



Montessori School

Student/Parent
Handbook

All school policies are formulated by Kidsopolis Montessori School (KMS) administration. The staffs have copies of the school policies. Parents are able to access policies via the school website or are available upon request from the office. Parents are encouraged to familiarize themselves with these documents. Policies and Procedures are the guiding documents for our school. They clarify our school's philosophy and establish processes to ensure efficiency and clarity. Furthermore, they are required for our school to comply with the Ministry of Education requirements.

Revised on

Date

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Greetings

We wish to extend a very warm welcome to our students and parents at Kidsopolis Montessori School. In order to ensure that both you and your child(ren) have a safe and successful school year, we have prepared this information handbook, which we ask that you read carefully and keep for reference.

The following information deals with the security, policies and the responsibilities of staff, students and parents at KMS.

KMS admits students regardless of race, creed, colour, and national or ethnic origin, and is non-discriminatory in all of its policies and school-administered programs.

School Philosophy

At KMS, we strive to provide your child with a safe and caring place to learn, grow, and have fun. Our goal is to help your child develop a positive attitude towards learning through the time-tested Montessori method.

Communication

General Communications

- KMS issues bimonthly newsletter. This important resource has valuable reminders, announcements, and information on special events. Please read it and mark your personal calendars with the dates you need to remember.
- Notices of timely interest may also be posted in the sign in/cubby area as added reminders.
- The school website is an invaluable resource for all parents of KMS. It contains the school calendar, newsletters, school policies and pictures of various activities.
- The School's Handbook is a useful tool for providing information to parents and families on Montessori practices and operation of the school. The Handbook is available to new families enrolling at the school and to every returning family upon re-enrolment. A copy of

the *entire* Policy and Procedures Manual is available on our website. If you require a printed copy, please inquire at the office and one will be provided to you.

- Periodically, Parent Education Evenings are offered. These evenings are organized and presented by the teachers or invitational guest speakers to deepen the understanding of Montessori principles and child development. Parents are strongly encouraged to attend these educational sessions in order to appreciate the educational philosophy and disciplines that the students are benefitting from daily.
- Teachers are able to provide books and resources for parents seeking information on the Montessori philosophy of education.
- Serious Occurrence Notification form will be printed and posted in a conspicuous place highly visible to parents for at least 10 days from the date of the final update.
- Parents will be provided a copy of any/all accident reports related to their child.

Parent / Teacher Communications

Kidsopolis Montessori School is aware of the importance of good communication between staff, parents, and children. The school is committed to the ongoing improvement of communication and welcomes feedback regarding the communication process.

Class duration is 5:45 hours. If you have questions about your child's progress at KMS, please arrange a meeting with your child's teacher outside of classroom time. Teachers are often unable to take phone calls, as it interferes with their classroom duties. The office will gladly accept telephone messages and convey important information to them as soon as possible. You can also get in touch with your child's teacher or the office via email. We do ask that all correspondence with your child's teacher be forwarded to the school account (kidsop@kidsopolis.com) to ensure the privacy and safety of our teachers.

Principal and Administration Communications

If you have any concerns or questions, please use the contact options below. To contact the principal or your child's teacher, please call or email us at:

Tel.: 289-837-3888, email: kidsop@kidsopolis.com

Grievances

If parents have concerns regarding communication at KMS, they are encouraged to address these concerns with their child's teacher in the first instance. If they do not feel their concerns have been addressed, they are encouraged to meet with the principal. The school has an open door policy and the principal is available to facilitate any and all concerns parents may have.

Progress Reports & Parent Interviews

Children are issued two formal report cards: one in January and one in June. In addition, there are two Parent/Teacher Interviews scheduled for November and March/April. If you have specific matters of concern over the course of the year, the principal and/or your child's teacher will be pleased to meet with you at a mutually convenient time.

Parent Involvement

We encourage you to participate in your child's school experience. Parent involvement can be at any level that is comfortable with you. We invite you to attend parent/teacher meetings, various social gatherings, and Casa information sessions. Research has shown that children who benefit most from their school experiences are those who have involved parents.

We often require additional help in putting on special events and with field trips. All volunteers shall undergo screening appropriate to the duties and level of student contact. Volunteers shall work under the supervision of designated staff at all times. We do require that all volunteers supply the office with a Police Record Check before they are permitted to join the KMS staff and students on outings.

Criminal Reference Check (Vulnerable Sector Search)

To more adequately safeguard students and staff members, Kidsopolis Montessori School requires that parental volunteers submit a current Police Record Check. Also all staff/volunteers must verify that they have had no criminal activity every year.

Kidsopolis Montessori School will provide a letter stating a reason for the request. Applicants living within the city of Oakville are required to go to Community Police Service. Applicants outside the City of Oakville are required to go to the Ontario Provincial Police Station in the district where you reside.

Please consider and investigate current wait times for Criminal Reference Checks if you intend on volunteering. The principal and/or the administrator shall have sole discretion to determine whether information obtained through the background check process disqualifies an individual from serving as a volunteer with the School. Only the principal and administrator will review criminal Reference Checks.

Parents not deemed qualified to serve, as volunteers will not be prevented from otherwise actively participating in their child's education. Confidential or sensitive information and records obtained from such background inquiries, which are not otherwise publicly available or known, are to be considered confidential and shall not be released or disseminated unless required by applicable law.

Arrival Procedure

All students are to be accompanied into the school by their Parent/Guardian to the designated supervised area (classroom or Before School Programme). The attending staff is to be notified that the child is on school premises and the "Sign In/Out" logbook is to be completed. This log book is an integral part of our security measures.

End of Day Dismissal

Early pick up may be arranged with your child's teacher. Parents/Guardians are asked to wait for their children to be dismissed from the classroom and to complete the "Sign In/Out" logbook. As a security measure, a parent/guardian must accompany all children leaving the school grounds. No child may leave the property with any other person unless the school has been notified in writing or with a phone message by the Parent/Guardian.

Releasing Students

When anyone other than the parent, or regular adult who normally takes the student home, is asked to pick up a student from school, the following procedure must be followed:

- a. The teacher must be given a signed PICK-UP AUTHORIZATION form from the parent stating who will be picking up the child. It is not sufficient to merely say “the child’s grandfather will be coming to pick him up” - we require the person’s full name for proper identification.

- b. If it is not possible to get an AUTHORIZATION FORM filled out in time, we require a phone call authorizing us to release the student and again the full name of the person to whom the student may be released. We may ask you to leave a voice message for our records.

Parents are to inform the person picking up their child to have some form of identification with them, as they will be required to show it to the teacher. Parents are asked to explain this procedure to anyone picking up their child, so that they do not feel embarrassed when asked for identification, and realize that is for safety and security reasons only. The identification produced will be compared with the name given by the parent either verbally or in writing, and only if they are the same will the student be released. In case of any doubt, it is our policy not to release the student. We urge parents to be very particular about giving adequate and proper instructions, as we want to be absolutely sure that each student goes home with the person designated to pick him/her up.

Extended Care Programme

School duration is 5:45 hours (less than 6 hours in total for any one child in any one day), therefore extended care is not available, except for unforeseen/exceptional circumstances such as parents being stuck in traffic/accidents etc. where pick up before 6 hours is not possible. This programme is designed to give working parents a safe and happy place for their children before and after school hours but due to the license in place the maximum care provided to a child in the daycare programme must be less than 6 hours per day. We understand that many parents/guardians may, on occasion, have unavoidable delays in picking up their children. We ask that you contact the school if you expect to be delayed in order that we may avoid needless upset for your child.

Library

Students visit the library once a month unless the schedule is interrupted by a field trip or holiday. Borrowing books is a privilege and students are expected to respect the materials they borrow and return them on time. Students may not check out a new book unless the previous book has been returned.

Cubbies

Cubbies are assigned to each student for convenient storage. Cubbies are the property of The Kidsopolis Montessori School and are under the control of and accessible to the faculty at all times in keeping with the school's legal responsibilities. The school is not responsible for property that is lost or stolen.

Behaviour/ Attitude

Kidsopolis Montessori School has developed a set of behaviour management practices, which are in keeping with the Montessori philosophy of education. In short, the behaviour management rules have been designed while keeping the welfare, sound development and safety of the child in mind. Children are disciplined in a positive manner at a level that is appropriate to their actions and their ages. This is done in order to promote self-discipline, ensure health and safety, respect the rights of others, and maintain equipment. Spanking or other forms of corporal punishment are not permitted. Methods of discipline are discussed at staff meetings and consistent disciplinary measures are agreed upon.

On occasion, students may have extreme difficulty and may repeat negative behaviour in spite of being redirected. Continued aggression may result in a request that the parents withdraw their child from the programme.

Aggressive Behaviour

Students may not engage in verbal (including swearing and profane language), mental or physical abuse or bullying against another person. KMS has a strict policy against aggressive and violent behaviour amongst its student body. Students demonstrating such behaviour may face expulsion from KMS.

*Note: Rough housing and play fighting will not be tolerated. These actions can lead to accidental injuries and damage to school property.

Theft and Vandalism

Students may not steal, vandalize, nor wilfully damage property on the school premises or in the neighbourhood. Any student stealing or vandalizing is subject to expulsion from the KMS, and the student (or parent/guardian) may be held liable for damages.

Respect for Others

We expect all members of KMS to respect each other and to address each other in a polite and friendly manner. Aggressive behaviour or foul language is not accepted at any time or under any circumstances.

Respect for Property

We are proud of our School and we want to keep it clean. Students are expected to do their part in maintaining the cleanliness of the School environment by placing their recycling/waste in the appropriate bins. All food/beverage containers must be taken home every night.

Students' Personal Property

It is the School's policy to remove all toys related to violence and war. The School is not responsible, under any circumstance whatsoever, for lost, stolen or damaged personal property. All personal items of an expensive replacement (Mp3 players, iPods or iPads i.e. electronics) should not be brought to school. KMS reserves the right to request that these "gadgets" be removed from the school all together if they provide a detriment to the learning process or social behaviours. KMS is not responsible for lost or stolen property.

Weapons

Weapons, including knives of any type, are not permitted on school property.

Smoking

Smoking on school property is against the law. Additionally smoking within 9 meters of the entrance and the windows of the property will not be allowed.

Visitors

All visitors must report to the office. Parental visits are welcome anytime. Friends of students should not visit the school. Visits to school property are limited to authorized persons only.

Health & Medication

Whenever possible, parents should be encouraged to give drugs or medications to the child at home, if this can be done without disrupting the treatment cycle. Please inform your child's teacher upon arrival if medication is required during school hours. The medication will be

placed in the designated area (in locked cabinets or other containers that are inaccessible to children and are designed/used only for this purpose) and administered as directed.

The school requires written authorization, including dosage and times any drug is to be administered. Medication must be in its original container, clearly labeled with the child's name, drug name, dosage, instructions for the storage and administration. Surplus medication will be returned to the parent to be discarded.

Inspections for lice are required when necessary. If your child has lice, we will contact you immediately and confidentially to come and collect him/her. Your child may return to school when the lice have been treated and no further signs appear.

First Aid

The staff are expected to treat a child within the bounds of that, which is to be considered to be reasonable first aid.

Immunization Records and Health Forms

Upon enrolment, parents must complete the health form supplied by the school. The Halton Public Health Unit for all students requires immunization records. A Statement of Conscience or Religious Beliefs affidavit may be substituted for Immunization records.

It is the responsibility of Parents/Guardians to ensure that their child's (children's) immunization record(s) is (are) up-to-date. If a child's (children's) record is not current, the Halton Health Unit will notify you to take the necessary steps to ensure your child's file is current. If you fail to update your child's immunizations within the given time period, the Health Unit has the authority to suspend your child from school. KMS is required to comply with such an order from the Health unit. In any case where the Halton Health Unit issues a suspension notice, there will be no refunds whatsoever with respect to fees, for any student who has been suspended. In addition, where there is an order or directive issued by a government authority or agency that results in students not being able to participate in the school programme, there will be no refunds whatsoever, with the respect to fees for such students.

Allergies

It is the parent's responsibility to notify the office of any allergies that their child(ren) may suffer from. The allergy, the severity of the allergy and any treatments required to alleviate the symptoms of the allergy, should be provided on your child's registration form. If additional information is required to care for your child, please make a note of this on your child's registration form and provide the office with the required documentation.

Allergy and Anaphylaxis Management

The common causes of allergies relevant to this policy are nuts (in particular peanuts), dairy products, eggs, wasps, bees, and ants. The allergy to nuts is the most common high-risk allergy, and as such, demands more rigorous controls throughout the policy than the controls for allergies for dairy products, eggs, wasps, bees and ants.

Kidsopolis has chosen to be a Peanut Free Zone, however, the School's position is not to guarantee a completely allergen free environment, rather: to minimize the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The school is committed to proactive risk allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst children suffering allergies.
- Provision of staff education/training program on anaphylaxis
- Close liaison with parents of children who suffer allergies
- The establishment of clear procedures and responsibilities to be followed by staff in meeting the needs of children with additional medical needs.
- The involvement of parents, staff and the child in establishing an individual medical care needs.
- Ensuring effective communications of individual child medical needs to all relevant teachers, teacher assistants and other staff.
- The incorporation of allergy management strategies into the risk assessments of all school events, excursions and sporting activities.
- Staff training in anaphylaxis management including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age-appropriate education of the children with severe food allergies.
- In classrooms with children who suffer food allergies, parents are requested to carefully consider eliminating the allergenic food from their child's lunch boxes and for celebratory events.

Nut-Related Aspects

- If the school is aware of a child who suffers a nut allergy, the school lunch caterer and outside caterers must be made aware of the risk minimization policy and requested to eliminate nuts and food items with nuts as an ingredient from their operations. This does not extend to those foods labeled “may contain traces of nuts”.
- Parental responsibility to build self-management skills within their allergysuffering children is promoted by the school.
- Age-appropriate education of the children with the severe nut allergies-peanut and tree nut.

Dairy and Egg Related Aspects

- Children with dairy product or egg allergies are managed by the school in consultation with the parents on a case-by-case basis.
- Age appropriate education of the children with severe dairy/egg allergies

Insect Related Aspects

- Diligent management of wasp, bee and ant nests on school grounds and proximity. This must include the effective system for staff reporting to management and a system of timely response for eradicating nests.
- Education of students to report above normal presence of bees in plays areas.
- Age appropriate education of the children with severe insect allergies.

Parents are responsible for:

- Providing ongoing accurate and current medical information in writing to the School. The School will seek updated information via a **Child Health Care Plan** at the commencement of each calendar year, to which parents are required to respond. Furthermore, should a child develop a condition during a year, or have a change in condition, the parents must advise the school of that fact, and details to be clarified accordingly.
- *The school recommends the wearing of a Medic Alert bracelet.*

- Providing Epi-Pens and/or other necessary medication, including monitoring their use by dates and replacing medication if necessary.
- Providing appropriate foods to be used by the child in celebrations.

Teachers and Teachers' Assistants are Responsible for:

- Ensuring they are familiar with the child's allergy and treatment hereof
- Ensuring that they are trained in the use of an EpiPen and are capable of managing an anaphylactic reaction.
- Discouraging peanut butter and whole nuts of any kind and encourage pro-active practices in avoiding use of these foods in lunches, snacks, birthday cakes, etc. which may be brought to the school.

Minimized Nut Environment

The School will promote the following food allergy information through the School website, parent handbook and notices by any class which has a child suffering an allergy. In classes where a child suffers a nut allergy, parents are strongly encouraged to send snacks and lunches that do not contain:

- Peanuts
- Nuts of any type
- Foods with peanut butter or nut derivative or ingredient (e.g. Nutella)
 - When cooking in class, teachers will avoid use of nuts or nut based products

Camps and Excursions

- The teacher in charge shall check with any food provider and ensure "safe" food is provided or that an effective control is in place to minimize risk of exposure
- Where a student is prescribed an EpiPen, the teacher in charge shall ensure they or another supervising staff member is trained in the usage of the EpiPen and capable of performing required medical treatment as outlined in the students' special medical plan.

- The teacher in charge shall ensure the EpiPen is taken on the excursion and will be responsible for its security.
- In severe cases, especially the early years, a parent may be required to attend the excursion/camp.
- Please regularly check all food labels for nuts to ensure the safety of children with allergies Thank you for supporting us in this critical issue.

Communicable Diseases

The Public Health Act (section 84) requires that,

“Children who are suffering from communicable diseases are to be excluded from school”.

When it is suspected that your child is ill, the Parent/Guardian will be called and it will be recommended that your child be picked up and take home. Meanwhile, your child will be made comfortable until they are picked up. There is no flexibility in this procedure. If your child is on medication by prescription, he/she must be kept home for at least 24hours or as directed by your Health Care professional to allow the medication to take effect.

For major communicable diseases such as Diphtheria, Polio, Small Pox and Meningitis, a certificate for admission to school is required from either the Medical Office of the Health Unit or from your family physician. Although the other communicable diseases do not require a medical certificate for return to school, please consult your family physician before the child resumes attendance after any of the following:

Red Measles, German Measles Scarlet Fever, Mumps, Chicken Pox, Infectious

Jaundice, Whooping Cough, Infectious Hepatitis, Epidemic Strep/ Sore Throat.

KMS reserves the right to exclude a child with a communicable disease until it is satisfied that the child is no longer infectious.

Incident / Accident Reporting Policies

Whenever a child is injured and it leaves a mark, a parent must be informed. In serious cases, an incident/accident report must be completed by the teacher who witnesses the incident. If there were no witnesses to the occurrence, the principal or TIC must process the form. The form is kept in the child’s file. The parent must be notified verbally.

School Lockdown Procedure

Siege and hostage situations are two of the most significant emergencies or critical incidents that a school may encounter. They often develop with unpredictability, speed and lethality. These events may involve armed or unarmed people using a carefully planned or completely unplanned method. Most of these situations are over within several minutes. It is essential that if the safety of students or staff are at immediate risk, decisive actions will be taken to reduce access to additional victims. This includes notification to the Police.

Before the arrival of emergency services, the decision to instigate lockdown or to evacuate all or part of the school premises is a decision to be taken by the Principal. Where time permits, this decision should be made in consultation with the Police.

Large-scale evacuation will always be a last resort. The decision will need to balance the risks, as to whether students and staff are afforded better protection by remaining where they are or by evacuation. If a decision to evacuate is made, the aim will be to evacuate the optimum number of people expeditiously and safely. Parents and other persons who arrive on a school site during siege or hostage situations should be mustered to a safe location. The preservation of life will take precedence. Perpetrators should not be approached or challenged.

Lockdown Process

Lockdown is the act of isolating students, staff and visitors from a perceived threat of physical harms at the school site by confining people to classrooms or other school buildings.

The principal will initiate lockdown based on an assessment of risks to students and staff.

The Lockdown Procedure will be initiated by the sounding of THREE AIR HORNS IN A ROW.

Records and documentation associated with lockdown need to be maintained by the principal.

Fire Alarm/Drills

When the fire alarm is sounded, the teacher will direct all students to line up at the classroom door where they will be counted. The teacher will go last, taking an attendance sheet with the names of the students. The teacher will shut off the lights and close the classroom door. Students are asked to wear their indoor shoes at all times. In the event of a fire drill, the teachers are asked to proceed as if there is a real fire without exception. Students will not be allowed to collect their personal belongings *including their shoes*. The teacher will proceed

calmly with the students to the nearest or predetermined exit. Once outside the teacher will take the students to the predetermined area where the attendance will be taken.

Students and teachers may only re-enter the building once the all-clear signal is given.

Emergency Shelter

If the school has to be evacuated for any reason, the students will be accounted for and taken to the **Front Lobby (ground floor) at 407A Speers Road (Monday to Friday)** for pick up by parents.

Student Absence

Attendance is an important factor in a student's academic success. Parents are requested to contact the school to inform of student absence. Please be specific when leaving a message (child has stomach flu or has strep throat). Student attendance is formally recorded and there will be no credits issued for sick days.

Vacation

Please refer to the student calendar for all scheduled vacations, holidays & events. There is no reduction in the tuition if personal vacations are taken when school is in session. Work missed while on vacation must be caught up after the student returns to class. It is not the responsibility of the teacher to provide students with "homework" prior to it being assigned in class. Exceptions may be made for absenteeism due to prolonged illness.

Calendar

The new school calendar will be issued in August with "Meet & Greet" Information and teacher letters. It is our policy to notify parents of all events, trips or visits planned by the school. Please check the school calendar regularly for holidays, Parent-Teacher Interviews, P.D. Days, and other special events.

(P.D. Days) are for teachers, and are days when they meet for discussions, new ideas, workshops or seminars. The students do not come to school on these days and parents must make alternate arrangements for their children on P.D. Days.

Indoor Play

Kidsopolis offers its indoor playground to casa student for play times every day. Please ensure that your child is dressed appropriately. Your child must participate in indoor play, regardless of attire. **All children in attendance are expected to take part in indoor activity.**

Teachers have the responsibility to halt activities initiated by the children that the teacher perceives to be unsafe.

School Closure or Interruption Due To Inclement Weather

In extreme weather conditions, the School may be closed. Though school closing is extremely rare, parents are advised to check the school answering machine for a message confirming such closure or field trip cancellations. Our answering machine will be updated as often as possible. Generally speaking, if local public or separate schools are closed - so are we.

There are situations, which may arise during the time in which the school is open and will require the administration to make decisions as to whether to continue operations or close the school entirely. Power outages, severe weather or any other possible scenarios, which could put our children or staff at risk, may warrant an early closure. The decision to close the school early will be the responsibility of the administration. Teachers will continue carrying out all responsibilities and provided a schedule as close to normal as possible in the event of a power outage. Lunches will be eaten in the classrooms to avoid venturing into areas where lighting is not sufficient.

At any time during the hours of operation of the school, the administration can make a decision to close the school and ask parents to pick up their children early.

Lunch

KMS offers a healthy Lunch every day. Lunch will be catered in by an approved third party vendor. Children eat lunch in the dining room. Students are responsible for keeping their eating area clean. Students are expected to put their trash in receptacles and recycle wherever possible. The clean eating is everyone's responsibility.

All lunch will be free of any nuts or nut ingredients. Additionally the lunch programmes will be modified accommodate other individual allergies that enrolled children may have. In the event that a child must bring their own lunch (e.g. for severe allergies or specific dietary requirements) please ensure that your child's lunch does not contain any nut ingredients to avoid possible reactions with allergic students. Students are asked not to trade or share their food due to the dangers of those who suffer allergies. If parents prefer to send lunch, it should be sent with students in the morning; parents are discouraged from delivering fast food lunches to the school at noon hour.

Snacks

The School will provide morning/afternoon snack and drinks. You're conscientious attention to the Lunch/snack calendar is appreciated. We regret that we are unable to serve foods containing nuts to avoid potential allergic reactions.

Birthdays

Should your child choose to celebrate his/her birthday with their KMS classmates; Fruit/Vegetable or Cream Cheese & Cracker may be brought in for snack time. **All food items must be free of nuts and nut ingredients.** Parents must provide adequate quantities of napkins, paper plates and plastic cutlery for the entire class. Please speak to your child's teacher about an appropriate time for snacks.

Phys-Ed Programme and Field Trips

To fulfill curriculum requirements, students must participate in all Phys-Ed programmes and participate in all field trips. Fees must be paid in full regardless of absenteeism unless the office has approved an exemption.

Permission Forms

A permission form and payment must be turned into the office prior to your child participating in Phys-Ed/Field Trip. If a permission form is not turned into the office, your child will be unable to participate in the Phys-Ed/ Field Trip and you will be billed for the cost of the programme at the end of the month.

Uniforms

We believe that discipline and courtesy begin with good self-esteem, grooming and proper dress. Accordingly, we have a school uniform of which we are justly proud. In Casa classes, the uniform must be worn Monday to Thursday, however; Friday is "free dress" day and the children are permitted to wear their own choice of clothing on that day. Parents can purchase uniforms directly through Kidsopolis Montessori School.

Clothing

A complete change of clothing (including underwear and socks) should be left at the school at all times. Spare clothing that is left at KMS does not have to be uniform in nature.

All clothing should be clearly labelled with your child's name.

Casa students have "Free Dress" day every Friday.

Socks are mandatory by children and adults for entry into the playground. BARE FEET AND SHOES ARE NOT PERMITTED in the play area at any time. Socks can be purchased at the front desk for \$2 for adults or children.

Homework

With smaller class sizes than traditional schools, focused students have ample time to complete work assigned in class. It is not a policy of KMS to assign daily homework, however; weekly spelling words, various arithmetic skills and class projects may be sent home for memorization practice and/or completion. Pleasure reading and research for projects is always encouraged.

Parking

Please Stop/Park in the appropriate parking spaces (outlined in yellow). Avoid stopping or parking in Fire Routes, Handicapped parking or Reserved spots. While picking up your child(ren), please turn your vehicle off to reduce emissions. Our children's safety is of the utmost importance, therefore, take extra caution and care while in the parking lot.

Lost and Found

A lost and found box can be found in the CASA classroom or hallway. If an item has not been returned to your child's classroom, please check the lost and found box.

Terms of Admission

Kidsopolis Montessori School accepts students of any race, colour, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, colour, national and ethnic origin in the administration of its educational or admissions policies.

Parents must understand that enrolment of their child in KMS signifies compliance with all school rules and policies and procedures outlined in this document.

Upon enrolment, children must be a minimum of 2.5 years of age, are toilet trained and can use the bathroom independently.

Admissions and placement priority is granted to current students and siblings of past or present students.

Casa parents have the opportunity on the enrolment form to request the days and hours that they would like their child to attend. Although the school will attempt to fulfill each request, not all will be honoured due to limited space and the need for age and gender balanced classrooms.

Kidsopolis Montessori School accepts students throughout the year if space is available, all admissions criteria have been met and the evaluating staff feels that the child would thrive in the Montessori environment. If after the complete application process, the teacher and principal do not believe that KMS Montessori School is the optimum environment for your child then your child will not be granted admission to the school. We realize that every child is unique and has special needs. In some cases, we may not be able to address the needs of your child. In this case, we will try to recommend some educational alternatives.

All post dated cheques for the entire year; the September deposit fee prepaid and the new registration form (if applicable) must accompany the enrolment form. New students must provide a copy of their birth certificate, proof of citizenship status and immunization documentation as well as the above referenced requirements. A student is considered accepted into the school only upon a confirmation from being issued by the school. The school has the right to withhold or withdraw the confirmation forms if there are ANY outstanding monies owing.

A new student will not be accepted into the school unless a new enrolment form has been completed in full and signed.

The Fee per student is non-refundable in the event of student withdrawal.

Change in Information

Should your telephone (home/work), cell, email or home address change, please remember to notify the school immediately. Any emergency contacts that should be added or changed should also be changed on the student's information in the office.

Terms of Withdrawal from KMS

Parent Requested Withdrawal

Parents wishing to withdraw their child from enrolment at KMS must submit their notice in writing one month prior to the leaving date. Otherwise, a payment equal to one month's tuition is required. This notice is applicable also to those children registered for September - we must receive notice, in writing, by August 1st if your child will not be attending KMS in September. Any and all outstanding tuition fees and/or additional charges are due on or before the date of withdrawal of the child. Registration fees and

Deposits are non-refundable. Withdrawal of a child from the school without adherence to the Policies & Procedures may result in legal actions being taken.

School Requested Withdrawal

Kidsopolis Montessori School reserves the right to cancel enrolment of any child if the principal deems that this action is in the best interest of the child or Kidsopolis Montessori School. The safety of all children is our primary concern. The provision of our service is conditional on both your child's behaviour and your treatment of the school and its staff. Behaviour that poses a safety hazard for the other children or the staff will not be accepted and could result in immediate withdrawal of service. Refund of post dated tuition cheques will be made. Registration fees and deposits are non-refundable.

Tax Receipts

Tax receipts will be issued in February for the previous taxation year.

Fee Schedule and Terms of Payment

Upon registration, there is a \$100 non-refundable holding fee which guarantees a childcare space for 1 week. A non-refundable 1 month deposit fee (in cleared funds) per child as well as 11 post dated cheques must be received by the school before the end of the holding period to full enrol the child. The deposit paid will count towards the last month of care provided by the centre. Returning students are subject to a non-refundable \$50 registration fee upon re-enrolment each year for the following academic (or calendar year).

A charge of \$50 will be levied against all N.S.F. (No Sufficient Funds) cheques or cheques returned for any reason. A penalty of \$50 will be implemented for monthly tuition payments made in excess of 5 days beyond their due date.

- There are no refunds for mid-month withdrawals, and no refunds for holidays, sick days, or days missed for any reason throughout the school year.
- KMS reserves the right to withdraw students from the program at any time if any tuition remains outstanding.
- Tuition payments in arrears for more than thirty (30) days may result in a student's suspension from classes and/or withholding of student records.

School Fee Schedule (for 2016):

Preschool		Full time program					
Month (2016)	Days	Part Time Daily Fee	Full Time Daily Fee	Full time Monthly Fee	Part Time Half Day Fee	Full Time Half Day Fee	Part Time Monthly Fee
January	21	\$49.00	\$45.00	\$945	\$30.00	\$25.00	\$525
February	21	\$49.00	\$45.00	\$945	\$30.00	\$25.00	\$525
March	23	\$49.00	\$45.00	\$1035	\$30.00	\$25.00	\$575
April	21	\$49.00	\$45.00	\$945	\$30.00	\$25.00	\$525
May	22	\$49.00	\$45.00	\$990	\$30.00	\$25.00	\$550
June	22	\$49.00	\$45.00	\$990	\$30.00	\$25.00	\$550
July	21	\$49.00	\$45.00	\$945	\$30.00	\$25.00	\$525
August	23	\$49.00	\$45.00	\$1035	\$30.00	\$25.00	\$575
September	22	\$49.00	\$45.00	\$990	\$30.00	\$25.00	\$550
October	22	\$49.00	\$45.00	\$990	\$30.00	\$25.00	\$550
November	21	\$49.00	\$45.00	\$945	\$30.00	\$25.00	\$525
December	23	\$49.00	\$45.00	\$1035	\$30.00	\$25.00	\$575

*Full time (Monday to Friday)

*Part time (Less than 5 days a week)

Suspensions and Expulsions

Infractions such as:

- 1) Possessing a weapon
- 2) Using a weapon to cause bodily harm to another person
- 3) Committing a physical assault on another person that causes bodily harm requiring treatment by a medical practitioner

Conclusion

We hope that by reading this Handbook you are now familiar with the Policies and Procedures of KMS. By following these guidelines, you can be confident that your child will have a most enjoyable experience at our school. Finally, do not hesitate to contact the school if we can be of further assistance. Together we can make this the best year ever!