



ABC MONTESSORI

School Calendar 2019 - 2020

August 2019	September 2019	October 2019	November 2019
Civic Holiday05	Labour Day02	CASA Parent Night.....04	Elem. Parent Night.....15
Last Day of Summer Camp22	1 st day of School03	Thanksgiving14	PD Day18
Orientation23	PD Day20	PD Day21	
		Halloween31	
December 2019	January 2020	February 2020	March 2020
25 th Winter Concert20 (Half Day Only)	Classes commence.....06	Elementary Parent Teacher Interview.....3-7	March Break.....16-20
Christmas Break23-03	Curriculum Night16-17	PD Day14	Open House.....28
	Open House18	Family Day17	Early Enrollment Deadline for 2021.....31
	PD Day20	Open House22	
	CASA Parent Teacher Interview.....27 -31		
April 2020	May 2020	June 2020	July 2020
Good Friday.....10	Picture Days.....5-7	CASA Parent Teacher Interview.....01 - 05	Canada Day01
Easter Monday.....13	PD Day.....15	Elem Parent Teacher Interview.....08 - 12	
	Victoria Day.....18	Last Day of School.....19 (Half Day Only)	
		Summer Camp begins29	

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



Elementary Students Requirements

The following items are required starting with the first day of school. Please ensure that all items are labeled with your child's full name.

- Extra change of clothes, including underwear (Does **not** need to be school uniform.) Accidents do happen, so please be prepared.
- Running shoes for outdoor activities. (Preferably with Velcro, not laces for younger students.)
- Sunscreen and Sun hat for the warmer months (September and June). Please ensure sunscreen has not expired. Students cannot go outside without these two items.
- Morning snack, lunch, and an after-school snack (if applicable). Please label snack and lunches.
- As the weather changes, we expect that the students will come to school dressed appropriately for the outdoors (Fall/Spring jackets, winter jackets, boots, hat, mittens as required.)

Please label all items

Students must wear the school uniform to attend school. Students without uniforms may not be permitted to class. School Uniforms must be in a clean and presentable condition with no holes or tears.



ABC MONTESSORI SUPPLIES FOR GRADE 5 2019-2020

The following supplies are needed by all students:

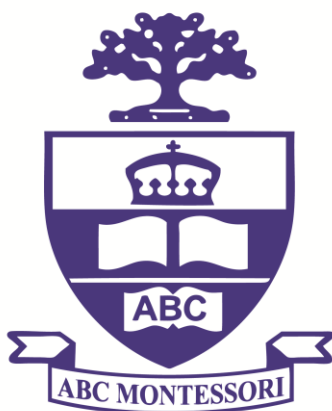
Writing	Books/Paper	Storage/Organization
<ul style="list-style-type: none"> 3 packs of sharpened writing pencils (12 per pack – preferably Staedler) 1 ruler (12 inch with cm and in reading) 2 sharpeners with receptacle 3 white erasers 1 pack of red ballpoint pens (6) 1 bottle liquid paper (white-out) 	<ul style="list-style-type: none"> 1 pack of lined paper 2 packs of white paper 24 Hilroy Exercise Books 7mm ruled with 3 hole punch 10 7/8" x 8 3/8" 80 pages available in 3 packs #12107* 1 pack coloured cardstock sheets OR colourful scrapbook paper 	<ul style="list-style-type: none"> 1 (1 inch) binder, 1 (1 ½-2 inch) binder & 15 duo-tangs (3 holes & pins) 10 clear binder pockets 1 large plastic hard cover pencil case (5"x13") 1 Geometry set
Art	Craft	Miscellaneous
<ul style="list-style-type: none"> 12 fine point Crayola markers 12 thick Crayola markers 12 Crayola coloured pencils (sharpened) 	<ul style="list-style-type: none"> 4 large glue sticks (OR 8 small glue sticks) 1 bottle of white glue 1 pair of scissors 1 painting canvas (8 x10) 1 paint smock or an old long sleeved t-shirt Felt sheets (red, brown, black) 	<ul style="list-style-type: none"> 1 USB stick 1 Calculator 4 boxes of Kleenex 1 English dictionary age appropriate (Oxford/Colli ns) 1 French Dictionary 1 recorder for Music 1 set of kitchen spoon & fork to be kept in the locker at all times Food flask lunches 1 water bottle & cup

*Available in store or online at Walmart, Staples, Loblaws, Canadian Tire or Amazon.ca

PLEASE LABEL ALL ITEMS

ABC Montessori

Private School



Est. 1995

Elementary Parent Handbook 2019 / 2020

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*Committed
to
Academic Excellence*

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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.

Thank you for choosing ABC Montessori. We believe that you have taken an important step toward providing your child with a solid educational foundation. 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 extra curricular 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. 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.

Philosophy

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. 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. 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.

Objectives

- 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 and skills.

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.

Behavior Management Policy

- Corporal punishment of a child is forbidden in the school.
- Deliberate, harsh, or degrading measures to be used on a child to humiliate or undermine the child's self respect is totally forbidden.
- Deprivation of basic needs of a child for example food, shelter, clothing, or bedding is forbidden.
- The supervisor shall ensure by means of observation and documentation the behavior management practices of the staff, volunteers, or students in the school.
- The staff has to only follow the policies of the permitted behavior management and disciplinary practices that have been agreed upon the commencement of employment.

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 payment authorizations must be submitted at time of registration. We cannot receive payments on a monthly basis / or invoice parents on a monthly basis, unless parents are opting to pay by cash. Any payments 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** and will start accruing after the 15th of the month in which it is due. 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°C 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

The Peel Health Department states that 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.**

Illness cont'd

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 in 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 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.

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.

Enrolment

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 anytime during the school year, we require two months notice or payment for two months. This notice cannot be issued after May 1 of a given school year. *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.*

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.

Government Legislation and Policy

ABC Montessori operates in an environment that is heavily legislated and regulated.

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.

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 8:30 a.m. and 9:00 a.m. Unless you have enrolled for the after school program, pick up time is 3:30 p, to 4:00 p.m for Matheson Elementary students.

Late pickup charges for Elementary students are as follows:

Late Pickup Window	Applicable Charge
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	\$30.00 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 then 6:00 pm is not permitted.

Tardiness

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

Front Entrance

The front door shall remain locked at all times except during arrival time (8:30 am – 9:00 am) and pick up time (3:30 pm – 4:00 pm)

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 applied to an enhanced curriculum.

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

Elementary Program

Our elementary programs encourage the student to expand his or her knowledge from a concrete foundation to the wider abstractions of knowledge in Mathematics, Language, French, History, Geography, and Science. 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 to create our own curriculum. Our curriculum has been developed over the past 25 years and has proven to be very successful and rewarding for students.

Grades 3-5 participate in the ***Mathematica Contest*** held Canada wide annually during the month of April. Our competent staff ensure that the students are well prepared for this contest. Many of our students excel in the contest and rank amongst the top in the country. The majority score above the provincial average.

Grades 4-5 also participate in ***The Poem and Speech Writing Contest*** with the Royal Canadian Legion during the Fall session. Our students have often emerged as provincial winners!

All students in Grades 3-5 will write the ***Canadian Cognitive Abilities Test***, typically in June. CCAT is a group administered assessment completed with paper and pencil. Students fill in answer sheets or test booklets depending on the level of test they are completing.

The CCAT covers questions related to three sets of abilities.

- **Verbal:** verbal classification, sentence completion, verbal analogies
- **Quantitative:** Number analogies, number puzzles, number series
- **Non-Verbal:** figure classification, figure analogies, and figure analysis

With the results from test, schools will be able to identify at-risk and gifted students, identify strength on which to build, and determine where students may be underperforming.

Program Hours

Elementary

9:00 am to 3:30 pm

Extended Hours Care

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

CASA After School: 4:00 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.

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.

Meals

Children can learn to enjoy a wide variety of nutritious foods if introduced at an early age.

Elementary Students are required to bring their own meals to school. We encourage students to 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 or pizza treats 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.

The uniform policy cannot be compromised for any reason. Any student who is not in proper uniform on any given day may be required to return home. Anyone unwilling to follow school uniform policy on a regular basis will not be permitted to continue attending ABC Montessori. 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 a clean and in good condition.

Uniform

**Available only at InSchoolWear
and InSchoolWear.com**

Girls:

- White polo type shirt, white long-sleeve shirt or white turtleneck with **school logo**
- Navy blue tunic or pants (**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

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 inclement weather, please for school closures or a shortened school day by *checking your email, our website www.abcmontessori.com, our twitter handle @abcmontessori or our Facebook page*. Announcements will also appear on 680news.com 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 and for parents to get to their children. Due of the fact that a cancellation announcement must be made by 7:00 am, we sometimes have to make a difficult decision to cancel classes based on anticipated weather forecasts.

Notices and Letters

We will communicate the most important information to parents by emailing letters. **Please read the letters – they are being sent to you for an important reason. BE AND STAY INFORMED!** Please ensure that the email address you have provided is up to date and one that you frequently check.

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 an ignored email.

Field Trips

We will 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.

*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.

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 or a 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 upset will only prolong your child's anxiety.

The school is not responsible if a child is dropped off in the parking area or left at the front door of the building. Please bring your child into the building and to his or her class.

Special Activity Days

We arrange special activity days throughout the year such as sports days, pizza and sub days, celebrations, 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.

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

Extra Curricular Activities

ABC Montessori offers Gymnastics and Skating as our main extra curricular activities. Each program is a 12-16 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 will be sent home outlining these activities in detail.

Toys and Electronics 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 and electronics 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 such items brought to school.

Homework

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.

If online resources are used for assignments, students are requested not to directly copy and paste such information. This would be deemed as plagiarism, and a substantial portion of marks will be deducted.

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, and special events. 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

1. Communication Plan

- 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 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.

2. 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 students 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

3. **Training**

Where a student has an anaphylactic allergy, the schools 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.

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.

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 25 years and are in place for the benefit of our students. This handbook is given to each parent at the beginning of the school year to be used as a reference and 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.