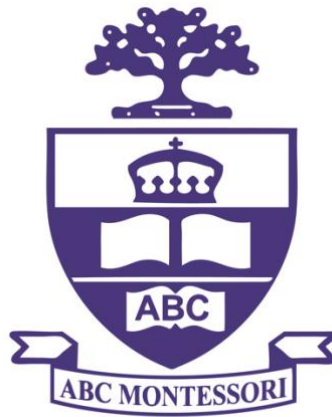


# *ABC Montessori*

Private School



**Est. 1995**

## **Parent Handbook**

Cawthra Campus  
2018 / 2019

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## Contents

Welcome to ABC Montessori .....	Page 3
Program Statement .....	Page 3 - 4
Policies – General Conduct .....	Page 5
Prohibited Practices / Discipline .....	Page 6
Payment of Tuition Fees .....	Page 7
Illness .....	Page 7
Emergency Procedures Statement .....	Page 8
Student Information.....	Page 8
Enrollment / Admission Policy .....	Page 8
Discharge Policy .....	Page 9
Government Legislation and Policy .....	Page 10
School Hours .....	Page 11
Tardiness .....	Page 11
Our Education System .....	Page 12
What is Montessori .....	Page 12
Our Programs .....	Page 13
Toddler Program .....	Page 13
Casa Program .....	Page 13-14
Elementary Program .....	Page 14
Specialized Services for special needs .....	Page 14
Program Hours .....	Page 15
Our Faculty .....	Page 15
Meals .....	Page 16
Absences .....	Page 16
Birthdays .....	Page 16
School Uniform .....	Page 17
Severe Weather.....	Page 18
Notices and Letters .....	Page 18
Field Trips .....	Page 18
Beginning of School Year .....	Page 19
Special Activity Days .....	Page 19
Extra-curricular Activities .....	Page 19
Toys in School .....	Page 19
Homework .....	Page 20
Communication & Parental Involvement .....	Page 20
Anaphylactic Policy – Allergies .....	Page 21-23
Serious Occurrence Notification Posting .....	Page 24-25
Parent Issues and Concerns Policy .....	Page 26-29
School Calendar .....	Page 30

## **WELCOME TO ABC MONTESSORI**

ABC Montessori was established in September 1995 at our Cawthra Road campus. Our reputation has grown throughout the years as an excellent academic school that truly cares about each and every one of our students.

### **Program Statement**

At ABC Montessori, we believe that children are competent, capable, curious and rich in potential. We will do our best to ensure that your child's school experience is an enjoyable and fruitful one. Our curriculum will address the academic, physical, social and emotional needs of all students. From a strong academic curriculum, to a diverse set of extracurricular activities and events, your child's education will be comprehensive and enriching.

Your child will gain the greatest benefits from his or her school experience when the home and school are in philosophical agreement. We believe that the responsibility of ensuring a student receives a good education is shared by the school and parents. School staff and parents are partners, working together to ensure that we instill sound values, guide and inspire students to reach their full potential. To ensure that students receive the support and encouragement they need for their development, an open relationship must be maintained between the school and parents. This relationship is based on mutual trust and respect for each other in our respective roles. ABC Montessori staff will always provide you with honest assessments of your child's progress. Any decisions made by the teachers or school administrators, or any advice, recommendations or reports given to parents regarding a student are made with only the well-being of the student in mind. When necessary, ABC Montessori will involve local community partners and allow these partners to support the children, their families and staff. Teacher / Parent communication is ongoing throughout the school year through Parent Nights, Parent / Teacher conferences, private meetings and informal discussions.

At ABC Montessori, we believe that education is the foundation for life. The education that a child receives at an early age is one of the most important factors that will determine his or her future. The impact of early education is felt throughout a person's life. A student's school experience must be positive and fulfilling. We believe the school environment must be warm and nurturing. ABC Montessori's educational philosophy is based on educating the "whole child". Teaching a student structure, discipline, good work habits, time management and practical life and social skills is as important as academics. We believe that building self-confidence, independence and motivation will give a person the ability to attempt new things, to be a leader and to always put forth their best effort.

### **Goals**

- To provide an enriched experience and create a love of learning.
- To develop a child's potential to the fullest.
- To guide children in their development and stimulate growth and socialization.
- To ensure students have a solid understanding of the fundamentals of mathematics and language.
- To give students the opportunity to fully explore science and technology and gain an appreciation for discovery and invention.
- To develop creative thought, critical thought, and logic abilities.
- To help students find alternatives, to invent, and to imagine.
- To encourage students to explore their natural interests, creativity and skill

## **Foundations for Learning**

Our Toddler and CASA programs are centered around the foundations of Belonging, Well-Being, Engagement and Expression.

We promote the health, safety, nutrition and well-being of the children by providing healthy meals and snacks in positive eating environments, provide opportunities for children to practice self-help and self-care skills based on each child's capabilities. We provide regular daily opportunities for children to be physically active and explore the world around them and provide safe and stimulating outdoor spaces for active play.

Our teachers recognize and support children's developing self-regulation abilities and design environments that are attuned to children's varied sensitivities. Aside from academic time, a student's day will include indoor and outdoor play time, active play, rest time, quiet time and group discussion time.

Teachers spend time with each individual student to ensure his or her learning and development is supported and create individual programs if needed to address specific needs. Teachers work closely with the supervisor to come up with strategies to help each student.

We foster student's exploration, encourage interaction and communication by designing environments and experiences that spark curiosity, invite investigation, promote cooperative play and provide challenges. Teachers participate with students as a co-investigator and co-learner. Our teachers continuously seek new ideas to facilitate student's exploration and understanding of the world around them. Teachers take students out of the classroom to explore nature and living things. Teachers and students will talk about how things work, grow, etc.

Teachers foster communication by being attuned and responding to student's cues as well as engaging in authentic reciprocal communication with students. Teachers facilitate communication between students by helping them listen to and express themselves to one another in a variety of situations and activities. Teachers provide the time and materials to encourage expression through activities such as visual and creative arts.

Teachers provide child initiated and adult supported experiences by using the Montessori learning approach and traditional teaching approach.

Staff are encouraged to seek continuous professional learning. The supervisor will assist staff in identifying learning opportunities.

ABC Montessori is constantly reviewing and assessing the impact of all of our strategies through regular discussions with teachers, supervisors and parents. The supervisor keeps a journal for each class where discussion notes are recorded.

## **School Policies, Rules and Standards**

One of the most important trademarks of any good school is that there are a set of policies and rules in place that must be strictly followed and which are not negotiable.

ABC Montessori has established the following Policies, Rules and Standards that must be adhered to by everyone in our school community. These have been put in place to maintain order, allow us to effectively manage the school, comply with government regulations, and to establish a standard of behavior. These policies and rules are not negotiable. They are in place for the benefit of everyone at ABC Montessori and they assist us in providing the best education for our students.

### **General Conduct**

Everyone in the ABC Montessori community, including Teachers, Students, Parents, School Management and Visitors must conduct themselves in a professional, courteous manner and treat one another with respect. Anyone using foul language, physical or verbal abuse, threatening another person, or causing a disturbance will not be permitted at ABC Montessori. Any disagreement that may arise between different parties must be solved through respectful and cordial discussion.

## **Prohibited Practices**

The following practices are prohibited.

- Corporal punishment of a child or inflicting any bodily harm on children including making children eat or drink against their will
- Physical restraint of children by any means, unless to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent
- Deliberate use of harsh or degrading measures or threats or derogatory language directed at or used in the presence of a child that would humiliate or frighten the child or undermine his or her self-respect, dignity or self-worth
- Depriving a child of basic needs including food, drink, sleep, toilet use, shelter, clothing or bedding
- Locking the exits of the school for the purpose of confining a child, or confining the area or room without supervision unless such confinement occurs during an emergency
- Using a locked or lockable room or structure to confine a child if he or she has been separated from other children

Staff must follow the Behaviour Management Policy. The supervisor will monitor Program Statement compliance and Behaviour Management through class observations and discussions. A record of ongoing monitoring will be kept by the supervisor in a Program Statement / Behaviour Monitoring log book and monitoring form.

### **Staff contraventions of policies and procedures and commission of a prohibited practice**

Contraventions of policies, procedures and commission of a prohibited practice will be dealt with in ways that reflect the nature of the contravention. Measures may include written warnings, suspensions and dismissal. Any measures taken will be recorded and evidence of that recording will be kept in a secure location for 3 years. If the contravention is related to a prohibited practice, the school may involve outside authorities and the school will cooperate with any investigation.

The program Statement and Program Statement Implementation Policy will be reviewed annually by school management and the supervisor. A written record of the date of the review will be kept and signed by all staff involved in the review.

## **Discipline**

Children are disciplined in a positive manner at a level that is appropriate to their actions and their ages.

Discipline must be :

- Related to the nature of the troublesome behavior.
- Appropriate to the development level of the child.
- Used in a positive and consistent manner.
- Designed to assist the child to learn appropriate behavior.
- Implemented as soon as possible after troublesome behavior occurs.
- Discussed with the parent if difficult situation arises with the child.

## **Payment of Tuition fees**

All fees and postdated cheques must be submitted at time of registration. We cannot receive cheques on a monthly basis / or invoice parents on a monthly basis. Any cheques returned by the bank will incur a service charge of \$25.00. If you will have difficulty making a payment or will be late with a payment, you should discuss the matter with our administration office, otherwise a late payment fee will be added to your balance owing. Late payment fees are subject to a 2% interest charge per month. If you receive an invoice and cannot pay it immediately, please contact our administration office to inform us of the date you will submit payment.

## **Illness**

If your child suffers from any symptoms listed below, you must keep the child at home until he / she has fully recovered.

- Elevated temperature (38 degrees Celsius or higher)
- Acute cold (Coloured nasal discharge)
- Stomach ache, diarrhea, or vomiting
- Eye or ear infection
- Skin rash or red eyes
- Coughing and sore throat

**Children must be free from the above symptoms for a minimum of 24 hours before returning to school.**

Since illnesses spread quickly to other children, the school will not permit a sick child into the classroom. **Provincial Government and Region of Peel Health Department regulations state that a child with a contagious disease is not permitted into a classroom with other children.**

**A child returning to school after an illness lasting longer than 3 days must bring a doctor's note confirming that the child is no longer a risk to other children. Please note that the child may not be permitted to class without the doctor's note. There will be no exceptions to this policy.**

If your physician disagrees with this policy, please refer him or her to the Peel Health Department.

In case a child falls ill at school, we will immediately notify the parents / guardians and if the illness seems to be contagious, the child will be separated from other children and the child will have to be picked up from school immediately. In such cases, the school uses its own discretion and since children are prone to catching a disease quickly, we will always be cautious.

**Picking up an ill child in the middle of school day may cause you inconvenience, but it is absolutely necessary to ensure both the safety of other children and your child.**

If your child will be absent from school due to an illness, please inform the school.

**DO NOT give your child fever reducing medication before coming to school**

## **Emergency Procedures**

ABC Montessori has emergency management policies and procedures in place in case of any emergency or disruption in operations that may pose a threat to children. In case of an emergency, parents will be notified by telephone. Our emergency shelter is located at 4260 Cawthra Road (St. Maximilian Kolbe Church).

## **Student Information**

All information required in the application package must be complete before a student may come to school. The school is required by law to have this information in a student's file. **If you are asked to submit information that is outstanding in your child's file, please submit it as soon as possible. The information in a student's file must be up to date.** If any information you have submitted has changed, including telephone numbers, emergency contacts, etc. please inform us immediately. There are Student Information Change forms available at the campuses.

## **Enrollment / Admission Policy**

Admission to ABC Montessori is granted on first come first served basis and is subject to a child's suitability and readiness for ABC Montessori's academic programs. ABC Montessori may require an assessment of the child, along with an interview with parents to determine a child's suitability and readiness. Parents must enroll their child in person.

When you enroll your child at ABC Montessori, you are enrolling for the full academic year (Sept – June). Should you decide to withdraw your child at any time during the school year, we require two months notice or payment for two months. The yearly tuition is not based on a monthly rate or the number of weeks in the school year. The tuition fee is payment for the **school year** which may be different from year to year. Current fee schedules are available on our website at [abcmontessori.com](http://abcmontessori.com). Fees are subject to change without notice.

**We cannot issue any refunds or reduction in tuition for a student who will be on holiday or away from school for a period of time.**

**Please note that the initial installment, and program or book fees are non-refundable.**

ABC Montessori does not keep a waiting list for admissions



## **ABC Montessori Discharge Policy**

ABC Montessori reserves the right to exclude any child from attendance, temporarily or permanently, who is deemed by the Principal to be interfering with the health, safety, and educational development of him/herself or any other child in the school.

ABC Montessori also reserves the right to exclude any child from attendance, temporarily or permanently where a parent / guardian of that child is deemed to be interfering with the health and safety of the school environment, or is unwilling to follow school policies or procedures, or is interfering with the educational development of a child.

A child may be discharged from enrolment after the following measures have been implemented:

- Initially, parents/guardians will be advised via conversation or in written form of the circumstance which a child is deemed by the Principal to be interfering with the health, safety, and educational development of him/herself or any other child in the school. In this meeting or conversation, parents/guardians will be made aware of the child's readiness for and/or suitability to ABC Montessori programs, and/or the demonstrated or perceived risk to others. Parents will be made aware of any modifications or improvements required in order to continue the child's enrolment at ABC Montessori. A deadline will be established to provide the child with the opportunity to adapt, improve or make modifications acceptable to the Principal.
- Where a parent / guardian of a child is deemed to be interfering with the health and safety of the school environment, or is unwilling to follow school policies or procedures, or is interfering with the educational development of a child, the parent /guardian will be advised via conversation or in written form of the circumstance which is deemed to be interfering with the health, safety, educational development of a child or violation of the ABC Montessori policies or procedures. A meeting will be arranged to discuss the issue (s) and parent / guardian will be made aware of any modifications to behaviour required in order to continue the child's enrolment at ABC Montessori. A deadline will be established to provide the parent / guardian with the opportunity to adapt, improve or make modifications acceptable to the Principal.
- A final meeting or conversation will take place between Principal and parent(s) to determine:
  - a) continuation in the program
  - b) discharge
  - c) next steps

All timelines are established dependent upon severity of the circumstance leading up to consideration of discharge. Timelines are determined according to the impact that the child's behaviour has on the health, safety, educational development of him/herself or any other child in the school, or the impact a parent's behaviour has on the health, safety, educational development of a child or any other school policy or procedure . In the event that your child is asked to withdraw, the **Initial instalment payment, Application fee and Program fee** will be retained by ABC Montessori. The final decision of discharge is made by the school Principal or Director.

## **Government Legislation and Policy**

ABC Montessori operates in an environment that is heavily legislated. We are inspected by the Ontario Government and Peel Health Department on an annual or semi-annual basis.

ABC Montessori complies with all Government legislation and policies.

From time to time, we may ask parents to submit information that is missing from your child's file. We ask for this information because it is required by law. If a parent does not submit the required information or does not inform us of a change to any information in your child's file, we are in violation of Ontario Government legislation.

Also, from time to time, the school will inform you of changes to policy that may or may not require action on part of parents. When new Government policies are introduced, a Government inspector will visit the school to ensure that we are in compliance.

Non-compliance with Ontario Government or Peel Health Department policies has consequences that parents may not be aware of but have a significant negative impact on our school. Please read all information we send home and comply with any policies and practices the school requires.

## School hours

Parents should adhere to the permitted drop off and pick up times. Unless you are enrolled in the before school program, you may only bring your child to school between 8:45 a.m. and 9:00 a.m. Unless you have enrolled for the after-school program, pick up time is 3:30 pm to 3:45 pm .

### **Late pickup charges for CASA are as follows:**

<b>Late Pickup Window</b>	<b>Applicable Charge</b>
3:45 pm to 4:00 pm	\$5.00 per day
4:00 pm to 5:00 pm	\$10.00 per day
5:00 pm to 6:00 pm	\$15.00 per day
Beyond 6:00 pm Late fee	\$15.00 in addition to the regular charges stated above

### **Late pickup charges for Elementary students are as follows:**

<b>Late Pickup Window</b>	<b>Applicable Charge</b>
4:00 pm to 4:15 pm	\$5.00 per day
4:15 pm to 5:00 pm	\$10.00 per day
5:00 pm to 6:00 pm	\$15.00 per day
Beyond 6:00 pm Late fee	\$15.00 in addition to the regular charges stated above

**If you will be more than 10 minutes late to pick up your child, you must call and inform us.**

**The After-School program finishes at 6:00 pm. You must pick up your child by that time. Picking up your child later than 6:00 pm is not permitted.**

<b>Early drop-off charge (7:30 – 8:45 am) is \$15 per day</b>
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## Tardiness

Classes begin at 9:00 a.m. Please bring students to school on time. Late arriving students disrupt the class, upset our attendance procedures and more importantly compromise school security. Elementary students arriving late for school may miss important instructions and notes from the teacher.

If a child is frequently late for school, he/she may be discharged from school permanently. Please see "Discharge Policy".

## Our Education System

ABC Montessori believes that the most effective educational system combines Montessori learning with traditional teaching methods. CASA students use workbooks and readers in conjunction with their hands-on work with the Montessori learning materials. Our elementary classes use ***traditional learning techniques*** (not Montessori) as well as advanced multimedia resources that provide an exciting, vibrant learning atmosphere.

## What is Montessori?

Montessori education is based on the work of Italian pediatrician and educator Dr. Maria Montessori, whose research in the first half of the 20<sup>th</sup> century gave birth to an educational system that has grown world wide. Through her extensive observation and insight, she developed a philosophy based on the natural development of children and their intrinsic desire to explore, discover, and learn from the world around them. She saw education not as an end in itself but as an aid to life. Learning to be kind and courteous is as important as learning the sounds of letters.

Montessori education addresses not only the academic, but also the physical, emotional and social development of the child. Thus, Montessori education is an integrated approach whose aim is to fulfill the needs of the “whole child”. The Montessori Method creates a supportive and stimulating environment where the child can unfold intellectually, emotionally and socially to manifest the special self within. Rather than force-feeding information to children, the “Montessori method” provides the child with surroundings specially prepared to encourage and reward the young mind’s quest for understanding.

## Our Programs

At ABC Montessori, we offer Toddler and Pre-CASA (18 months – 2 ½ years), CASA (2 ½ – 5 Years) & Elementary programs (SK to Grade 5). Our Toddler, Pre-CASA and CASA programs are based on the Montessori educational philosophy while the elementary program incorporates proven traditional educational concepts.

In addition to the core curriculum in all of our programs, we emphasize French, Art, Music, Computer Studies and Physical Education.

### **1. Toddler and Pre-CASA Programs**

ABC Montessori has developed a creative Early Childhood curriculum that incorporates sound educational principles with activities to keep young minds engaged.

Toddler classes offer learning centers where children can work individually or in small groups. Teacher-directed activities are balanced by ample time for exploratory play and personal discovery. The Toddler class is a caring and responsive environment.

The Toddler and Pre-CASA Programs are specifically designed for your child to develop a sense of self, oral language skills, early socialization skills, basic cognitive concepts, sensory-motor skills, and creative self-expression.

Schedules are designed to balance structure and free choice, as well as active and quiet times. We teach a love of learning by allowing children to experience their own stage of development and helping them to feel success without pressure.

### **2. CASA Program**

Our CASA program is a combination of Montessori and Traditional learning. Students learn through the use of Montessori materials and traditional learning materials such as workbooks, textbooks, readers, projects, experiments and homework. We are more academic focused than a traditional Montessori school.

Dr. Maria Montessori discovered that in the development of the child, there are “sensitive periods”. At certain predictable stages, children pass through periods of sensitivity to such things as order, courtesy, touch, practical life and language. We combine this knowledge with the use of Montessori materials (special apparatus developed by Dr. Montessori) to provide children with a strong foundation for learning and personal growth in their crucial formative years.

Montessori educational programs promote self-discipline and social competence. The materials and exercises are designed to stimulate independent exploration and satisfy curiosity.

## Our CASA Classroom

Entering a Montessori class room, is entering a world specially prepared for the comfort and stimulation of a child. The Montessori classroom is a designed environment where children work together or individually with multi-sensory materials that invite them to touch, to think and to experience.

One of the distinguishing characteristics of a Montessori School is the total preparation of the classroom to the needs of the growing and learning child. The school itself is designed as a “developmental aid” in which materials, furnishings, and decoration are selected to offer the child an orderly yet stimulating setting for exploration. Specially designed and tested materials are arranged to attract the child’s interest to a broad range of practical life exercises, sensory skills and academic fundamentals. As the child progresses, these materials serve to build a lasting framework of knowledge based on touching, seeing and hearing. This framework is quickly filled with true understanding of the concepts required for a lifetime of learning as the fundamentals of Mathematics, English, and French language skills, Science and Geography, Art and Music are revealed.

### **3. Elementary Program**

Our elementary programs encourage the student to expand his or her knowledge from a concrete foundation to the wider abstractions in knowledge of Mathematics, Language, French, History, Geography, Science, Computers and Music. In addition to the strong core curriculum, our programs include Practical life activities, French, Music, Arts & Crafts and Physical education.

Our Elementary programs foster competency and mastery of skills through a very strong academic program. Students in this program progressively explore various subject areas through classroom discussions, independent study and personal projects. This develops individual learning and research skills, self-direction and a sense of responsibility. Students become good managers of their own time and talents, and are therefore better prepared for their further education and adult life. Our elementary classrooms are controlled environments, where behavior is carefully monitored and corrected.

Our elementary curriculum **exceeds** the Ministry of Education guidelines. At ABC Montessori, we use the Ontario government’s guidelines as a starting point from which to expand our own curriculum. Our curriculum has been developed over the past 23 years and has proven to be very successful and rewarding for students.

## Specialized Services

Individual specialized programs may be developed for those children with special needs. In addition to the regular daily routine, qualified resource teachers may conduct their own programs for students with special needs.

## **Program Hours**

### **CASA and Toddler**

9:00 am to 3:30 pm

### **Elementary**

9:00 am to 3:30 pm

### **Extended Hours Care**

Before school: 7:30 am to 8:45 am

After School: 3:45 pm to 6:00 pm

Elementary After School: 4:00 pm to 6:00 pm

## **Our Faculty**

ABC Montessori's teachers are education professionals dedicated to giving each child the best and most complete educational experience. They believe that practical life and social skills are as important as academic learning, and building good work habits are much more important than natural ability.

The teacher serves as the link between the student and the learning environment, observing each child's progress, introducing the next step to enable the child to master a skill.

Our Teachers are specially trained in methods of arranging, maintaining and presenting the prepared environment, in observing the child's development, and in helping children teach themselves as only they can.

At ABC Montessori, we maintain low student/staff ratios that allow the teacher to understand each child's own individual development and work closely with each of them to provide the best personal learning environment. Our teachers are selected not only for their experience and education but also for their personality, rapport with young children, and dedication to the total development of the child.

ABC Montessori does not permit students or volunteers in the school. If Students or volunteers were in the school, they would never be left alone with children.

## **Meals**

Children can learn to enjoy a wide variety of nutritious foods if introduced at an early age. We encourage children to experience nutritious snacks and a balanced lunch comprised of the four food groups (such as milk group, bread/cereal, meat, fruits/vegetables) to develop good eating habits. CASA and Toddler students are provided with meals by a reputable catering company in the food industry. The weekly food program menus are posted in the lobby. When available, we offer an optional food program for our elementary students where nutritious lunches may be purchased.

Elementary Students who bring their own meals to school must observe good eating habits. Teachers will monitor meals to ensure students are eating healthy. ABC Montessori does not permit students to bring fast food to school on a regular basis. Students should come to school with meals as parents are not permitted to drop off food during the day.

## **ABC Montessori is a nut free environment.**

Students and staff are strictly prohibited from bringing nuts to school.

## **Absences**

We ask that parents inform us if their child will be absent from school. The school will call the parents/guardians on the second day of absence from the school if we have not been notified.

## **Birthdays**

**Birthday cakes, other snacks and loot bags are not permitted in our CASA and toddler classes.**

Birthday cakes may be permitted at our elementary campus only if parents have made arrangements with the teacher ahead of time and if no student in the class has a serious food allergy. Parents who bring cakes or treats for birthdays must provide plates, forks, and napkins. We do not maintain inventories of these items for such purposes.



## School Uniform Policy

The school uniform is mandatory for each child attending ABC Montessori, with the exception of Toddlers. The uniform must also be worn on all special occasions and on field trips unless otherwise suggested.

School uniforms are only available for purchase at InSchoolWear. You may visit the store or shop online at [inschoolwear.com](http://inschoolwear.com).

**The uniform policy cannot be compromised for any reason. Any student who is not in proper uniform on any given day may be sent home. Anyone unwilling to follow school uniform policy on a regular basis may be discharged permanently from ABC Montessori. Please see “Discharge Policy”. The school uniform is a very important part of our identity and philosophy and we thank you for your anticipated cooperation.**

**School uniforms must be kept clean and in good condition.**

### Uniform

**Available only at InSchoolWear  
InSchoolWear.com**

#### **Girls:**

- White polo type shirt, white long-sleeve shirt or white turtleneck with school logo
- Navy blue tunic or pants (**CASA and Elementary Prep. Students only**)
- Navy blue socks or tights
- School Kilt or pants (**Elementary girls only Gr 1 - 5**)
- Burgundy cardigan with school logo
- Black soft-soled non-marking shoes

#### **Boys:**

- White polo type shirt, white long-sleeve shirt or white turtleneck with school logo
- Navy blue dress pants
- Burgundy cardigan with school logo
- Black Socks
- Black soft-soled non-marking shoes

CASA students should wear shoes with Velcro. No shoe laces.

#### **Elementary and Elementary Prep students also require:**

- Navy blue sweat pants and sweatshirt
- White gym T-shirt
- Navy blue gym shorts
- Running shoes

## **Severe Weather**

In the event of severe weather, please visit 680news.com or the school website [www.abcmontessori.com](http://www.abcmontessori.com) for announcements regarding the cancellation of classes and/or Before or After-school programs. We will start announcing the cancellations by 6:30 a.m.

In case of extreme weather conditions, the school will be closed for the safety of the children. Please have alternate arrangements made for those days.

\* PLEASE NOTE: We will **only** cancel school when we have reason to believe that the weather is, **or will be**, bad enough to be considered a danger for students. Because of the fact that a cancellation announcement on the radio must be made by 7:00 am, we sometimes have to make a difficult decision to cancel classes.

## **Notices and Letters**

We will communicate the most important information to parents by sending home letters. **Please read the letters and sign and return when requested.**

Letters will be handed directly to parents or put in the student's bag or cubby at the Cawthra campus. At the elementary campus, all students will be provided with a communication folder in which important notices and letters will be sent home.

It is very important to read the letters carefully and respond by the due date when requested. We do not want you to be inconvenienced, or your child to miss out on an activity because of a misplaced letter. A copy of each general letter is also posted on the notice boards. Parents or guardians are asked to read the information on the boards and check the website for important information.

## **Field Trips**

We may take our school children on field trips during the school year. Permission slips with descriptions of the trips will be sent to all parents prior to the trip. We request parents of CASA students to join and voluntarily assist us in school trips. Should you be interested in helping us, please indicate so on the permission slips.

\*Please take note of the dates on trip letters and respond by the due dates so we can confirm the number of students and adults with the organizations and or facilities involved.

**Please note that as per Ministry of Education legislation, parents joining us on trips must have a "Vulnerable Sector Check" done from a Police force. Peel Regional Police does this at the Square One detachment or Peel Police headquarters. There is a cost for this.**

## **Beginning of a School Year**

The beginning of the school year is very exciting for children and their parents. Being away from parents, meeting new people and starting a new routine can be exciting for some children and cause for anxieties in others. We ask parents to discuss the school routines with their children before school actually begins. It is very important to help lessen their anxieties. Show your child that you are excited about their attendance at school and never let them see your own anxiety.

We request parents to bring their children to the classroom door and hand them to the care of the staff. It is important that you leave the school as soon as you hand over your child to the teacher. Staying with your child because he / she is crying will only prolong your child's anxiety. Please do not go into the class.

The school is not responsible if a child is dropped off in the parking area or left at the front door of the building. **Leaving a child in the parking lot is strictly forbidden. Anyone doing so will be asked to leave ABC Montessori.**

## **Special Activity Days**

We arrange special activity days throughout the year such as sports days, pizza days, bowling days, etc. These special days will break up the daily routines, give the students a well-deserved break from academics and allow them to enjoy fun activities with their friends.

Letters will be sent home informing parents about these days. **Please read them carefully and prepare the children with appropriate clothing, etc. when necessary.**

## **Extra-Curricular Activities**

For elementary students, ABC Montessori offers Gymnastics and Skating as our main extra-curricular activities. Each program is an eight to twelve week activity, taking place once a week for the duration of the activity. These activities are meant to teach students a skill as well as to allow them to have fun and get away from the classroom routine. These programs are taught by professional instructors under close supervision by ABC Montessori staff. Letters are sent home outlining these activities in detail.

## **Toys in School**

The ABC Montessori environment is prepared to respond to your child's needs for stimulation and growth. The staff are trained to help new and anxious children become comfortably involved in the classroom activities. Toys are not allowed in the school, unless they form a part of a show and tell day. **ABC Montessori is not responsible for the loss or damage of any toys brought to school.**

## **Homework**

CASA students will be assigned homework once a week. The homework is intended to be done by the student, with parental guidance.

Elementary students will have homework on a daily basis. Students should do the homework by themselves, with parental supervision and assistance when required. Each elementary student will be provided with a homework agenda book in which the daily homework will be noted.

It is very important that students return the homework and projects to school by the date requested by the teacher. Any missed or late homework or project will not be graded and it will be reflected in the student's final grade as reported on the student report card.

## **Communication & Parental Involvement**

We believe a child's education must be a cooperative venture. This joint partnership between parents and educator allows the child to benefit from a consistent environment in which to grow and develop.

Your child's teacher is interested in your child's academic as well as emotional and social progress. The teacher is also interested in the child's home routines and behavior. Knowing what a child does at home helps to explain certain behavior and attitudes in school. Please do not hesitate to inform the teachers of any problems or insights into your child's behavior.

We encourage parental involvement through parent-teacher conferences, parent nights, curriculum nights, special events and field trips. If you ever have any questions, please do not hesitate to call and set up a time to speak with the teachers.

We will have two formal parent / teacher conferences during the school year to discuss your child's progress, answer any questions you may have and show you a report card. These conferences will be held during the months of January and June. Appointment sign-up sheets will be posted on the notice boards. Please sign up for a conference time that is most suitable to you. We will also have informal parent nights throughout the year to discuss general issues concerning parents and students as well as discuss any new initiatives the school has planned. We will notify you about the dates of any upcoming events through school letters.

## **Anaphylactic Policy**

### **This policy is in place for all CASA and Toddler students**

#### **PURPOSE:**

To ensure that students at risk are identified, strategies are in place to reduce the risk of exposure to anaphylactic causative agents, to follow an established emergency protocol, develop individual action plans for each student with an anaphylactic allergy and to establish a communication plan.

#### **POLICY:**

##### 1. **Strategy to reduce the risk of exposure to anaphylactic causative agents**

To reduce the risk of exposure to anaphylactic causative agents, ABC Montessori has implemented the following policies and procedures:

- a. ABC Montessori is a nut free environment.
- b. ABC Montessori's menus do not include shellfish
- c. Students are not permitted to share their food, utensils or food containers with other students.
- d. Students must wash hands before and after eating.
- e. Food preparation and serving surfaces are cleaned and sanitized before meals.
- f. Any person buying food for the school will read the ingredients label before purchasing.
- g. Any person serving packaged food at the school will read the ingredients label before serving.
- h. Catered food will include allergy information.
- i. Allergy lists are posted in each classroom, kitchen and gym.
- j. Allergy lists are revised as new students with allergies enroll.
- k. Other foods or allergy causative agents may be restricted depending on the life threatening allergies of the children enrolled.

## **Anaphylactic Policy Cont.**

### **2. Communication Plan**

- ABC Montessori provides general information on life threatening allergies, including anaphylaxis, to all parents and school staff. We distribute this information to parents through a letter and parent handbook. Staff receive an information package.
- ABC Montessori obtains information from parents about their child's medical conditions, including any risk of anaphylaxis. Parents are required to complete a medical form and discuss any medical conditions with the school before a student begins school.
- A letter is distributed to all parents and staff, advising them of any students with life threatening allergies and the foods and causative agents to be avoided.
- The strategies to reduce the risk of exposure to life threatening allergies are reviewed on an ongoing basis. The strategies will be reviewed and amended as required when a new student with allergies is enrolled at ABC Montessori.
- An allergy list is posted in all food preparation areas, eating areas, classrooms and activity rooms. The allergy list is revised whenever a new student with allergies is enrolled at ABC Montessori.
- The school's caterer is advised of any foods or causative agents not to be used in food prepared for ABC Montessori and appropriate food substitutes to be provided. The caterer is updated whenever new students with allergies enroll at ABC Montessori.

### **3. Individual plan and emergency procedure**

An individual plan is developed for each child with an anaphylactic allergy. This plan is developed with the parents of the student and whenever possible, with input from the student's physician.

The individual plan includes the following:

- A description of the allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic allergy
- Action to be taken by school staff in the event the student has an anaphylactic reaction.
- Parent / guardian consent that allows the school staff to administer the allergy medication in the event their child has an anaphylactic reaction
- Emergency contact information

### **4. Training**

Where a student has an anaphylactic allergy, the school's supervisor and class teachers will receive training from the students' parents on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and how to administer medication. Once the supervisor has received training, he / she will train all other staff. Staff will review the anaphylactic policy before starting work at ABC Montessori, three times a year and whenever a new student with an anaphylactic allergy enrolls at ABC Montessori.

## **Anaphylactic Policy Cont.**

**Parents must observe the following policies. These policies are not negotiable.**

ABC Montessori is a **NUT FREE** environment. Students and staff are prohibited from bringing nuts to school.

These policies may change from time to time as necessary and we will keep you informed of any changes.

**The only way to be safe is absolute avoidance of possible anaphylactic causative agents. Allergies can develop at any time in life.**

## CASA and Toddler ONLY

### Posting of Serious Occurrence Notification Form

**In case of a serious occurrence at ABC Montessori, a Serious Occurrence Notification Form will be posted**

1. Following submission of the Serious Occurrence to the Ministry the school will complete a Serious Occurrence Notification Form to communicate information to parents about serious occurrences that have occurred in their child's school.  
**(The exception is in the case of allegations of abuse or unverified complaints, which will be posted at the completion of follow up / investigation.)**
2. The Serious Occurrence Notification Form will be posted at or near an entrance commonly used by parents. The form will be posted near the child care licence and Licensing Summary chart.
3. The Serious Occurrence Notification Form is updated as additional actions or investigations are completed.
4. The Serious Occurrence Notification Form is posted for a minimum of 10 business days. If the form is updated with additional information such as additional actions taken, the form remains posted for 10 days from the date of the update.
5. ABC Montessori will retain the Serious Occurrence Notification Form for at least two years from the date of the occurrence and make the forms available for current and prospective parents, licensing and municipal children's services staff upon request.

ABC Montessori will ensure that the information posted in the Serious Occurrence Notification Form protects personal information and privacy. To help support the protection of privacy and personal information, no child or staff names, initials and age or birth date of child are to be used on the Serious Occurrence Notification Form. No age group identifiers will be used.



## **Serious Occurrence Notification Forms pertaining to allegations of abuse**

Serious Occurrence Notification Forms pertaining to allegations of abuse are posted when the following have been concluded:

- The Children's Aid Society has concluded its investigation and the allegation is either verified or not verified; or
- CAS has determined that an investigation will not be conducted; and
- The Ministry has investigated any associated licensing non-compliances.

The form will identify whether:

- CAS verified the allegation
- CAS has not verified the allegation
- The school has taken action or any other directions given by CAS, if applicable
- The operator has addressed any associated licensing non-compliances identified by the Ministry, if applicable.

## **Serious Occurrence Notification Forms pertaining to Complaints**

### **Timing of Posting:**

- When the school has filed a serious occurrence report about a complaint, verified the complaint and has taken actions to address the issue, the Serious Occurrence Notification Form is posted within 24 hours of the occurrence.
- When the school has filed a serious occurrence report to the ministry about a complaint, but has not taken action because the complaint has yet to be verified, the serious occurrence will not be posted within 24 hours.
- Once the complaint has been verified or not verified, the Serious Occurrence Notification Form is posted.

## **Parent Issues and Concerns Policy**

Date Policy and Procedures Established: August 17 , 2017

### **Purpose**

The purpose of this policy is to provide a transparent process for parents/guardians, the school and staff to use when parents/guardians bring forward issues/concerns.

### **Definitions**

Staff: Individual employed by ABC Montessori

### **Policy**

#### **General**

Parents/guardians are encouraged to take an active role in our school and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, school staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children.

All issues and concerns raised by parents/guardians are taken seriously by ABC Montessori and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

### **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

## **Parent Issues and Concerns Policy**

### **Conduct**

Our school maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or school management.

### Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

## Parent Issues and Concerns Policy

### Procedures

<b>Nature of Issue or Concern</b>	<b>Steps for Parent and/or Guardian to Report Issue/Concern:</b>	<b>Steps for Staff and/or school management in responding to issue/concern:</b>
<p><b>Classroom Related</b></p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or school management.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- arrange for a meeting with the parent/guardian within 2 business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p><b>General, School- or Operations-Related</b></p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the supervisor or school management.</li> </ul>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p><b>Staff-, parent-, Supervisor-, and/or school management related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or school management.</li> </ul> <p>All issues or concerns about the conduct of staff, parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

## **Parent Issues and Concerns Policy**

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to school management.

### **Contacts:**

285 Matheson campus Supervisor: Shirley DaCosta T: 905-568-1716

E: [shirley@abcmontessori.com](mailto:shirley@abcmontessori.com)

285 Matheson campus Administrator: Rick Kordts T: 905-568-1716

E: [rickkordts@abcmontessori.com](mailto:rickkordts@abcmontessori.com)

General school email address [contactus@abcmontessori.com](mailto:contactus@abcmontessori.com)

## **Conclusion**

At ABC Montessori, we are always looking forward, trying to improve our programs, faculty and school environment. Our school policies, procedures and standards have been developed over the past 23 years and are in place for the benefit of our students. This handbook is available online at [abcmontessori.com](http://abcmontessori.com) and should be used as a reference to ensure that everyone is aware of the school's policies. We are always interested in receiving feedback from parents, so please contact us to discuss any issues or ideas you may have.

We are looking forward to another successful school year. Thank you for allowing us the opportunity to be an important part of your child's life.

Please check our website at [www.abcmontessori.com](http://www.abcmontessori.com).

## School Calendar 2018 / 2019

August 2018	September 2018	October 2018	November 2018
Last Day of Summer Camp .....23 Orientation.....24	Labour Day.....03 1 <sup>st</sup> day of School.....04 PD Day.....21	Parents' Night .....04-05 Thanksgiving .....08 PD Day.....19 Halloween.....31	PD Day.....16
December 2018	January 2019	February 2019	March 2019
Parents' Night .....06-07 Winter Concert.....21 <b>(Half Day Only)</b> Christmas Break.....24-04	Classes commence....07 Curriculum Night...17-18 Open House.....19 PD Day.....21 Parent Teacher Interview ..Jan 28–Feb 8	Parent Teacher Interview...Jan 28 – Feb 8 PD Day.....15 Family Day.....18 Open House.....23	March Break....11–15 Open House.....23
April 2019	May 2019	June 2019	July 2019
Early Enrollment Deadline for 2019 .....04 Good Friday.....19 Easter Monday.....22 Open House.....27	Picture Days.....7-9 PD Day.....17 Victoria Day.....20	Parent – Teacher Interviews .....Jun 03 - 14 Last Day of School.....21 <b>(Half Day Only)</b>	Canada Day .....01 Summer Camp begins .....02

**P.D. Day** .....Professional Development Day (*School Closed*).  
**Winter Concert (December) and Last Day of School (June)** .....(Half Day Only)