ABC Montessori Private School

Est. 1995

Parent Handbook

Version (July 29, 2026)

ABC Montessori is a private academic school
for students 18 months to 5 years of age.

ABC Montessori offers a structured Montessori and academic-focused early learning program that also incorporates exploration, play, inquiry, active play and child-initiated experiences in accordance with Ontario's child care requirements.

ABC Montessori's Toddler and CASA campus is currently enrolled in the Canada-Wide Early Learning and Child Care (CWELCC) program.

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WELCOME TO ABC MONTESSORI

ABC Montessori was established in September 1995 at 4300 Cawthra Road in Mississauga. 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 a fruitful one. Our curriculum is primarily academic focused on core skills but will also address practical life and social skills. From a strong academic curriculum to a diverse set of extracurricular activities and events, your child's education will be comprehensive and enriching.

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. We believe the school environment must be warm and nurturing, but also a place where students learn about responsibility, how to cope with adversity, conflict resolution, develop coping mechanisms and learn to be resilient. 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.

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 traditional values and 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.

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.

Documentation and review of program impact

ABC Montessori documents and reviews the impact of the approaches described in this program statement through classroom observations, pedagogical documentation, staff meetings, program evaluations, parent feedback, developmental observations and discussions with families. The Supervisor reviews this information with staff on an ongoing basis and identifies changes or improvements needed to support children and their families.

Foundations for Learning

Our Toddler and CASA programs are centered around the foundations of Literacy and Language Development, Numeracy and Cognitive Skills, Executive Functioning Skills, Self-Regulation and Independence and Social and Emotional Development.

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 and provide regular opportunities for children to be physically active. Our teachers recognize and support children's developing self-regulation abilities. 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 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 campus 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. 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 reciprocal communication with students. Teachers facilitate communication between students by helping them listen 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 time for 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.

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.

(a) corporal punishment of the child;

(b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

(c) locking the exits of the childcare centre or home childcare premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

(d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) inflicting any bodily harm on children including making children eat or drink against their will.

(g) sexual abuse, sexual misconduct or engaging in a prescribed sexual act, as those terms are defined in the *Early Childhood Educators Act, 2007*.

No employee or volunteer of the licensee, or student who is on an educational placement with the licensee, and no person who provides home child care or in-home services at a premises overseen by a home child care agency shall engage in any of the prohibited practices set out in subsection (1) with respect to a child receiving child care.

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 logbook 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.

Child Behavioural Guidance / Needs of the Child

Not every child will benefit from teacher lead group academic programs like the ones offered at ABC Montessori. In some situations, we may not be able to meet the individual needs of every child. ABC Montessori is committed to providing a safe, nurturing environment for every student. Behaviours that negatively impact other students or staff will not be tolerated at ABC Montessori. If after positive guidance techniques and encouragement, a child continues demonstrating undesirable behaviour or behaviour that threatens the safety of other children or staff, poses an ongoing disruption to the program, or has been unable to adjust to the school routines, ABC Montessori may terminate his / her enrolment immediately. Termination of enrolment only happens after all other options have been considered. See Discharge Policy.

Children 's behaviour is corrected in a positive manner at a level that is appropriate to their actions and their ages.

Behavioural guidance must be:

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

Payment of Tuition fees

All tuition fees must be submitted through TUIO. 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. 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. Payments made be made by credit card or direct debit.

ABC Montessori Illness Policy

If your child suffers from any symptoms listed below or other symptoms of ill health, you must keep the child at home until his or her symptoms are improving. They cannot come to school.

- Elevated temperature (37.8 degrees Celsius or higher) and / or Chills
- Acute cold (Coloured nasal discharge)
- Stomach / abdominal pain, diarrhea, or vomiting
- Eye or ear infection
- Skin rash or red eyes (pink eye)
- Cough, shortness of breath, sore throat or difficulty swallowing
- Nasal congestion or runny nose without other known cause
- Unexplained fatigue/malaise/muscle aches
- Decrease or loss of sense of taste or smell

Sick children should not return to the school because they may be infectious. To prevent the spread of illness in the school, sick children must adhere to re-entry requirements.

Children can return to the school when they are symptom-free of:

a) Respiratory symptoms such as cough and sneezing for at least 24 hours and have not had a fever for at least 24 hours (without medication).
b) Gastrointestinal symptoms such as vomiting and diarrhea for at least 48 hours and have not had a fever for at least 24 hours (without medication).

In case a child falls ill at school, we will immediately notify the parents / guardians, and the child will be separated from other children, and the child will have to be picked up from school immediately.

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.

DO NOT give your child fever reducing medication before coming to school. Doing so will be cause for immediate and permanent discharge from ABC Montessori.

If your child will be absent from school due to an illness, you must inform the school of any symptoms and when symptoms began.

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 305 Matheson Blvd. East

Unauthorized Entry Policy and Procedures

Purpose

To ensure the safety and security of children, staff and visitors by preventing unauthorized individuals from entering the school building while children are receiving care.

Policy

ABC Montessori will implement reasonable measures to prevent unauthorized individuals from entering the school building. All staff are responsible for maintaining a secure environment and following the procedures outlined below.

Procedures

1. Exterior doors shall remain secured during operating hours, except when actively supervised or being used for entry or exit.
2. Parents, guardians, visitors, contractors and delivery personnel shall enter the centre only through the designated entrance and, where applicable, identify themselves before being admitted.
3. Staff shall verify the identity and purpose of any person who is not recognized before permitting access to the school building.
4. Visitors and contractors shall remain under staff supervision while on the premises unless otherwise authorized.
5. Staff shall not allow unknown individuals to follow them into the building without first confirming their authorization to enter.
6. If an unauthorized individual enters or attempts to enter the school building, staff shall:
    - immediately notify the Supervisor or designate;
    - calmly direct the individual to leave or wait in the designated reception area, if appropriate;
    - take reasonable steps to protect children and staff;
    - contact police (911) immediately if the individual refuses to leave, behaves aggressively, or poses a threat to the safety of children or staff; and
    - document the incident and any actions taken.

7. Parents will be notified as appropriate if an unauthorized entry incident affects the safety or operation of the school.
8. Parents may be asked to provide identification if staff are unfamiliar with them.

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. Please email any changes to us as soon as possible.

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.

When you enroll your child at ABC Montessori, you are enrolling for the full academic year (Sept – June). 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 www.abcmontessori.com.

Parents are required to provide a minimum of **two (2) months' written notice** when withdrawing a child from the school. This notice requirement is a term of the enrolment agreement. Failure to provide the required notice will result in a **Withdrawal Without Notice Fee** equal to the fees applicable to the portion of the two-month notice period not provided. This charge is considered a non-base fee and is separate from CWELCC base fees.

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.

ABC Montessori may keep a waiting list for admissions

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.

Government Legislation and Policy

ABC Montessori operates in an environment that is heavily legislated. We are inspected by the Ontario Government, Region of Peel and Peel Health Department on an ongoing 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

7:30 AM to 6:00 PM

Parents should adhere to the permitted drop-off and pick-up times. Regular academic school day Morning Drop-off time is 8:30 AM to 9:10 AM. Afternoon pick-up time is 3:00 PM to 4:00 PM.

Late pickup charges are as follows:

Late Pickup	Applicable Charge – Non Base Fee
Beyond 6:00 pm *(See note below)	$30.00

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

*** The school closes at 6:00 p.m. Pickup after 6:00 p.m. is a breach of the enrolment agreement. A late fee of $30 applies when late pickup occurs. Payment of the fee does not make late pickup permissible.**

Tardiness

Classes begin at 9:10 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.

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.

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 20th century gave birth to an educational system that has grown worldwide. 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), Junior CASA (2 ½ – 3.7) Years) Senior CASA (3.8 – 5.3 years). Our Toddler, Pre-CASA and CASA programs are based on the Montessori educational philosophy and traditional academic teaching.

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

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.

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 classroom is entering a carefully prepared environment designed to support the comfort, growth, and curiosity of the child. Children work independently and collaboratively with multi-sensory materials that encourage exploration, critical thinking, and hands-on learning.
A Montessori classroom is thoughtfully designed to meet the developmental needs of young learners through an orderly yet stimulating environment. Specially selected materials and activities support practical life skills, sensory development, and strong academic foundations in Mathematics, Language, Science, Geography, Art, and Music. Through hands-on experiences that engage seeing, hearing, and touch, children develop meaningful understanding and a lifelong love of learning.

Specialized Services

Individual specialized programs may be developed for a child with certain special needs, if we believe that student can still benefit from our program. ABC Montessori may not have the resources, specialized staffing or expertise to help all children. ABC Montessori works with Peel Inclusion Resource Services (PIRS) https://peelregion.ca/services/services-children-who-need-extra-support-child-care to support students and their families.

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 volunteers in the school. If placement students are at the school, they are never 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.

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by parents who send food with their child to school.

- Parents must not send foods where its ingredients are not known.
- Parents must not send food items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
- All written instructions for diet provided by a parent will be implemented.
- Parents must label food brought to ABC Montessori with the child's full name and the date the food arrived at the school, and that parents advise of all ingredients.
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- Parents who serve foods containing allergens at home should ensure their child has been rid of the allergens prior to attending the school (e.g. by thoroughly washing hands, brushing teeth, etc.)

ABC Montessori is a nut free environment.

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

Absences

Parents must inform the school of any absences, for any reason. See "Safe Arrival Policy". Parents who do not follow the Safe Arrival Policy will lose their place at ABC Montessori.

Birthdays

Birthday cakes, other snacks and loot bags are not permitted in our CASA and toddler classes, due to allergy concerns. If items are brought to school, they will be returned at the door.

School Uniform Policy

The official school uniform is mandatory for each child attending ABC Montessori, with the exception of Toddlers. The uniform must be worn daily, 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 sent home. Anyone unwilling to follow school uniform policy on a regular basis may be discharged 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 crested short sleeve or long sleeve polo shirt
Navy blue crested tunic or navy pants
Navy blue socks or tights (solid colours only. No prints)
Burgundy crested cardigan
Black soft-soled non-marking shoes (solid black shoes only)

Boys:

White crested short sleeve or long sleeve polo shirt
Navy blue mock fly or ½ elastic pants
Burgundy crested cardigan
Black socks (solid black. No prints)
Black soft-soled non-marking shoes (solid black shoes only)

CASA students should wear shoes with Velcro. No shoelaces.

Severe Weather

In the event of severe weather, please visit the school website 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. An announcement will also be made on our Twitter feed.

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.

Notices and Letters

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

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. 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.

Parents should bring their children to the school front 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.

The school is not responsible if a child is dropped off in the parking area or left alone 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. 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.

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

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.

It is very important that students return the homework and projects to school by the date requested by the teacher.

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. 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 emailed to parents. 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

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:

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:

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

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.

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

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.

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.

Posting of Serious Occurrence Notification Form

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

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.)

The Serious Occurrence Notification Form will be posted at or near an entrance commonly used by parents. The form will be posted near the childcare licence and Licensing Summary chart.

The Serious Occurrence Notification Form is updated as additional actions or investigations are completed.

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.

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

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).

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.
Everyone, including members of the public and professionals who work with children, has a legal duty under the *Child, Youth and Family Services Act, 2017* to report directly to a children's aid society when there are reasonable grounds to suspect that a child is or may be in need of protection. The duty to report cannot be delegated to another person.For more information, visit http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx

Procedures

Nature of Issue or Concern	**Steps for Parent and/or Guardian to Report Issue/Concern:**	**Steps for Staff and/or school management in responding to issue/concern:**
Classroom Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to the classroom staff directly or the supervisor or school management.	Address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within 2 business days. Document the issues/concerns in detail. Documentation should include: the date and time the issue/concern was received; the name of the person who received the issue/concern; the name of the person reporting the issue/concern; the details of the issue/concern; and any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. Provide contact information for the appropriate person if the person being notified is unable to address the matter. 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. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
General, School- or Operations-Related E.g: childcare fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to the supervisor or school management.	
Staff-, parent-, Supervisor-, and/or school management related	Raise the issue or concern to the individual directly or the supervisor or school management. 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.	

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: Nina Jimenez T: 905-568-1716
E: casasupervisor@abcmontessori.com

285 Matheson campus Administrator: Rick Kordts T: 905-568-1716
E: rickkordts@abcmontessori.com

General school email address: contactus@abcmontessori.com

Supervision of Students and Volunteers Policy

Purpose

ABC Montessori does not currently welcome placement students or volunteers into the various programs offered in our school. Should ABC Montessori welcome students and volunteers at any time, this policy will provide supervising staff, students and volunteers with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for childcare centres.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

General

Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive childcare.

Students and volunteers will not be counted in staff to child ratios.

Student and Volunteer Supervision Procedures: Roles and Responsibilities

ABC Montessori must:

Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.

Ensure that all students and/or volunteers have been trained on each child's individualized plan.

Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the childcare centre's criminal reference check policy and procedures and Ontario Regulation 137/15.

Ensure that expectations are reviewed with students and/or volunteers including, but not limited to

- how to report their absence;
- how to report concerns about the program;
- Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.
- Appoint supervising staff to the students and/or volunteers and inform them of their supervisory responsibilities.
- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

The supervising staff must:

- Ensure that students/volunteers are never included in staff to child ratios.
- Ensure that students/volunteers are supervised at all times and never left alone with children.
- Introduce students and/or volunteers to parents/guardians.
- Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.
- Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy.
- Provide students and/or volunteers with feedback on their performance.
- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the school supervisor/director of any student and or volunteer misconduct or contraventions with the school's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the school's written process for monitoring compliance and contraventions.

Students and/or volunteers must:

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
- Notify the supervisor or designate if they have been left alone with children or have any other concerns about the school program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC.
- Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required.

- Review allergy lists and dietary restrictions and ensure they are implemented.
- Respond and act on the feedback and recommendations of supervising staff, as appropriate.
- Report any allegations/concerns as per the "Duty to Report" under the Child and Family Services Act
- Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the school's criminal reference check policy.
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

ABC Montessori Waiting List Policy and Procedures

Purpose

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a childcare centre that maintains a waiting list to have related policies and procedures.

Policy

General

ABC Montessori will strive to accommodate all requests for the registration of a child at the school, when parents seek an academic focused program.
Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
No fee will be charged to parents for placing a child on the waiting list.

Procedures

Receiving a Request to Place a Child on the Waiting List

The school will receive parental requests to place children on a waiting list via, email or in person.

Placing a child on the Waiting List

The school will place a child on the waiting list in chronological order, based on the date and time that the request was received.
Once a child has been placed on the waiting list, the school will inform parents of their child's position on the list.

Determining Placement Priority when a Space Becomes Available

When space becomes available in the program, priority will be given to children who are currently enrolled and need to move to the next age grouping, siblings of children currently enrolled, siblings of former students and children of staff.
Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.
ABC Montessori Waiting List Policy and Procedures

Offering an Available Space

Parents of children on the waiting list will be notified via telephone or email that a space has become available in their requested program.
Parents will be provided a timeframe in which a response is required before the next child on the waiting list will be offered the space.
Where a parent has not responded within the given timeframe, the school will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who inquire about their Child's Placement on the Waiting List

The campus administrator will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
The campus administrator will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Safe Arrival and Dismissal Policy and Procedures

Date Policy and Procedures Established: January 1, 2024
Date Policy and Procedures Updated:

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children at ABC Montessori.
This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children enrolled at ABC Montessori, including what steps are to be taken when a child does not arrive at the school as expected, as well as steps to follow to ensure the safe dismissal of children.
This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.
Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

General

ABC Montessori will ensure that any child enrolled at the school is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the school may release the child to.

ABC Montessori will only dismiss children into the care of their parent/guardian or another authorized individual. The school will not release any children from care without supervision. Where a child does not arrive to school as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

Accepting a child into school

When accepting a child into school at the time of drop-off, program staff must:

- greet the parent/guardian and child.

- ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the student's registration form as an authorized individual to pick up child or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
- document the change in pick-up procedure in the daily written record.
- sign the child in on the classroom attendance record.

Where a child has not arrived at school as expected

Where a child does not arrive at the school and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message, sent an email or advised the closing staff at pick-up), the staff in the classroom must:

- inform the Supervisor and they must commence contacting the child's parent/guardian no later than 10:00 am. Staff shall call parent/guardian, leave a message if no answer and send an email. Staff will continue to contact parent/guardian. if no response is received, staff must make contact with an adult listed on the student registration form as an emergency contact or as an authorized individual to pick up child.
- Should the school supervisor or designated staff not be able to contact the child's parent/guardian, emergency contacts or any authorized individual listed on the student registration form, the supervisor or designated school staff will contact the school principal, who will contact police.
- Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the school may release the child to.

Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up as expected (before school closes)

Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from school and the child has not been picked up, the supervisor (or class teacher, if supervisor is not available) shall immediately contact the parent/guardian by telephone and advise that the child is still in school and has not been picked up.

Where the staff is unable to reach the parent/guardian, staff must call again and leave a message for the parent/guardian.

Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the school.

Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact emergency contact.

Where a child has not been picked up and the school is closed

Where a parent/guardian or authorized individual who was supposed to pick up a child from school and has not arrived by 6:00 pm, staff shall ensure that the child is given an activity, while they await their pick-up.
One staff shall stay with the child, while continuing to call the parent/guardian to advise that the child is still in school and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.

If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact authorized individuals listed on the child's file.

Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:30 pm, the staff shall contact the school principal, to notify him / her of the situation and will proceed with contacting the local Children's Aid Society (CAS) 905-363-6131. Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

Glossary

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the school staff in writing can pick-up their child from school.
Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the school.

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

Tuition Fees

CWELCC Base Fee Payment Schedule (Eligible Children)

Program	Annual Parent Base Fee	Initial Installment	Monthly Installments (Sept – June)
Pre-CASA	$4,576.00	$1,500.00	10 × $307.60
Junior CASA	$4,576.00	$1,500.00	10 × $307.60
Senior CASA	$4,576.00	$1,500.00	10 × $307.60

*The initial installment is credited toward the annual parent base fee and is **not an additional fee**.

Regular Tuition (Non-CWELCC)

Program	Annual Tuition
Pre-CASA	$11,200.00
Junior CASA	$11,375.00
Senior CASA	$10,875.00

Children who are **not eligible** for CWELCC funding pay the regular tuition applicable to their program.

Base Fees

The annual base fee includes:

- Licensed child care (7:30 a.m. – 6:00 p.m.)
- Montessori and academic programming
- Meals and snacks
- French, Art, Music and Physical Education

Non-Base Fees

Fee	Amount
Application Fee (new students not eligible for CWELCC)	$150.00
Returned Payment (NSF) Fee	$25.00
Late Pickup Fee (after 6:00 p.m.)	$30.00
Late Payment Interest	2% per month on overdue balances
Withdrawal Without Notice Fee	$457.60 per month – see notice below

Withdrawal Without Notice Fee: A minimum of two (2) months' written notice is required for withdrawal. Where the required notice is not provided, a Withdrawal Without Notice Fee will be charged for the portion of the two-month notice period not provided. This fee is a **non-base fee arising from the parent/guardian's failure to comply with the terms of the enrolment agreement**.

- School hours 7:30 am - 6:00 pm
- Fees are for the school year September 2026 – June 2027.
- Accepted methods of payment are credit card and direct debit.
- Tuition fees are paid monthly.
- Refunds and credits will be administered in accordance with the enrolment agreement, applicable CWELCC requirements and any direction from the Region of Peel.Region of Peel Childcare Subsidy Information is available at https://peelregion.ca/children-parenting/child-care-subsidy

Fees may be changed only in accordance with applicable CWELCC requirements, the school's agreement with the Region of Peel and the enrolment agreement. Parents will receive written notice of any approved change.

CWELCC Information

ABC Montessori participates in the Canada-Wide Early Learning and Child Care (CWELCC) program through the Region of Peel. Eligible children receive reduced parent fees in accordance with CWELCC requirements.
Children who are not eligible for CWELCC funding pay the regular tuition applicable to their program.

Appendix A – Ministry Required Policies

ABC Montessori maintains additional policies and procedures required under the Child Care and Early Years Act that govern staff practices and the operation of the childcare centre. Copies are available upon request.

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 32 years and are in place for the benefit of our students. This handbook is available online at 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.

SCHOOL CALENDAR 2026 - 2027

August 2026	September 2026	October 2026	November 2026
Civic Holiday……03 Orientation……..21	Labour Day…….07 1st day of School…08 PA Day……25	Parent Night…….TBA* Thanksgiving…….12 PA Day…….. 23	PA Day……20
December 2026	**January 2027**	**February 2027**	**March 2027**
Christmas Break …. 21 - Jan 01	Classes Commence…….04 PA Day……22 Parent Teacher Interviews……..TBA*	PA Day……12 Family Day……15	March Break……15-19 Good Friday…….26 Easter Monday…… 29
April 2027	**May 2027**	**June 2027**	**July 2027**
	Picture Days …… .06 PA Day……21 Victoria Day ……...24	Parent Teacher Interviews……...TBA* Last day of school…18 **(Half Day Only)**	Canada Day…….01

P.A. Day….Professional Activity Day (School Closed) – Families are not charged

School is closed on days highlighted (Holidays and unscheduled school days) on the calendar. Families are not charged for these days.