contact:

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Please note: Little Roots Collective is not a licensed childcare program.