

Addendum to Parent Handbook

Casa Vera Montessori School

Staff Cell Phone and Personal Electronic Device

Policy

2000 Keele Street, Toronto, ON M6M 3Y4

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Staff Cell Phone and Personal Electronic Device Policy

Purpose

The purpose of this policy is to ensure the safety, supervision, privacy, and well-being of all children in our care while maintaining a professional environment.

Staff attention must remain focused on children and program responsibilities at all times.

Policy Statement

Personal cell phones and electronic devices must not interfere with staff duties, child supervision, or the operation of the daycare program. Staff are expected to use electronic devices responsibly and in accordance with this policy.

Use of personal use of cell phones and personal electronic devices

The use of personal cell phones, smartwatches, tablets and other personal electronic devices is **strictly prohibited** while staff member is on the floor, in classrooms, or supervising children outdoors.

1. Personal cell phones must be silenced or set to vibrate during working hours.
 2. Staff shall not use personal cell phones while supervising children, including:
 - Making or receiving personal calls
 - Sending or reading text messages
 - Checking email
 - Browsing the internet
 - Using social media platforms
 - Taking personal photographs or videos
 - Watching movies, advertising etc.
- **When to Use:** Personal devices may only be used during your designated, off-duty breaks (e.g., lunch breaks) and outside of child-care areas.
 - **Where to Keep Devices:** Please keep your phones silenced and stored away during your shift.

Exceptions:

Family Emergencies

We understand that urgent personal matters arise. Exceptions will be made *only* for genuine family emergencies.

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If you are expecting an urgent emergency call, please notify me at the start of your shift. You may either leave your phone in your classroom or keep it on vibrate in your pocket. If a call comes through, please signal a coworker or administrator to briefly step in so you can take the call privately without leaving the children unsupervised.

Alternatively, you can instruct your family to call the daycare's main landline for any immediate emergencies.

Specific operational and educational purposes.

Staff may use cell phones or other electronic devices when documenting classroom activities to share educational milestones, daily updates, or photos directly with parents through approved communication platforms.

Additionally, cell phones may be utilized to capture media for updating classroom displays, documentation boards, and educational decorations. In all instances, device usage must be brief, strictly professional, and aligned with maintaining a safe, attentive environment for the children.

Why This Matters

- **Safety First:** Distractions happen in a split second. Active supervision is our best tool to prevent accidents and injuries.
- **Quality Engagement:** Children thrive when you are fully present, interacting, and communicating with them.
- **Professionalism:** Maintaining a screen-free environment projects the high standard of care that parents expect and trust us to provide.

As a private and independent school, our operations, revenue, and—most importantly—your salaries are funded entirely by student enrollment. Unlike government-funded CWELLC (Canada-Wide Early Learning and Child Care) centers that can offer heavily subsidized tuition, we rely solely on the value we provide to families.

To retain our current families and attract new ones in this competitive market, we must deliver a demonstrably higher standard of care, education, and engagement. When parents tour our facility or look through classroom windows, seeing educators on personal cell phones directly undermines their trust and the premium value they pay for. Every moment of undivided attention you give the children protects our reputation, our enrollment numbers, and our collective livelihood.