



# ABC Montessori Orientation Package 2025

Dear Parents

This Orientation Package contains the following items:

- Requirements for first day of school
- Supply list for your child's class
- Uniform Policy (CASA and Elementary students)
- Drop-off / Pick-up procedures
- Illness Policy
- Safe arrival policy
- Sunscreen form
- School Calendar

It is also very important for parents to download the **"Parent Handbook"** and  
School Calendar

Thank you



## CASA 2 requirements for first day of school

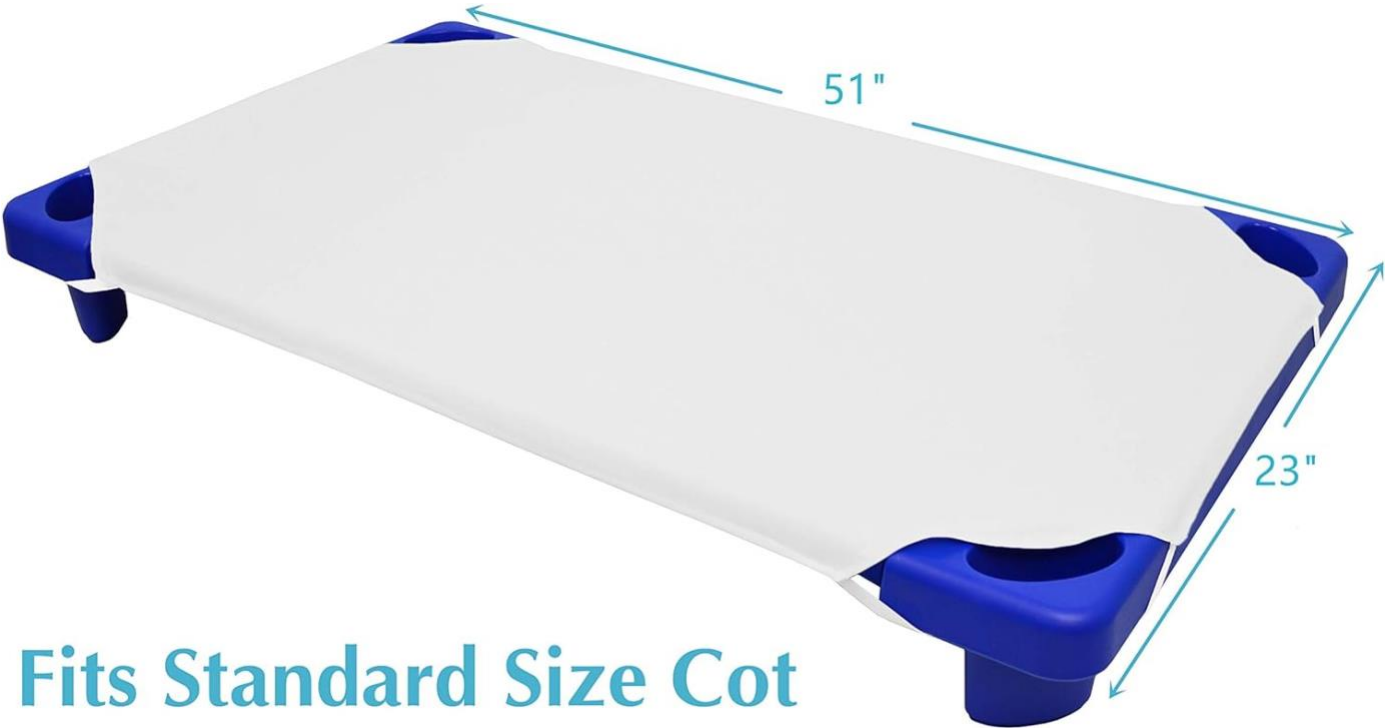
The following items are required for the first day of school. Please ensure that all items are labeled with your child's full name.

- Small blanket for sleeping cot. (blankets that touch the floor will be returned to you)
- **2 Sleeping cot sheets** – size **23 inches x 51 inches** (This is a standard cot sheet size). See photo attached. Please note that “crib” sheets are not permitted.
- 1 **LARGE** tote bag for putting blanket and cot sheets (We train students to put their own blanket and cot sheets inside). Small bags won't work.
- 6 Kleenex boxes
- Hand sanitizer (at least 473 ml size)
- Water bottle – labelled with your child's full name ( filled with water)
- **LARGE** back pack **with pocket for water bottle**. (We train students to put their own binders, etc inside). Small backpacks won't work.
- Extra sets of clothes (2 sets) including shirts, pants, underwear and socks. (Does not have to be school uniform). Accidents can happen, so please be prepared. Students must always have a change of clothes in their locker.
- Sunscreen and Sun hat. (Please ensure sunscreen is not expired). Students MUST HAVE these two items. **Sunscreen authorization form must be signed**
- Running shoes for outdoor activities. **(Velcro only, no laces please)**
- 2 pack of flushable wipes
- 2 packs of “Wet Ones” hand wipes
- Pull-ups (if potty training) – Must be fastened on the sides.
- Students with Anaphylaxis (life threatening allergies) must have 2 EpiPen's and an “Individual Action Plan” completed and signed. See campus supervisor.

**Please label all items**

**Note: Students must be wearing the official school uniform to attend school. Students without uniforms may not be permitted to class. Please label all uniform pieces and shoes. Teachers are not responsible for anything that is not labeled. Thank you for your cooperation.**

**Sleeping cot sheet**



**Fits Standard Size Cot**



## Supplies for CASA 2 students

**The following supplies are needed by all **CASA 2 class** students.  
Please bring these supplies to school on the “Orientation Day”.**

- 1 pack of photocopy paper
- 1 - 24 pack of Crayola Twistable crayons
- 1 pack of sharpened (Staedtler blue – Norica) writing pencils (12 pencils per pack)
- 1 white (Staedtler) eraser
- 1 UHU glue sticks
- 1 pack of Astrobrights Coloured paper, "**cardstock**" 5-Colour Assortment –8.5”x11”
- 1 hard plastic pencil case
- 1 **Hilroy** 7 pocket expandable file folder (for homework)
- 1 sharpener ( if possible, please get Staedtler STD 512001A6)
- 1 EXERCISE BOOK – 72 pages dotted interlined 23.1 x 18.1 cm. Hilroy brand  
(available at Walmart and other stationary stores)
- 2 pack of white, lightweight, disposable, uncoated paper plates (dollar store)
- 1 box of Crayola washable Project Paint. Box of 10 colours.
- 1 art paint brush (not less than ½ inch wide brush only)
- 1 spool of ribbon (dollar store)(any colour)
- 1 pack of foam stickers (hearts or flowers) (dollar store)
- 1 pack of glitter glue
- 2 dabbers (dot markers)(dollar store) any colour

Please bring all supplies in a box and label all the items with your child’s name.

If you have any questions, please ask your teachers.

## **ABC Montessori 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](http://inschoolwear.com).

The uniform policy cannot be compromised for any reason. Any student who is not in proper uniform on any given day may be sent home. Anyone unwilling to follow school uniform policy on a regular basis may be discharged 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 (**CASA and Elementary Prep. Students only**)
- 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 shoe laces.

## **Health Screening, Drop-Off and Pick-up Procedures**

ABC Montessori - 285 Matheson CASA Campus

### **Step 1 – Daily active screening for households**

Parents should observe their children for any signs of illness before coming to school and preferably take their temperatures.

Your child will not be able to attend school if they are ill.

**Parents must call or email school to advise symptoms and when symptoms started.**

This is a Peel Public Health policy that must be followed. We must track all illnesses. Our supervisor will advise when your child can return to school after illness.

### **Step 2 – School student illness screening**

Please bring your child to the school entrance for illness screening and only leave once your child is admitted into the building. (The Ministry of Education requires us to observe every child for symptoms of illness before entering the classroom)

If your child has a temperature of 37.8 degrees or higher, or any other symptoms of ill health, you must take your child home immediately. Your child will not be able to attend school until advised that they can return.

---

### **School drop-off times**

Regular school morning drop-off is between **8:30 am – 9:10 am only. Students may not be permitted in school after 9:10 am.** Students should be brought to school on time.

The drop-off time for students enrolled in the Before-School program is 7:30 am – 8:30 am.

### **Pick-up / departure procedures**

Regular school Pick-up time is **3:00 pm – 4:00 pm.**

Pick-up time for students enrolled in the After-School program is 4:00 pm – 6:00 pm.

Students should be picked up from outside the school building. Parents should ring the doorbell and wait for a staff member to assist you. **Parents may be asked to show a government issued I.D.**

## **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:

- 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).
- 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.**

Provincial Government and Region of Peel Health Department regulations state that a child with a contagious disease is not permitted into a classroom with other children.

# **ABC Montessori**

## **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

1. 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**

1. 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.
2. 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**

1. 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)**

1. 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**

1. 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 a activity, while they await their pick-up.
2. 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.
3. 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.
4. 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.

### **Regulatory Requirements: Ontario Regulation 137/15**

#### **Safe arrival and dismissal policy**

50. Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,

- (a) provides that a child may only be released from the child care centre or home child care premises,
  - (i) to individuals indicated by a child's parent, or
  - (ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and
- (b) sets out the steps that must be taken if,
  - (i) a child does not arrive as expected at the centre or home child care premises, or
  - (ii) a child is not picked up as expected from the centre or home child care premises.

ABC Montessori



Consent to apply sunscreen, hand sanitizer and diaper cream.

Child's Name: \_\_\_\_\_

I hereby give my permission for ABC Montessori, my child's Licenced child care provider to administer the following non-prescription items, supplied by me, if my child requires:

Please initial YES or NO

YES	NO	PRODUCT	SPECIAL INSTRUCTIONS / BRAND
_____	_____	Sunscreen	_____
_____	_____	Hand sanitizer	_____
_____	_____	Diaper cream	_____
_____	_____	_____	_____

I also authorize ABC Montessori to apply a Hand Sanitizer (brand chosen by ABC Montessori) to my child's hands when my child arrives at school in the morning and at any time during the day that ABC Montessori deems necessary. Hand sanitizer is not used for children under 2 years old.

- All products that you supply for your child must be clearly labelled with your child's full name.
- Sunscreen is required for all children.
- Do not bring any other products listed above unless your child requires it.

ABC Montessori will ensure that these over-the-counter products are

- a) labelled with the child's name,
- b) stored in accordance with the instructions for storage on the label,
- c) administered in accordance with the instructions on the label and are **NOT EXPIRED**
- d) administered in accordance with any instructions provided by the parent of the child.
- e) administered to a child only from the original container or package

Parent's full name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The purpose of this authorization form is to satisfy the March 2021 Regulatory Changes under Ontario Regulation 137/15 of the *Child Care and Early Years Act, 2014* (CCEYA)



# *ABC MONTESSORI*

## School Calendar 2025 - 2026

August 2025	September 2025	October 2025	November 2025
Civic Holiday.....04 Orientation.....22	Labour Day.....01 1 <sup>st</sup> day of School.....02 PA Day.....19	Thanksgiving.....13 PA Day.....24 Halloween .....31	PA Day.....21
December 2025	January 2026	February 2026	March 2026
School Concert .....19 Christmas Break.....22-02	Classes commence.....05 Enrollment Deadline for 2026/27 .....15 PA Day.....23 Elementary Curriculum Day.....23 CASA Parent Teacher Interview.....TBA*	Elementary Parent Teacher Interview.....13 PA Day .....13 Family Day.....16	March Break.....16-20
April 2026	May 2026	June 2026	July 2026
Good Friday.....03 Easter Monday.....06	Picture Days.....06 & 07 PA Day.....15 Elem Parent Teacher Interview.....15 Victoria Day.....18	CASA Parent Teacher Interview.....TBA* Last Day of School.....19 (Half Day Only) Summer Camp Begins.....29	Canada Day .....01

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