



## 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.**

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- 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 snacks 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 school uniforms 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.**



## SUPPLIES FOR GRADE 4

### 2025-2026

The following supplies are needed by all students:

Writing	Books/Paper	Storage/Organization
<ul style="list-style-type: none"> <li>• 3 packs of <b>sharpened</b> writing pencils (12 per pack)</li> <li>• 2 sharpeners with receptacles</li> <li>• 3 white erasers</li> <li>• 12 fine point markers</li> <li>• 1 pack of red ballpoint pens (6)</li> <li>• 1 bottle of liquid paper (white-out)</li> </ul>	<ul style="list-style-type: none"> <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>12107*</b></li> <li>• 1 pack lined paper</li> </ul>	<ul style="list-style-type: none"> <li>• 1 large plastic hard cover pencil case (Length: 13")</li> <li>• 2 (1 inch) binders</li> <li>• 1 (2 inch) binder</li> <li>• 12 duo tangs (3 holes)</li> <li>• Clear binder pockets (1 Pack)</li> <li>• 3 XL Ziploc bags</li> <li>• 1 large 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> </ul>	<ul style="list-style-type: none"> <li>• 4 glue sticks</li> <li>• 1 bottle white/clear glue</li> <li>• 1 pair of scissors</li> <li>• Felt sheets (<b>white, purple, beige</b>)</li> <li>• 1 highlighter</li> <li>• 1 black Sharpie</li> <li>• 1 pack colourful cardstock paper (8.5" x 11") Astrobright</li> <li>• 1 spool of thin colourful ribbon (any colour)</li> <li>• 1 ball of yarn (any colour)</li> <li>• 1 double sided tape</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Geometry set</li> <li>• 1 ruler (12 inch/cm reading – non folding)</li> <li>• 2 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 (in a small Ziploc bag) to be always kept in the locker</li> <li>• 1 set of clothes (top, bottoms, underwear, and socks) to be always kept in the locker (in a bag)</li> <li>• Food flask for hot lunches</li> </ul>

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

**PLEASE LABEL ALL ITEMS**

# 2025-2026 SCHOOL CALENDAR

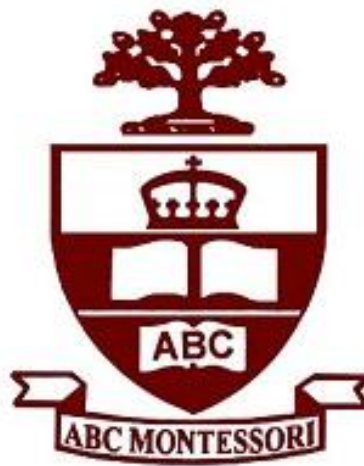
August 2025	September 2025	October 2025	November 2025
Civic Holiday.....04 Orientation.....22	Labour Day.....01 1 <sup>st</sup> day of School.....02 PA Day.....19	Thanksgiving.....13 PA Day.....24 Halloween .....31	PA Day.....21
December 2025	January 2026	February 2026	March 2026
School Concert .....19 ChristmasBreak....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 <b>(Half Day Only)</b> Summer Camp Begins.....29	Canada Day .....01

# ABC Montessori

Private School

Est. 1995

Celebrating 30 years of Academic Excellence



PARENT HANDBOOK

**ELEMENTARY CAMPUS**

2025/2026

**ELEMENTARY CAMPUS**

305 Matheson Blvd E.  
Mississauga, Ontario  
L4Z 1X8

☎: 905.568.8989

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

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

**CASA CAMPUS**

285 Matheson Blvd E.  
Mississauga, Ontario  
L4Z 1X8

☎: 905.568.1716

## **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 by providing a stimulating and nurturing environment, while developing 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 Mathematics 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.

## CODING

Students in Grade 1 to 5 learn to code through our education partner Ultimate Coders. Students will develop a strong foundation in coding concepts like sequencing, conditional statements, Boolean logic, and inequalities. Further concepts such as loops, stacks, queues, and variables while designing their own stories and games.

## EXTRA CURRICULAR ACTIVITIES

ABC Montessori will organize various 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 Britannia 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:

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

While religious celebrations are not carried out explicitly, there may be activities in the school that involve such themes including Christmas and Easter, but without religious overtones.

## PROFESSIONAL ACTIVITIES DAY

In accordance with the Education Act, all schools 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 be open on these days and no care will be available as well. Parents 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.

A lunch program will be available from [www.lunchboxorders.net](http://www.lunchboxorders.net). This is an entirely parent-driven program in which you will have the opportunity to order lunch on days it is available from the website. Parents will be able to select the days they require the meal, and it will be delivered to the school by 12 noon. It is important to note that until a larger number of students enroll for this program, orders will be limited to pizzas on Monday and Friday only.

**\*\* 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.

We expect all parents to comply with the uniform policy. Substitutes will not be honoured, and we kindly ask you **not** to make such requests unless your child has a known allergy to the materials used in the article of uniform.

Online orders can be placed at InSchool Wear using the school code “**abcm**”.

**ELEMENTARY STUDENT UNIFORM**

<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 our payment portal supported by [www.tuiopay.com](http://www.tuiopay.com). 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.

**Invoices will be issued under the [www.tuioipay.com](http://www.tuioipay.com) portal and parents must log into the portal to approve any invoices issued after which payments will be processed on the due dates via your preferred payment method.**

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	\$15.00
4:00 pm – 4:15 pm	\$7.50
4:15 pm – 5:00 pm	\$15.00
5:00 pm – 6:00 pm	\$20.00
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 by logging in as per the schedule communicated by the class teacher.

***If students will be away due to illness, or other short-term absences***, missed work will be available at the end of each school day for collection. ***Please note we cannot scan and email daily work assignments when students take vacations during the term. In addition, we will not be able to put together anticipated missed work while a student might be away. We only issue homework when the class has been taught a lesson.***

## 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. If the closure is longer than three days, work 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 on 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 a.m. and 7:00 a.m.

## **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/email about the absence unless it is planned, and the school has been notified prior to the incident.

**WE ASK PARENTS TO REFRAIN FROM BOOKING VACATION TIME DURING THE SCHOOL TERMS. THIS DISRUPTS YOUR CHILD'S LEARNING. IN OUR EXPERIENCE, STUDENTS HAVE RARELY COMPLETED ANY OF THE WORK WE PROVIDED UPON PARENTS' REQUESTS AND WILL NOT CONTINUE TO DO SO.**

## **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 is deemed 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, RSV, NOROVIRUS, 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.

***Please refrain from sending your child to school armed with a day's dosage of Tylenol or Advil to mask the presence of fever.***

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. An ill child can quickly spread illness across the classroom to other students as well as teachers. If the latter is ill, it is possible classes might be cancelled.

## 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

Please ensure you drop off and pick up your child to and from school on time. If you need to secure an early release or if you need to drop off later, please inform the school.

**DROP OFF: 8:30 AM – 8:55 AM**

**PICK UP: 3:30 PM – 4:00 PM**

**BEFORE SCHOOL: 7:30 AM – 8:30 AM AFTERSCHOOL: 4:00 PM – 6:00 PM**

**STUDENTS MUST BE IN SCHOOL BEFORE 9:00 AM**

## 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 TUIO 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.

## 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 and one that is preferably your personal email. Please avoid using work email addresses because parents may change jobs, and the email address will be of little use. In addition, work emails often have SPAM filters or blocks preventing our communication from reaching you.

It is very important to read the letters carefully and respond by the due date when requested. We do not want you to be inconvenienced, or your child to miss out on an activity because of an unread email.

**IT IS CRITICAL THAT YOU MARK OUR EMAILS AS A SAFE SENDER TO AVOID FINDING IT WEEKS LATER IN YOUR SPAM FOLDER.**

## 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 enrollment profile on TUIO.
- 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 less holidays and PA Days 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 \$40.00 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 prevailing rates charged to us by our payment and online enrollment platform TUIO.

## **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 OMISSIONS 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**