



## 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.

- A bottle of hand sanitizer with minimum 70% alcohol content by volume
- A can/box of Lysol spray/wipes
- Face mask is recommended but not mandatory
- 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 4 2023-2024

The following supplies are needed by all students:

Writing	Books/Paper	Storage/Organization
<ul style="list-style-type: none"> <li>• 1 Geometry set</li> <li>• 3 packs of <b>sharpened</b> writing pencils (12 per pack)</li> <li>• 2 sharpeners with receptacle</li> <li>• 3 white erasers</li> <li>• 12 fine point markers</li> <li>• 1 pack of red ballpoint pens (6)</li> <li>• 1 bottle liquid paper (white-out)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 pack of lined paper</li> <li>• 2 packs of white paper</li> <li>• 15 Hilroy Exercise Book 7mm Ruled with 3-hole punch 10 7/8" x 8 3/8", 80 pages available in 3 packs # <b><u>12107*</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• 1 large plastic hard cover pencil case (5"x13")</li> <li>• 2 (1 inch) binders</li> <li>• 12 duo tangs (3 holes)</li> <li>• Clear binder pockets (1 Pack)</li> <li>• 3 XL Ziploc bags</li> <li>• 1 large size re-usable cloth bag</li> </ul>
Art	Craft	Miscellaneous
<ul style="list-style-type: none"> <li>• 12 Crayola coloured pencils (sharpened)</li> <li>• 12 washable thick Crayola markers</li> <li>• 1 paint smock or an old long-sleeved t-shirt</li> <li>• 1 transparent tape with dispenser (12.7mm x 32.9mm)</li> </ul>	<ul style="list-style-type: none"> <li>• 4 <b>large</b> glue sticks</li> <li>• 1 pair of scissors</li> <li>• 1 rhinestone sticker sheet</li> <li>• 1 empty shoe box (any size)</li> <li>• Felt sheets (<b>white, purple, beige</b>)</li> <li>• 1 highlighter</li> <li>• 1 black Sharpie</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitizer with minimum 70% alcohol by volume</li> <li>• Lysol wipes</li> <li>• 1 USB flash drives</li> <li>• 1 ruler (12 inch/cm reading – non folding)</li> <li>• 4 boxes of Kleenex</li> <li>• 1 English dictionary (Oxford or Collins)-Age appropriate</li> <li>• 1 French Dictionary</li> <li>• 1 set of kitchen spoon &amp; fork to be kept in the locker at all times</li> <li>• 1 set of clothes (top, bottoms, underwear, and socks) to be always kept in the locker</li> <li>• Food flask for hot lunches</li> </ul>

\*Available in store or online at Walmart, Staples, Loblaws, Canadian Tire, Amazon.ca or [www.schoolstart.ca](http://www.schoolstart.ca)

**PLEASE LABEL ALL ITEMS**



# *ABC MONTESSORI*

## School Calendar 2023 - 2024

August 2023	September 2023	October 2023	November 2023
Civic Holiday .....07 Orientation.....25	Labour Day .....04 1 <sup>st</sup> day of School .....05 PA Day .....22	Parent Night.....TBA* Thanksgiving .....09 PA Day .....20	PA Day .....17
December 2023	January 2024	February 2024	March 2024
School Concert .....22 Christmas Break Dec 25- Jan 05	Classes commence.....08 PA Day .....19 Curriculum Night .....25/26 CASA Parent Teacher Interview.....TBA*	Elementary Parent Teacher Interview.....TBA* PA Day .....16 Family Day .....19	March Break.....11-15 Enrollment Deadline for 2025.....28 Good Friday.....29
April 2024	May 2024	June 2024	July 2024
Easter Monday.....01	Picture Days.....07 & 08 PA Day.....17 Victoria Day.....20	CASA Parent Teacher Interview.....TBA* Elem Parent Teacher Interview.....TBA* Last Day of School.....21 <b>(Half Day Only)</b>	Canada Day .....01 Summer Camp begins.....02

\* subject to prevailing conditions

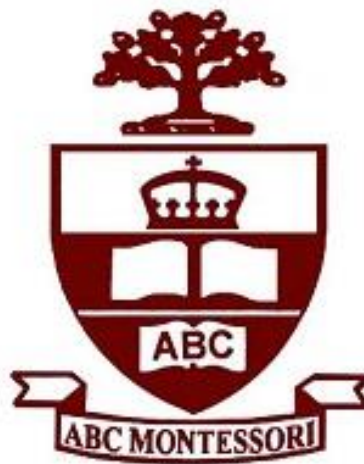
**P.A. Day** .....Professional Activity Day (*School Closed*).  
**Last Day of School (June)** .....(*Half Day Only*)

# ABC Montessori

Private School

Est. 1995

Celebrating 28 years of Academic Excellence



PARENT HANDBOOK

**ELEMENTARY CAMPUS**

2022/2023

**ELEMENTARY CAMPUS**

305 Matheson Blvd E.

Mississauga, Ontario

L4Z 1X8

☎: 905.568.8989

📠: 905.568.0958

**CASA CAMPUS**

285 Matheson Blvd E.

Mississauga, Ontario

L4Z 1X8

☎: 905.568.1716

📠: [contactus@abcmontessori.com](mailto:contactus@abcmontessori.com)

[www.abcmontessori.com](http://www.abcmontessori.com)

## WELCOME TO ABC MONTESSORI

ABC Montessori opened its doors in September 1995 with a goal to provide the best educational offering to students at an affordable cost. Our reputation has grown throughout the years as an excellent academic school that truly cares about every student that comes through our doors.

## VISION AND MISSION

*Our vision is to empower students to acquire, demonstrate, articulate, and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to their environment and practise the core values of the school: respect, tolerance and inclusion, and excellence.*

*Our mission is to provide a joyful learning environment that empowers children to reach their educational and personal potential while nurturing their self-confidence and self-esteem.*

## GOALS

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

## PROGRAM STATEMENT

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

We believe that education is the foundation for life. The education that a child receives at an early age is one of the most important factors that will determine his or her future. The impact of early education is felt throughout a person's life. A student's school experience must be positive and fulfilling. We believe the school environment must be warm and nurturing. ABC Montessori's educational philosophy is based on educating the "whole child". Teaching a student structure, discipline, good work habits, time management and practical life and social skills is as important as academics. We believe that building self-confidence, independence and motivation will give a person the ability to attempt new undertakings, 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 that 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, 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 will continue throughout the school year through Parent Nights, Parent/Teacher conferences, private meetings, and informal discussions.

## **CURRICULUM**

ABC Montessori has, in its existence over the past three decades, strived to and succeeded to develop a strong curriculum which focuses on core reading, writing, and numeracy skills while developing soft skills to include communication, interpersonal development, and a respect for peers and teachers. These are complemented with exposure to the French language, Music studies, and Physical Education.

### **LANGUAGE**

Our language curriculum is centred on attaining fluency in reading, comprehension, and writing. At each grade level, students are taught traditional grammar, along with spelling. Readers are assigned at each level to help students, particularly in Elementary Prep to Grade 2, to attain fluency in determining the correct sound and blends. In addition to reading, students learn how to prepare book reports starting in Grade 1 and continue to do so until Grade 3 in what is clearly defined by succinct steps toward achieving writing competency. In Grades 4 and 5, students will study three novels thoroughly throughout the year. Regular writing assignments through creative writing assignments and journal writing ensure that students are introduced to this very important foundation building activity to ensure they will be well prepared for their transition to middle school.

### **MATH**

Our Math curriculum centres on attaining competency in numeracy that is staged carefully each year so that students complete their elementary curriculum with sound mathematical abilities. Concepts of

addition, subtraction, multiplication, division, and geometry are all thoroughly addressed each year to achieve fluency in numerical skills. As students progress through the grades, they are given opportunities to participate in Math competitions from Grade 3 onward after having learned all the basic but important concepts.

Projects are assigned in later years to bring together various concepts with real world applications to help students relate the taught concepts to real world situations.

## **FRENCH**

French is taught by a specialist French teacher. Contrary to the Ontario curriculum, our French program introduction begins as early as the pre-school level and continues to Grade 5 by which time, students will have learned sufficient vocabulary, sentence structure, and oral communication to carry out basic communication, in both spoken and written form.

Our specially designed workbooks and course materials support the teacher's instructions four days a week during which students not only achieve competency in reading and comprehending French text, but also have opportunities to communicate in the language both in oral and written form.

## **SCIENCE**

The Science curriculum is theme based at every grade level. Students learn various topics in Science which form the basic foundations of biology, chemistry, physics, geology, zoology, and earth sciences.

Projects are assigned following unit completion to allow students the opportunity to study concepts in depth and to learn the art of completing projects through research and by breaking down the goal into smaller tasks.

## **SOCIAL STUDIES**

Social studies, much like science is also taught via themes at every grade level. As students begin to achieve reading and comprehension competency, topics covering Geography, History, and Civics are taught through assigned subject matter and stories.

Projects are assigned following unit completion to allow students the opportunity to study concepts in depth and to learn the art of completing projects through research and by breaking down the goal into smaller tasks.

## **MUSIC**

Music education improves and develops language skills in children. Music stimulates the brain, and with its varied sounds and lyrics, students are exposed to a large amount of vocabulary in a short amount of time. The subject is taught by a specialist teacher who combines music and movement, singing, and instrument playing. Light weight portable instruments such as Orff, recorders, and ukuleles are employed to supplement the teachings. Exposure to performance arts is brought to life through active performances at school concerts.

## **PHYSICAL EDUCATION**

Physical education provides cognitive content and instruction designed to develop motor skills, knowledge, and behaviors for physical activity and physical fitness. Supporting schools to establish physical education daily can provide students with the ability and confidence to be physically active for a lifetime.

Students are taught the importance of physical health with teachings about healthy food choices, body awareness, physical movement, and skills of commonly played sports such as soccer, basketball, athletics, floor hockey, and dodgeball.

## **EXTRA CURRICULAR ACTIVITIES**

Subject to Public Health directives, ABC Montessori will organize two extra curricular activities as follows:

1. Skating – This program will run from October to March and will comprise of one weekly lesson to be held at either the Paramount Centre or Iceland. Enrollment in this program will be voluntary and will be subject to a program fee to cover cost of instruction, transportation, facility rental, and insurance.
2. Gymnastics – This program will run from April to June and will comprise of one weekly lesson to be held at Gymnastics Mississauga. Enrollment in this program will be voluntary and will be subject to a program fee to cover cost of instruction, transportation, facility rental, and insurance.
3. Field Trips – From time to time, field trips will be organized to give students a break from classroom learning and to complement new learning in an alternative environment. Typical excursions have included Kortright Conservation Area, Bradley Museum, Benares House, Old School House, Ontario Science Centre, Toronto Symphony Orchestra at the Roy Thomson Hall, and Ripley’s Aquarium. Participation will be voluntary and will be subject to a program fee to cover cost of program, transportation, facility rental if any, and insurance. Alternative programs or care at school will not be available on these days if the student chooses not to participate.

## **COMPETITIONS AND STANDARDIZED TESTING**

During the school year, there will be two standardized tests schedule for the upper grades:

### **1. Mathematica Contest**

The Mathematica Contest is written each year in April under strict invigilation in Grade 3, 4, and 5. Students from all over the country participate in this contest that challenges students to stretch their Mathematical thinking skills. This contest serves to validate our teachings to ensure students are learning and applying mathematical concepts that are commensurate with their grade level.



## 2. Canadian Cognitive Abilities Test

The Canadian Cognitive Abilities Test (CCAT) will be written each school year in June. The purpose of the CCAT test is to help classroom teachers and parents, in conjunction with daily work assignments and tests, to identify your child's strengths and needs. This information shall also assist classroom teachers in developing and supporting appropriate classroom programs for student learning and achievement. In addition, the test results help to establish initial screenings for students who may have academic needs which may require specific follow-up (i.e., Giftedness or remedial assistance).

## SPECIAL DAYS

From time to time, the school will acknowledge special days including:

- Pizza Days
- Sub Days
- Halloween Celebrations
- Remembrance Day
- Holiday Season Celebrations
- Valentine's Day Celebrations
- Easter Celebrations
- Earth Day activities
- End of School Year Celebrations
- Casual Days

## PROFESSIONAL ACTIVITIES DAY

In accordance with the Education Act, all school are given the allowance of six (6) Professional Activity Days during the school year. On these days, staff undergo training or meetings are held to discuss issues pertaining to the classroom and students. Such activities cannot take place after school once all the students have left because this can result in a very long day for teachers who are also striving to gain a suitable work-home balance. PA Days will be scheduled in September, October November, January, February, and May. School will not on these days and no care will be available as well. Parent are advised to consult the annual school calendar ahead of time to make note of these days.

## MEALS

Students are expected to bring their meals everyday, comprising of a morning snack, lunch, and a snack for the After School program, if enrolled.

Meals should be packed to ensure they are litter less, that is, they do not yield any or minimal litter. The meals should be nutritious and comprise of all four food groups.

Students should bring their water bottles daily. A water cooler is available if they need to be refilled. Bottles must be taken home at the end of the day to ensure they are washed daily.

**\*\* ABC MONTESSORI IS STRICTLY A NUT-FREE ENVIRONMENT\*\***

**UNIFORMS**

All students are required to wear the full school uniform everyday. The uniform to be worn can only be obtained from InSchool Wear, located at 5359 Timberlea Blvd, Unit 54, Mississauga. We ask that parents not request substitution and ensure their children come to school in the full uniform everyday.

Students who do not wear the complete uniform will receive a slip from the teacher. Uniforms are an important part of our school and give students a sense of belongingness. We expect all parents to comply with the uniform policy.

<b>BOYS</b>	<b>GIRLS</b>
Choice of:	Choice of:
White, collared InSchoolwear short-sleeved polo shirt with school logo, or	White, collared InSchoolwear short-sleeved Polo shirt with school logo, or
White, collared InSchoolwear long sleeve polo with school logo, or	White, collared InSchoolwear long sleeve Polo with school logo, or
White InSchoolwear turtleneck with school logo	White InSchoolwear turtleneck with school logo
InSchoolwear burgundy cardigan with school logo	InSchoolwear burgundy cardigan with school logo
InSchoolwear navy blue school pants	InSchoolwear navy blue pants or school kilt
Navy blue socks (any brand)	Navy blue socks or stockings (any brand)
Black soft non-marking soled dress Shoes (any brand)	Black soft non-marking soled dress Shoes (can be purchased anywhere)
Gym Uniform:	Gym Uniform:
“ABC Montessori Athletics” white t-shirt with school logo	“ABC Montessori Athletics” white t-shirt with school logo
InSchoolwear Blue track pants and sweatshirt with school logo or InSchoolwear blue shorts for warmer months, if needed	InSchoolwear Blue track pants and sweatshirt with school logo or InSchoolwear blue shorts for warmer months, if needed
White or blue socks (any brand)	White or blue socks (any brand)
Running shoes (any brand – with velcro straps for younger students)	Running shoes (any brand – with velcro straps for younger students)

## FEES

All fees for tuition, books, and extended care must be fully authorized through a pre-authorized debit agreement or a charge to a valid credit card. Fees are deducted on the first day of the month. Payments opting for an advance payment become due on August 1, quarterly payments become due on August 1, October 1, December 1, and February 1, and monthly payments become due on the first day of each month starting in September and ending in June. Extended Care payments also become due on the first day of each month starting in September and ending in June. Prior to the confirmation of any enrollment, the initial installment and book fees must be paid in full.

For student who are not enrolled in any extended care programs, an ad hoc drop in allowance is given for the occasional times parents may be late collecting their children. The following charges will apply and will be invoiced to parents at the end of a given month:

Time Frame	Charge per Instance
7:30 am – 8:30 am Before School	\$10.00
4:00 pm – 4:15 pm	\$5.00
4:15 pm – 5:00 pm	\$10.00
5:00 pm – 6:00 pm	\$15.00
Beyond 6:00 pm	\$30.00

## REMOTE LEARNING

There may be instances during the school year where learning in person may not be possible. Students may miss school due to illness, unplanned vacation, or temporary closures.

***In the event of a full lengthy closure of more than 3 days***, live classes will be held remotely, and students will be able to experience a full school day through our Microsoft Teams platform.

***If students will be away due to unplanned vacation, illness, or other short-term absences***, missed work and homework will be posted on the Teams platform for students to retrieve and complete.

***The school will no longer offer hybrid learning options where live classes will be taught along side remote learners.***

## CLOSURES

On very rare occasions, school may have to close due to, but not limited to, the inability to operate the school. Such instances may arise possibly due to the following:

- Inclement Weather
- Natural disasters
- Fire
- Public Health Emergencies
- Illness outbreak

In the event of the any of the above, teachers will set work for students to complete independently and will be disseminated on the Teams Platform for students to retrieve and continue learning remotely.

On days of inclement weather, please visit the school's website or school social media accounts in Facebook and Twitter to gain confirmation of the closure. In addition, emails will be sent to all parents. Announcements will be posted between 6:15 am. And 7:00 am.

## **ATTENDANCE AND LATENESS**

ABC Montessori takes attendance and tardiness very seriously. Students must attend school each day and parents must strive to avoid unplanned vacations in the middle of the school year. We are obliged to report absences and lateness incidents on the student report card.

When a student arrives on time, he/she will have sufficient time to unpack belongings, return homework to the teacher, and listen to important announcement for the day. When a student comes to school late, these important aspects of the day's communication will be missed. In addition, it creates unnecessary stoppages of the class proceedings. It is also a mark of poor discipline, and we encourage all students to rise on time to get ready, eat a good breakfast, and have sufficient time to travel to the school.

If a student is late beyond 9:00 am, the child will be marked late regardless of the reason. If a student is absent, he/she will be marked accordingly as a matter of record. Should absences and lateness become a recurring issue, parents will be notified accordingly.

For every day a student is not at school, parents must call in the absence unless it is planned, and the school has been notified prior to the incident.

## **OUTDOOR ACTIVITIES**

Every day, subject to weather, students will go out for recess either before lunch or after lunch. For the student to be able to do this, he/she must come to school adequately prepared with outdoor shoes in the Fall and Spring, and winter clothing including boots, mittens, and hat in the Winter months.

Students must maintain an extra change of clothing if the uniform becomes spoilt during outdoor activities. Please ensure you supply your child with an extra change of clothes and underclothes. Accidents do happen.

## **ILLNESS**

Peel Public Health prohibits students from attending school if they are ill. Infectious illnesses such as COVID, seasonal influenza, coughs, and colds spread quickly and can render a class inoperable.

Parents must ensure that their child is free of high temperature, cough, colds, and any other symptoms of infectious respiratory illness.

Due to the ongoing pandemic, it is important to ensure that all public health guidelines are followed and that students refrain from coming the school when they face any symptoms of ill health.

## COVID PROTOCOL

COVID-19 is primarily an airborne disease spread through droplets in the air. It is spread when a person breathes in virus-contaminated air which enters the nasal passages or the mouth. The illness can also spread by touching contaminated surfaces and then touching your eyes, nose, or mouth.

Prevention is better than treatment. This is a highly contagious disease that spreads very quickly. If students and/or staff come to school with symptoms of ill health related to COVID-19, the spread can cause disruptions in the classroom and possibly even temporary closure of the affected classroom.

Parents should screen their children for symptoms of ill-health every morning. Parents should look out for the following:

One of the following symptoms:	OR	Two or more of the following symptoms:
<ul style="list-style-type: none"><li>• Fever of 37.8° C or higher with chills</li><li>• Cough</li><li>• Shortness of Breath</li><li>• Decrease or loss of sense of smell or taste</li></ul>		<ul style="list-style-type: none"><li>• Runny nose or nasal congestion</li><li>• Headache</li><li>• Sore Throat</li><li>• Muscle aches and joint pain</li><li>• Extreme fatigue</li><li>• Gastrointestinal symptoms such as vomiting or diarrhea</li></ul>

**STUDENTS AND STAFF ARE ALL ENCOURAGED TO GET VACCINATED AND CONTINUE WEARING MASKS WHEN ENTERING THE SCHOOL PREMISES. ONLY THROUGH A CONCERTED EFFORT CAN WE KEEP THIS ILLNESS IN CHECK AND ASSURE PARENTS THAT SCHOOL WILL REMAIN OPEN THROUGHOUT THE SCHOOL YEAR.**

## MASKING

We recommend all students continue to wear masks in school regardless of existing mandates because it protects them from illnesses. With the ever-lurking presence of COVID, masking will help keep students in the classrooms and keep our classrooms open. Illnesses result in missed days at school and during these foundation years, daily attendance is necessary for a student's success. Our collective precautions and collaboration are needed to keep students and staff safe.

## HOMEWORK/PROJECTS/ASSESSMENTS

Homework is issued daily to reinforce daily taught lessons. It is meant to be done by the student and while it is acceptable for a parent to help, the work must not be completed by the parent. It is critical for the

student to keep up with the daily homework assignments because it makes up a part of the student's final grade for any given subject.

Projects are assigned to allow students to dwell deeper into a subject being taught in class. It will be issued with sufficient time to complete the task and should be completed independently. Projects are typically issued in Science, Social Studies, Math, and Language. It is critical for the student to complete the projects on time because it makes up a part of the student's final grade for any given subject.

Upon the completion of a study unit or group of related units, teachers will assess student learning by means of a test or quiz. It is important that students prepare for such assessments to ensure that the taught materials have been fully absorbed by the student.

## **FIRE DRILLS**

From time to time, students will engage in fire drills to prepare them for any unforeseen fire event. While the school building is relatively small and each classroom has a fire exit door, we believe it is important to keep students prepared for such a rare occurrence. Our emergency shelter is located at our CASA campus situated at 285 Matheson Blvd E.

## **DROP-OFF/PICK-UP**

Parents are not allowed into the building unless a prior appointment was made to speak to a school staff member. During Drop-Off, students must be brought to the front door and parents must wait until the student's temperature has been verified. During Pick-Up time, parents must ring the doorbell and wait patiently until the student is brought to the front door and released to the parent.

**DROP OFF: 8:30 AM – 9:00 AM**

**PICK UP: 3:30 PM – 4:00 PM**

**BEFORE SCHOOL: 7:30 AM – 8:30 AM**

**AFTERSCHOOL: 4:00 PM – 6:00 PM**

## **MICROSOFT TEAMS**

Every student in the Elementary School will be issued with a Microsoft 365 account through which they will be able to access the Teams platform. It is important to familiarize yourself with the login provided by the school to ensure your child will be ready should the need arise to access work virtually or to attend remote class in the event school is closed for 3 days or more.

Students are expected to use the platform for school purposes only. Communication over the Teams platform is subject to the same rules and regulations of the school regarding acceptable behaviour. No student or teacher will use the platform to communicate for personal purposes, or to bully and/or intimidate any student or teacher.

## 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 email. Our emergency shelter is located at 285 Matheson Blvd. East

## STUDENT INFORMATION

All information required in the registration 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, email addresses, or emergency contacts, please inform us immediately. There are Student Information Change forms available at the campuses.

## NOTICES AND LETTERS

We will communicate the most important information to parents by email. Please ensure the school has an updated email address that you are checking regularly. Please avoid using work email addresses because parents may change jobs and the email address will be of little use.

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.

## ALLERGIES

Many students may experience mild allergies as they grow. In certain cases, allergies can be severe and may result in anaphylactic reactions.

If your child has any allergies that require medication to treat an anaphylactic reaction such as an epi-pen, the particulars of that allergy and the resulting action plan must be communicated to the school before they start attending the school. Two (2) epi-pens must be provided, one to be kept in class, and one to be kept in a central location in the school.

## MEDICATION

Students cannot bring any medication to school without the completion of a Drug Administration Form available upon request from the school. In most cases, students should not be attending school if they are ill; however, if they do not fall in this category and have prescription medication that need to be administered during the day, your authorization in writing is necessary for us to comply.

## ENROLMENT AND 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. Please make note of our enrollment agreement which you will have signed when you enrolled your child:

- An **Initial Instalment** and **Program/Book Fee** are required at time of registration.
- The **Application Fee, initial instalment** and **any Program Fees, Activity Fees and Book Fees** are **NON-REFUNDABLE**.
- Placement will not be confirmed until receipt of all approved payment authorizations and a completed application form.
- Tuition is applicable for the full school year (September to June) in accordance with the published School calendar.
- Tuition is based on the full school year and is not calculated monthly.
- There will be no refunds due to school closures that are a result of any events beyond the school's control.
- In the event a student is unable to start the school year, the initial installment, program/book fee, application fee, will remain non-refundable.
- A **two-month notice** in lieu of a sum equal to two monthly installments, net of the initial installment is required for any withdrawals.
- If the school requires the withdrawal of a student, a refund will be given in proportion to the part of the academic year involved net of the non-refundable initial installment and book/program fee.
- There will be no reduction or refund of tuition fees for any leave of absence during the school year for any reason whatsoever.
- A sibling discount is applicable on tuition fees of the second child if enrolled for the full academic year.
- The annual tuition fee does not include the Summer Camp Programs.
- Any declined payment authorizations will incur a \$30.00 service charge.
- Payments not received by the due date will incur late payment charges of 1.5% per month.
- All credit card transactions will be subject to a 2.5% surcharge



## PROHIBITED PRACTICES

The following practices are prohibited:

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

Staff must follow the Behaviour Management Policy of the school. 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.

## 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.

## 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 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 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. If your child is asked to withdraw, the **Initial instalment payment, Application fee and Program fee** will be retained by ABC Montessori. The final decision of discharge is made by the school Principal or Director.

ABC MONTESSORI PRIVATE SCHOOL  
WISHES ALL ITS STUDENTS A  
SAFE, PRODUCTIVE, AND SUCCESSFUL  
SCHOOL YEAR