



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.

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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 and community 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 local community involvement. 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.

- Volunteers and students must never be left alone with the children and they will be supervised by an employee at all times.

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) of the plaza at 407A Speers Road, Oakville, L6K 3T5 (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 / Outdoor Play

Kidsopolis offers its indoor playground to casa student for play times every day. The children are also taken outdoors a few days a week unless it is raining or extremely cold. Please ensure that your child is dressed appropriately. Your child must participate in indoor/outdoor play, regardless of attire. **All children in attendance are expected to take part in indoor/outdoor 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 or other Emergency Situations

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.

***For more information about KMS emergency management for all other emergency situations, please refer to our Emergency Action Plan Policies and Procedures attached to this handbook.**

Lunch

KMS offers a healthy lunch every day unless less than 10 kids are enrolled in our programme, in which case parents are required to send a healthy and nut-free lunch for their child/ren each day. When lunch is provided by KMS it 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 plus tax 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 fully enrol the child (unless otherwise agreed by the school e.g. due to special offers/seasonal promotions). 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 School year 2018/2019)- Childcare fees are HST exempt:

Preschool (Casa)		Full Time/Part Time Program	
Month (2018/2019)	# of Weeks	* Half Day - Full week Monthly Fee (# of weeks x \$160)	* Full Day - Full week Monthly Fee (# of weeks x \$199)
September (2018)	4	\$640	\$796
October	5	\$800	\$995
November	4	\$640	\$796
December	3	\$480	\$597
January (2019)	4	\$640	\$796
February	4	\$640	\$796
March	4	\$640	\$796
April	5	\$800	\$995
May	4	\$640	\$796
June	4	\$640	\$796
July	5	\$800	\$995
August	4	\$640	\$796

* **Half Day - Full week** → 5 days a week & 3 hours a day

* **Full Day - Full week** → 5 days a week & 6 hours a day

Half Day Daily Fee: \$37.50 per day if registered few days a month

Full Day Daily Fee: \$50 per day if registered few days a month

Half Day - Full Week Fee: \$160 per week if registered few weeks a month

Full Day - Full Week Fee: \$199 per week if registered few weeks a month

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



Waiting List Policy

Kidsopolis Montessori has a total of 10 child care spots available: (2.5 years – 6 years old). This number is regulated by the Ontario Ministry of Education.

A waitlist will be formed when the centre reaches full capacity of enrolment.

Children will be accepted into the program on a first come first served basis. Priority is established by the date of application, however siblings of children currently enrolled in our program will be given priority status.

In order to have your child added to our waiting list, parent and child must first have a tour of the centre to ensure the centre is a 'good fit' for the family. There is no fee to have your child placed on our waiting list.

When a space becomes available, the family at the top of the waitlist, with a child of the required age, will be contacted and invited to accept a child care spot. If the family accepts the offer we move to the next step. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot and wanted to be removed from the list, will be removed from the waiting list. At times, we may call a number of families in one day to offer one spot. In this case, the spot will go to whoever accepts the offer first.

When a family accepts an offered spot, we will arrange a visit for their child. This visit takes place shortly before the child's start date in order to have parents and child meet the teachers, ask questions, receive necessary forms, learn what supplies they need to bring the first day and to observe the classroom routines. There is no charge for this visit.

Parents are welcome to call the office for an update of their child's status on the waiting list at any time.



Parent Concerns & Complaints Procedure

At Kidsopolis Montessori School we believe that parents are the child's first teachers and therefore are partners with us in their child's learning and developmental journey. To help all children reach their true potential we strive for two-way communication between parents/carers and the centre educators. Providing quality programs that allow each child to reach their maximum potential is at the core of everything we do.

We are committed to ensuring that anyone with parental responsibilities can raise a concern or make a complaint about anything that may impact their child whilst engaged in this service. They can be confident that it will be heard and responded to in an appropriate and timely manner.

This "Parent Concerns and Complaints Procedure" outlines the processes and anticipated outcomes when a concern or complaint is raised in regards to any service delivered at Kidsopolis Montessori School.

1. TITLE

Parent Concerns & Complaints Procedure

2. PURPOSE

Safety of children is always our first priority.

Our procedures are underpinned by the following principles:

- All persons in KMS including children, parents, staff and volunteers have the right to be treated with respect and courtesy in accordance with the centre's values which are based on the Code of Ethics doc.
- Parents have the right to raise concerns and make enquiries or complaints about any aspect of the preschool.
- Information about how, where and to whom complaints can be made should be visible and accessible.
- Individual complaints will be assessed objectively and without bias using principles of social justice.
- The rights and responsibilities of all parties will be considered and balanced in attempting to find a mutually acceptable outcome for all complaints.
- The confidentiality of all parties will be maintained wherever possible.

This policy statement provides information about avenues of communication which strengthens the partnerships between families and the preschool and leads to quality for all. It acknowledges and supports the importance of a relationship between home and the centre.

However, there may be times when you may have concerns.

These concerns may relate to:

- The centre Curriculum program.
- Your child's development
- Support to assist the development of appropriate behaviours
- Centre policies
- Reporting on children's progress
- Another child/ren
- Other issues

3. POLICY DETAILS

3.1 PROCESSES FOR RAISING A COMPLAINT

Talk to us

You should talk to an educator as soon as possible if your concern or complaint relates to an issue concerning your child's development, education or experiences. You may prefer to organise a mutually convenient time to meet the educator rather than discuss the issue via a telephone conversation. You are welcome to bring a support person with you, if you wish. The role of the support person is to provide advice and support during the process and not to answer questions on behalf of any of the parties or interfere with the discussion.

Our staff will, following a direct concern:

- Listen to the concern
- Formally record what you say
- Identify actions to resolve the concern
- Let you know what will or has been done to resolve the issue
- Communicate regularly with you about the concern
- Staff will inform the Centre Director of the concern and the response.

If your concern has not been resolved following discussions with the staff member, you should contact the Preschool Director.

The Preschool Director will:

- Acknowledge receipt of the complaint as soon as reasonably possible (within 5 school days)
- Listen to you
- Provide support to you if necessary while the complaint is being considered
- Investigate, consider and determine the most appropriate way to resolve the issue fairly and promptly
- Consider relevant legislation, CCEYA policy and guidelines and centre procedures
- Inform you if there is a delay in the process

- Ensure your complaint and the outcome is documented to ensure that the outcome of the process is communicated to you verbally and, if appropriate, in writing including the right to refer the matter to CCEYA Educational Director.

3.2 REQUESTING YOUR IDENTITY TO REMAIN CONFIDENTIAL

Parents may request that their identity remain confidential when making a concern. In this situation, every effort will be made to keep the parent's identity confidential .

While every effort will be made to comply with a request to keep the parent's identity confidential, freedom of Information requirements may result in a parent's identity becoming known.

3.3 APPROACHES THAT MAY BE USED TO RESOLVE A PARENT COMPLAINT

Our preschool may take one of the following approaches to resolve a parent's concern or complaint:

- The acknowledgement that the complaint is valid and is worthy of investigation (overall or in part)
- Identifications of areas of agreement between the parties involved
- Opportunities for all the parties involved to express their concerns, explain their point of view and clarify any misunderstandings
- Acknowledgement that the situation could have been better handled (this will not constitute an admission of negligence)
- An opportunity for an apology
- Recognition that the situation presents an opportunity for changes or alternate arrangements to be made to resolve the complaint
- Discussion with the parties about the steps that will be taken to ensure that the event complained about will not reoccur
- An undertaking to review preschool policy, procedures and practices.

3.4 ADDITIONAL INFORMATION

These procedures apply to parent concerns and complaints in relation to KMS.

These procedures do not apply to matters where there are legislated requirements or existing policies and processes of appeal, such as:

- Concerns and allegations of misconduct by staff, volunteers and service providers (criminal matters, child protection, corruption, etc)
- Employee disputes and grievances.
- Complaints or appeals relating to student suspension or exclusion
- Duty of care or Responding to Abuse and Neglect
- Work, Health and Safety related issues
- Health Support planning.



Program Statement

Kidsopolis Montessori School is dedicated to supporting children’s learning, development, health and well-being through caring and responsive Early Childhood Educators, who focus on active learning, exploration, play and inquiry, and who see children and their families as competent and able, and as active participants in all aspects of the program.

Montessori Approach

KMS follows the Montessori method of education, which is a child-centered educational approach, based on scientific observations of children from birth to adulthood. It view the child as one who is naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared learning environment. The Montessori approach values the human spirit and the development of the whole child—physical, social, emotional, cognitive.

Our mission to provide an environment rich in purpose and experience so as to inspire, motivate and empower children to reach their full learning potential is achievable through implementing the four foundations of early learning: belonging, well-being, engagement and expression.

Belonging refers to a sense of being connected to others, being valued and forming relationships.

Well-being addresses the importance of physical /mental health, self-care, sense of self and selfregulation.

Engagement occurs when children are involved, focused and able to explore their environment with natural curiosity and exuberance.

Expression or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words and use of materials.

Program Goals

Our program goals are consistent with the key indicators of quality as defined in the CCEYA . These goals lead our approaches to form procedures that staff implements all throughout the curriculum and programming.

Our Program Goals are:

(a) To promote the health, safety, nutrition and well-being of the children.

Health: All staff at KMS follows the medical policy that dictates approaches when drugs are to be administered at school. All staff has an up to date first aid including CPR training. We follow the public health guidelines for prevention and spread of illness and sanitization. Visual posters and directions for hand hygiene guide our staff and children. Children’s allergies and anaphylactic plans are posted in relevant areas and reviewed by each staff. If a child has a fever and one other symptom, an early pick up is requested. When an infectious illness is confirmed in the centre, a sign is posted to inform families and provide facts about that illness. Regular playground inspection and fire drills are done in accordance with the regulations for emergency preparedness.

Safety: We note the arrival and pick up times; verify the pick-up person; follow the sleep supervision policy and adhering to at least the minimum ratios all ensures that children are safe at KMS

Nutrition: Our menus are planned in accordance to Canada’s Food Guide. We prepare a 4- week rotation menu for across the seasons and they are posted for families’ information. We strive to incorporate diverse fruits and vegetables including super foods. We respect people’s preferences due to religious beliefs and/or allergies. All staff handling food are trained in ‘Safe Food Handling’ and their certificates posted. The portion sizes of various food groups, like protein, carbohydrates and milk are offered in accordance with the recommendations of CFG. Snack and lunch times are made to be a very positive experience for children. They are encouraged to be independent and try new and diverse food.

(b) To support positive and responsive interactions among the children, parents, child care providers and staff

KMS establish a healthy relationship with children and families by welcoming them in the morning and make an effort to get to know children and their families. Staff actively engage and listen to children and responds in a positive way. They support the child’s need to self-regulate and assist them as they work to develop that skill.

(c) To encourage the children to interact and communicate in a positive way and support their ability to self-regulate

At KMS teachers provide children with controlled choices – suited to their level of development fostering their ability to self-regulate. The interactions and communication used is always focused on the positive reinforcement. We acknowledge that children have self-esteem and should be treated with respect and dignity. Staff always role model high standard of behaviour and communication and through the use of ‘Grace and Courtesy’ elements of Montessori inculcate the same in children.

(d) To foster the children’s exploration, play and inquiry

Our classroom is divided into 5 areas of essential learning, namely Practical life, Sensorial, Maths, Language and Culture. All these areas have pre prepared, learning apparatus which are designed based on years of research and observations of how a child’s brain works. These materials are often self-correcting and help the child explore the concept. The concepts are often taken from concrete to abstract and are instigates the child to explore, inquire and make conclusions.

(e) To plan for and create positive learning environments and experiences in which each child’s learning and development will be supported

At KMS we view children as being competent and capable. We support the children in their endeavours to take developmentally appropriate risks and be responsible for their own actions with the support and guidance from the teachers. The environment is set up to meet the children’s individual needs and allow them to explore, reflect and engage in their own learning. We respect culture, language, traditions and family values of all children in our program. Staff may ask children and families to share about their culture or special days.

(f) To incorporate indoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care

At KMS children have the opportunity of 1 hours play in the playground (Only YuKids area). During play time, children are encouraged to participate in activities that help develop gross motor skills and endurance. Toddlers are encouraged to sleep (maximum of 1.5 hours) and CASA children are encouraged to rest during rest times for a minimum of 30 min. The non-sleepers are offered some quiet activities to engage them during that period. Sleep policy is always adhered to during rest times.

(g) To foster the engagement of and ongoing communication with parents about the program and their children

At KMS, we believe that parent engagement and communication is pivotal in a child’s development. Parents are involved and consulted in any decisions involving their child like transitioning in CASA, behaviour management etc. We do parent- teacher appointments twice a

year where we answer questions about child development or provide resources to parents and also communicate and share the goals for their children. Report cards are sent out to families twice a year to communicate to them the key learning skills that their child has achieved or is working towards.

(h) To support staff in relation to continuous professional learning

KMS encourages its staff to further develop their practises by going to training /conferences where they could keep abreast of the best practises in their field. The school plans 3 PD days for staff to engage in such opportunities.

(i) To document and review the impact of the strategies

Staff at KMS participates in regular team meetings to discuss, plan and evaluate their program and interactions with children.



Program Statement Implementation

Implementation Commitment

Kidsopolis Montessori is committed to supporting children to grow to their fullest potential in a safe, caring and nurturing environment. The program statement describes KMS specific goals for children’s learning and development, and the approaches that will be implemented.

We focus on the social and emotional development of young children and are aligned with How Does Learning Happen in early years.

Monitoring Practices

KMS implements a wide range of monitoring practices to ensure the goals and approaches described in the program statement are implemented.

Monitoring Practices include:

- Setting family communication standards for staff to follow
- Providing coaching and guidance for staff to engage in ongoing reflective practice and

collaborative inquiry with the staff teams.

- Tracking all mandatory and supplemental training completed by each staff.

Roles and Responsibilities

- KMS Management will conduct a comprehensive annual review of the KMS Program Statement including the goals and approaches. Information gathered through the various monitoring practices will be integrated and any concerns or questions will be responded immediately through phone or email.
- Operator or Supervisor will ensure all new staff, students and volunteers are oriented to KMS Program Statement before they interact with children. A sign off sheet signed by the staff, student, or volunteer and the person who led the review indicating the date of orientation will be kept.
- KMS supervisor reviews Program Statement with all staff, students, and volunteers on an annual basis or any time there is substantive changes to the program statement. A sign off sheet signed by the staff, student, or volunteer and the person who led the review indicating the date of orientation will be kept.
- Operator provides coaching and guidance for staff to engage in ongoing reflective practice and collaborative inquiry with the staff teams through documentation, huddles, staff meetings and opportunities to attend all mandatory and supplemental training and track all training completed by each staff.

Teachers will:

- Engage in ongoing reflective practice and collaborative inquiry with the staff team.
- Participate fully in all discussions of curriculum, Ministry of Education licensing, and quality assessments, and parent suggestions with team and assist in developing a plan of action to be implemented and shared with KMS management.
- Attend and fully participate in mandatory and supplemental training.
- Make referrals and provided resources based on families requirements.
- Immediately report any concerns or commission of any prohibited practices to KMS supervisor and/or management. Report to child protection agencies within established guidelines.

Prohibited Practices

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach intended to manage unwanted behavior.

Researches from diverse fields of study show that children who attend programs where they experience warm, supportive relationships are happier, less anxious and more motivated to learn than those who do not. Experiencing positive relationships in early childhood also has significant long term impact on physical and mental health, and success in school and beyond.

KMS Program Statement sets out approaches that support positive interactions between children, families, staff and the community.

The following prohibited practices are not permitted:

- (a) Corporal punishment of the child
- (b) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent
- (c) Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) Inflicting any bodily harm on children including making children eat or drink against their will.

Measures Used to Deal with Contravention of Policies and Practices

Any reports involving breach of the above prohibited practices are taken seriously and will be dealt with by KMS management. Individuals who violate the prohibited practices and this procedure are subject to disciplinary or corrective action up to and including termination of employment, volunteer or student assignment.

KMS understands and complies with all established guidelines for reporting to the Ministry of Education, municipal children's services, child protection agencies, and professional colleagues.

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!

