

Parent/Guardian Handbook

Children's Circle Montessori School



Region of Peel “Raising the Bar” Member: www.cdrcp.com/rtb/raising-the-bar

Ministry of Education Child Care and Early Years License: www.edu.gov.on.ca/childcare

The Canadian Council of Montessori Administrators Accredited Member: www.ccma.ca

Table of Contents	Page
Welcome	4
Our Mission	4
About Dr. Maria Montessori	4
School Rules <ul style="list-style-type: none"> • Student’s Rules • Staff’s Rules • Parents’/Guardians’ Rules 	4
Program Statement	5, 6
Program Plan	6, 7
Field Trip and Special Event Policy	7
Program Outline	8
Supervision of Placement Students/Volunteers Policy	8, 9
Starting School Policy	9
Drop-off and Pick-up Policy	9, 10
Nutrition Policy <ul style="list-style-type: none"> • Dietary Restrictions • Allergies • Health & Safety 	10, 11
Celebrations & Holidays Policy <ul style="list-style-type: none"> • Birthdays 	11
Dress Code <ul style="list-style-type: none"> • Outdoor Clothing • Indoor Shoes • Lost and Found • Missing Items 	11, 12
Health and Hygiene Policy	13
Toilet Training Policy	13
Sleep Supervision Policy	13
Communication Policy <ul style="list-style-type: none"> • Curriculum Presentations • Classroom Observations • Student Portfolios • Reports 	13, 14

<ul style="list-style-type: none"> • Parent/Guardian Meetings • Issues and Concerns • Connect Online 	
Smoking Policy	15
Discipline and Guidance Policy <ul style="list-style-type: none"> • Prohibited Practices 	15, 16
Duty to Report to Peel Children’s Aid	16
Photos and Video Policy	16
Accidents/Incidents <ul style="list-style-type: none"> • Minor Occurrences • Serious Occurrences 	16
Fire Drills and Emergency Evacuation Procedures	16
Waiting List Policy	17
Enrollment Policy <ul style="list-style-type: none"> • Immunization Policy • Classroom Placement Policy • Movement from Toddler Program to Casa Program Policy • Release of Information Policy • Tuition and Fees Payment Policy • Returning Students Policy • School Closures Policy • Additional Fees Policy • Non-Sufficient Funds Cheque Policy • Late Payment Policy • Outstanding Fees Policy • Child Care Fee Subsidy • Discharge and Refund Policy 	17, 18, 19, 20
Appendix: Outdoor Play Policy	21, 22
Appendix: Illness Policy	23, 24
Appendix: Medication Policy	25, 26
Appendix: Program Schedules for Casa Classrooms	27
Appendix: Program Schedules for Toddler Classrooms	28
Appendix: 2018/2019 School Year Tuition and Fees	29, 30

Welcome

Children's Circle Montessori School welcomes all students to a bright and new experience. We offer an educational program that stimulates thinking, encourages physical growth and enriches moral development. Our services will encompass a full academic program with special emphasis on the development of human potential using Montessori principals. We are dedicated to each child and the growth of their skills, necessary for their life long journey in learning.

LEADERS OF THE FUTURE GRADUATE HERE

Warmest Regards,

Daniela Purves, Hannah Ansara-Tucci and Mariateresa Brancatella; Owners and Directors

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."

About Dr. Maria Montessori

A woman ahead of her time, Maria Montessori M.D. devoted her life to the advancement of education to children of all ages. She believed that the typical teaching method of teacher-lecturing-student was not a conducive learning environment, failing many students. It was from this dissatisfaction that the Montessori Schools were born. Since the early 1900's Montessori Schools have provided a unique learning environment tailored to students of all capabilities from infancy to eighteen years of age. Teachers are not considered the centre of learning; rather, it is the student that is the master of their learning, and it is simply up to the teacher to assist them in exposing their true potential with challenging experiences to be completed uninterrupted in a nurturing environment.

School Rules

Student's Rules:

- Follow staff's instructions
- No bullying, punching, hitting, pushing, kicking, teasing, scratching, name calling or misuse of language
- No running inside the school
- Do not hurt oneself, hurt others or damage property
- Wash hands before and after meals
- Wash hands after using the washroom facilities
- Store belongings neatly and maintain a tidy classroom
- Do not leave the classroom or playground without a trusted adult

Staff's Rules:

- Be respectful to all staff, students and parents/guardians
- Support the children's well-being, belonging, engagement and expression
- Be understanding, respectful, caring, reassuring, nurturing and loving
- Be observant and instruct with purpose
- Read, understand and comply with all policies and procedures

Parents'/Guardians' Rules:

- Be respectful to all staff, students and other parents/guardians
- Only send your child(ren) to school when they are well enough to participate
- Drop-off your child(ren) on time, pick-up your child(ren) on time
- Be extremely cautious in the parking lot
- Do not bring food and/or beverages into the school
- Comply with all policies and procedures
- Allow your child(ren) to develop, learn and thrive in this environment

Everyone must treat others the way they would like to be treated.

Program Statement

Children's Circle Montessori School welcomes you to a genuine Montessori education for young children. As Co-Owners/Operators and family members, Hannah Ansara-Tucci (Education Director), Mariateresa Brancatella (Finance Director) and Daniela Purves (School Director), along with our dedicated child care providers and educators, we view children as competent, capable, curious and rich in potential.

Children's Circle Montessori School is consistent with the Ministry of Education's policy by operating a program that constitutes high quality child care, early years programming and pedagogy that supports children's learning and development.

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 self-regulation.

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.

Goal: To plan for and create positive learning environments and experiences in which each child's learning and development will be encouraged and supported.

Approach: The Montessori environment is designed to develop a foundation for creative learning and a sense of independence. The diversity of the Montessori materials, activities and experiences foster physical, intellectual, creative, social, and personal skills.

Goal: To support positive and responsive interactions among the children, parents, guardians, child care providers, educators and other staff members.

Approach: Child care providers and educators are aware of children's cues and respond appropriately and consistently. Comprehensive and respectful communication ensures positive relationships with all members of the school community.

Goals: To promote the health, safety and well-being of children.

Approach: Child care providers and educators implement the policies and procedures related to health, safety and well-being of children, meeting and/or exceeding the requirements of the Ministry of Education, Ministry of Environment, City of Brampton and Region of Peel.

Goal: To encourage the children to interact and communicate in a positive way and support their ability to self-regulate.

Approach: The Montessori classroom environment and the playground encourages social interaction for cooperative learning, peer teaching and emotional development. Children become aware of their feelings and the feelings of others.

Goal: To incorporate the Montessori Work Cycle, indoor/ outdoor 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.

Approach: The Program Schedule is designed to allow a sufficient amount of time to meet the physiological and development needs of the children.

Goal: To involve local community partners and allow partners to support children, their families, childcare providers and educators.

Approach: Cooperatively work with community partners who include, but not limited to, Ministry of Education, Region of Peel, Peel Health, Peel Inclusion Resource Services, Child Development Resource Connection Peel, Speech Pathways, Brampton Caledon Community Living and ErinoakKids Centre for Treatment and Development.

Goal: To support child care providers, educators and other staff who interact with the children at school in relation to professional learning.

Approach: Professional education is offered to improve skills and knowledge to directly benefit children and peers.

Goal: To foster the children's exploration, play and inquiry.

Approach: Learning takes place when children explore their social and physical environment and choose Montessori curriculum and activities that interest them. Freedom of choice entails some responsibility while allowing a child's natural aptitudes to be satisfied.

Goal: To foster the engagement of and ongoing communication with the parents about the program and their children.

Approach: Encourage members of the school community to speak freely, honestly and with respect regarding their needs and experiences to ensure they feel heard and valued.

Goal: To provide child-initiated and adult-supported experiences.

Approach: The Montessori environment gives children the opportunity to problem-solve, self-correct, see connections in knowledge and to create new ideas. The child care providers and educators are educated and trained in the Montessori philosophy and the methodology for the age level they are teaching and have the ability and dedication to put the key concepts into practice.

Goal: To document and review the impact of the strategies identified in this Program Statement.

Approach: Evaluate and address successes and areas of opportunity at least annually based on written documentation, collaboratively with parents, guardians, care child providers, educators and Owners/Operators.

Children's Circle Montessori School is:

- Accredited by The Canadian Council of Montessori Administrators and guided by the Montessori Method; www.ccma.ca
- A participating member of Raising the Bar in Peel; www.cdrcp.com/raising-the-bar-in-peel
- Licensed by The Ministry of Education's Child Care and Early Years Act, 2014 and guided by the professional resource, "How Does Learning Happen"; www.ontario.ca/laws/statute/14c11, www.edu.gov.on.ca/childcare/HowLearningHappens.pdf

The intention of this Program Statement is to strengthen the quality of Children's Circle Montessori School's program and experiences that lead to positive outcomes related to children's learning, development, health and well-being.

Program Plan

Practical Life

Practical Life will help children gain control in the coordination of their movements, and assist them to gain independence and adapt to their environment. Practical Life activities also assists in the growth and development of children's intellect and concentration; and will in turn also help children develop an orderly way of thinking.

Sensorial

Sensorial work is for children to acquire clear, conscious information and to be able to make classifications in their environment. Through their senses, children study their environment. Through this study, children then begin to understand their environment.

Mathematics

Arithmetic is the science of computing using positive real numbers. Children specifically use the process of addition, subtraction, multiplication and division. The activities of the Montessori classroom also present sensorial experiences in geometry and algebra.

Language

Language is the construction of symbols with a universal understanding that is used throughout the world. Language is our communication whether we use our mother tongue or use other ways of communicating like sign language, music or verbal instruction. Language is the expression of life. The French language will be a component of the Language curriculum.

Culture

The Montessori environment includes materials and resources to learn cultural subjects, such as geography, history, zoology, botany, and science.

Creative Arts & Music

Children learn to express creativity through Arts, Crafts and Music. They also exercise fine motor skills developed by way of Practical Life materials.

Musical training can improve problem-solving skills, physical coordination, poise, concentration, memory, visual, aural and language skills and self-discipline. It fosters self-confidence and improves the ability to learn. The Montessori environment will include learning with many musical instruments such as piano and an array of rhythm instruments.

Fundamentals of Fitness

The preparation of motor skills may be seen in the exercise “walk on the line” through which children acquire the perfect sense of balance. At the same time, they learn to control movements of their hands and feet.

Children will also learn the fundamentals of fitness, sportsmanship and team-work through various other sports and activities.

Neighbourhood Walks

Throughout the school year there will be occasions when the children will be participating in neighbourhood walks within a short distance of the school. This may involve a walk to the local park, plaza, etc. The students do not walk towards Bovaird Drive West and Brisdale Drive traffic lights. They walk north toward the residential streets and houses.

Field Trips & Special Events Policy

Children’s Circle Montessori School believes in giving children the opportunity to have experiences that will make lasting memories. Field trips and special events will be educational, safe and enjoyable. Field trips occur off school grounds; special events occur on school grounds.

Casa and/or Toddler students will be invited to participate but attendance is not mandatory. Students who do not attend a field trip or do not participate in a special event will have a regular school day. Additional fees will apply to those attending field trips or participating in special events.

Parents/guardians will be welcome to accompany their child and the classroom on a field trip. Parents/Guardians attending a field trip are required to provide a Police Vulnerable Sector Check.

The following factors are taken into consideration when planning field trips or special events: educational value, fun factor, departure/return time, cost, mode/length of travel, washroom facilities, meals/beverage arrangements, sun exposure and allergens.

Procedures that must be followed on the day of the field trip, prior to departing:

- A staff member documents each student’s physical appearance
- Students must wear their Children’s Circle Montessori School uniform unless otherwise advised
- Staff must have an attendance list and emergency information for each student
- Portable First Aid Kits must be taken on the field trip

Procedures that must be followed while on a field trip:

- At each point of transition a head count must be done to confirm attendance
- The school must be contacted immediately in case of emergency
- Staff is not permitted to take breaks while on the field trip
- Each Lead staff member will carry a charged cell phone
- Students are never left unsupervised, including in washrooms
- If a student becomes ill, staff will try to contact the parents/guardians, emergency contacts or the designated Supervisor.
- Students are not permitted to join the field trip once it has started and should not leave separate from the entire group unless other arrangements have been made.

Activities to be done after the field trip and/or special event:

- The experience will be discussed, answering any questions the students may have about the places they have visited
- Students will create “thank you” cards and send them to the site hosts

Programs Outline

Toddler Program

- 18 months to 30 months (2.5 years), our license allows 3 children between the ages of 15 months and 18 months
- School Year: September through June, exact dates on School Calendar
- Summer Camp: July and August, optional, exact dates on School Calendar
- 8:45a.m. to 4:00p.m.
- 2 Toddler Classrooms with a maximum of 15 children in each room; ratio 1 to 5
- 1 Lead Registered Early Childhood Educator, 2 Childcare Assistants, 1 of these 3 staff members is also a Certified Montessori Teacher

Casa Program

- 2.5 years to 6 years, some children turn 6 years of age before they commence Grade 1 in September
- School Year: September through June, exact dates on School Calendar
- Summer Camp: July and August, optional, exact dates on School Calendar
- 8:45a.m. to 4:00p.m.
- 3 Casa Classrooms with a maximum of 24 children in each room, 2.5 years to 6 years, ratio 1 to 8
- 1 Casa Classroom with a maximum of 20 children, 2.5 years to 6 years; ratio 1 to 7
- 1 Lead Certified Montessori Teacher, 1 Registered Early Childhood Educator/Certified Montessori Teacher and 1 Childcare Assistant

Before School Care

- 18 months to 6 years
- School Year: September through June, exact dates on School Calendar
- Summer Camp: July and August, optional, exact dates on School Calendar
- 7:00a.m. to 8:45a.m.
- Toddler Program Ratio 1 to 8, until 8:30a.m. & Casa Program Ratio 1 to 12, until 8:30a.m.

After School Care

- 18 months to 6 years
- School Year: September through June, exact dates on School Calendar
- Summer Camp: July and August, optional, exact dates on School Calendar
- 4:00p.m. to 6:00p.m.
- Toddler Program Ratio 1 to 8, starting at 5:00p.m. & Casa Program Ratio 1 to 12, starting at 5:00p.m.
- Casa After School Program includes activities such as yoga, games, soccer, etc...

Supervision of Placement Students and Volunteers Policy

Children's Circle Montessori School welcomes the support of placement students and volunteers to enhance the safety and well-being of the children, to enhance the school's program, to develop the individual's skills and to be mentored by the classroom's staff members.

Placement students and volunteers are welcome under the following conditions:

- Placement students and volunteers are not permitted to be alone with a child
- Placement students and volunteers will be supervised by staff member at all times
- The needs of the children are priority
- Placement students and volunteers will not be admitted in numbers which hinder the essential work of the school
- Placement students and volunteers do not count toward staffing ratios
- Placement students and volunteers will be required to read, understand and comply with all policies and procedures
- Placement students and volunteers' participation in the classrooms will be guided their responsibilities.
- Placement students and volunteers' participation in the school will be guided by the Human Resources Manual

The orientation of the Placement Students and Volunteers is managed by the designated Supervisor. The classroom supervision of the Placement Students and Volunteers is managed by the classroom's Lead staff member. The classroom training of the Placement Students and Volunteers is managed by the classroom's staff members. Minor issues within the classroom be addressed by the classroom's Lead staff member. Any issues regarding contraventions to school policy and procedures will be addressed by the designated Supervisor.

The placement students and volunteers have the following responsibilities:

- Work cohesively with staff members and Owners/Operators, show respect and enthusiasm
- Carry out duties as assigned by the lead staff member; support the Montessori classroom culture
- Ensure safety and well-being of children, every decision and action considers the children
- Assist with meal times and toileting routines
- Assist with maintaining a sanitary, organized and prepared environment
- Engage children; be friendly, warm, nurturing, patient and understanding
- Encourage helpful and caring behaviour, independence, self-help and language skills

The classroom staff have the following responsibilities to placement students and volunteers:

- Support the placement student's or volunteer's goals and objectives
- Create/allow opportunities to learn and participate
- Be a mentor; encourage, guide and support growth and development
- Record/share successes and challenges

Starting School Policy

Each child is different, some children protest for a few days and then adjust quickly, others may take a few weeks to adjust and others may adjust quickly and regress some time later. All reactions are normal. **The worst moment for your child is the instant you leave.**

Delaying your departure only prolongs your child's distress. Your child senses your anxiety and stress. A cheerful good-bye and calm departure will convey trust in the school and staff to your child.

Your child's attention will be redirected immediately to an activity. You are welcome to call the school for reassurance that your child has settled in and is participating in the classroom activities. If your child is crying excessively, you will be contacted.

What to bring on or before the first day of school?

- **indoor shoes (non-marking or white soled), labelled**
 - indoor shoes will remain at school in your child's cubbie
- **diapers, wipes, diaper cream if applicable, labelled**
 - items will remain at school
 - you may send large packages
- **extra change of clothing including shirt, pants, underwear and socks**
 - label all items and/or place items in a labelled re-sealable bag
 - if you take soiled items home, please remember to bring an extra change of clothing the next school day
 - the extra change of clothing does not need to be uniform clothing
- **any appropriate outer wear, labelled**

Please refer to Dress Code for more details. Non-labelled items are placed in the "Lost and Found".

Drop-off and Pick-up Policy

Drop-off

All students must be accompanied into the school by a parent/guardian. Do not idle your vehicle. You are only permitted to park in marked parking spaces. Do not park in the Accessible Parking unless you have a permit. Be very cautious and drive slowly in the parking lot. Do not leave other children in your vehicle. Enter with the security code. You are only permitted to use this code during school hours of 7:00a.m. and 6:00p.m., otherwise the security alarm will sound. Do not allow your child to press the automatic door button. If you require assistance, please press it once gently. Bring your child to their cubbie, support your child as he or she removes outer wear and changes into indoor shoes. Hand over your child to the staff member at the classroom door and leave. Your child will be signed-in.

Students should arrive between 8:45a.m. and 9:00a.m. unless they are enrolled in Before School Care. **Please be on time;** late arrivals disrupt the class schedule and flow of the class.

Drop-off time depends on your child's enrollment. Early drop-offs will result in additional fees. Please refer to School Year Tuition information.

Pick-up

All students must be accompanied out of the school by a parent/guardian. Do not idle your vehicle. You are only permitted to park in marked parking spaces. Do not park in the Accessible Parking unless you have a permit. Be very cautious and drive slowly in the parking lot. Do not leave other children in your vehicle. Enter with the security code. You are only permitted to use this code during school hours of 7:00a.m. and 6:00p.m., otherwise the security alarm will sound. If you require assistance, please press the automatic door button once gently. Your child will be signed-out. Bring your child to their cubbie, support your child as he or she puts on outer wear and changes into outdoor shoes. If someone other than a parent/guardian is picking-up the student, the school must be aware of the change. The staff will not allow a student to go with other adults unless we are made aware through a letter or verbal instruction from the parent/guardian. Do not allow your child to press the automatic door button upon exiting. **Please be on time;** the child will be required to be enrolled in After School Care if the child is consistently picked-up late.

Pick-up time depends on your child's enrollment. Late pick-ups will result in additional fees. Please refer to School Year Tuition information.

If the person responsible for picking-up the child is more than 15 minutes late and the school has not received communication, a parent/guardian will be called. If the child has not been picked up after 30 minutes and the school has not received communication, the emergency contact will be called. If the child has not been picked-up after 60 minutes and the school has not received communication, Peel Children's Aid will be called.

Parents/guardians will be assigned a security code for the front door of the school upon enrollment. Only share this code with caregivers that are dropping-off and picking-up your child.

Nutrition Policy

Children's Circle Montessori School is committed to providing healthy foods to promote healthy eating habits. Good foods foster good health, attendance, education and physical activity. Children are engaging and encouraged to taste new foods. Meals are based on "Eating Well with Canada's Food Guide".

Food and beverages from home are not permitted. Children are not allowed to be dropped-off while they are eating. Children are not allowed to be brought a snack at the end of the day and start eating it in the hallways.

The full-time program includes an a.m. snack served with milk, lunch served with milk and p.m. snack served with water.

The half-day a.m. program includes an a.m. snack, served with milk. Lunch may be added to this program.

The half-day p.m. program includes a p.m. snack, served with water. Lunch may be added to this program.

The After School Care program includes a snack, served with water.

Drinking water is available at all times.

Students are provided at least 15 minutes to eat snacks.

Students are provided at least 30 minutes to eat lunch.

Menus are...

- fresh, healthy dietician approved meals
- prepared in a 4-week rotation and are changed twice per year
- posted and copies of the menus are provided upon request

Meals are...

- appealing and attractive to children
- an opportunity for children to learn about table manners
- an opportunity for children to engage in (low-voice) conversation
- an opportunity for children to learn about serving themselves and supporting their peers
- an opportunity for children to develop fine motor skills/eating skills
- not a replacement for breakfast and/or dinner that is offered at home

Dietary Restrictions

Children's Circle Montessori School supports a child's dietary restrictions to the best of our ability. Menus will also provide alternatives for children with allergies/sensitivities to specific food. Menus will provide alternatives for children who:

- are vegans or vegetarians
- do not eat specific foods (i.e. beef, pork, eggs, dairy products, gluten products)
- eat Halal foods

Allergies

Students will not be permitted to share food. Although the food will not contain peanuts/nuts, students may be allergic to other foods. Please discuss food allergies with your child so they understand the importance of following these rules.

Parents/Guardians of children with allergies and/or medication will be asked to complete Emergency Plans and/or Request and Consent Forms. These will be updated as changes arise. **Please be advised that if your child has been prescribed Epinephrine Auto-Injectors, the school requires two, one to be stored in the in the classroom and the other to be stored in the office.**

Health and Safety

Students wash their hands before and after eating.

Foods that may present a choking hazard will not be offered or will be modified to minimize the potential risk.

Kitchen staff member(s) and supporting staff members are required to maintain Food Handling Certificates.

All kitchenware is washed and sanitized as per Sanitation Policy and Procedures.

Food and beverages from home are not permitted. Children are not allowed to be dropped-off while they are eating.

Children are not allowed to be brought a snack at the end of the day and start eating it in the hallways.

Celebrations/Holidays Policy

Canada is a multicultural country. We will introduce the students to a variety of celebrations: Kwanzaa, Eid al-Fitr, Passover, Diwali, Christmas, Chinese New Year, Easter, Hanukkah, etc. We will learn about the celebration through activities such as: learning the meaning of the celebration, finding the country of origin on the map, learning the country's flag, foods, dances, songs, crafts, etc.

Birthdays

Each child's birthday is an occasion to be celebrated! During a "Montessori Birthday" celebration, children sit in a circle surrounding the months of the year and a candle (battery operated). (The candle represents the sun). The birthday child holds a globe and walks around the circle. (The globe represents the world). The classmates will sing "Happy Birthday".

Please do not bring cake or other treats (food) into the classroom. Fruit or vegetable platters are acceptable. You may treat the other students in the classroom with pencils, erasers, stickers, loot bags (excluding candy). If you choose to treat the class, please bring one for each child in the classroom by asking the teacher for the number of students. You may also choose to donate a story book to the classroom. These are only options; you have no obligation to bring anything.

Dress Code

The school uniform is not applicable to toddlers between the ages of 18 months and 2.5 years.

The school uniform is required for Casa students between the ages of 2.5 and 6 years during the School Year.

The school uniform is not required for Casa students during Summer Camp.

Fall and Winter Uniform (September to April):

- Navy blue pants (girls and boys)
- Navy blue tunic (girls)
- White polo-style shirt, white collared button-up shirt and/or white turtle neck shirt (girls and boys)
- UFM's CCMS logo cardigan sweater (girls and boys)
- UFM's CCMS logo vest sweater (girls and boys)
- Any colour socks (girls and boys)
- Any colour stockings or tights (girls)
- White-soled or non-marking casual/running shoes (girls and boys)

Spring Uniform (May to June):

In addition to the items in the fall and winter uniform, students may also wear:

- Navy blue walking shorts – just above the knee or at the knee length (girls and boys)
- White short-sleeve polo-style shirt (girls and boys)
- White short-sleeve collared button-up shirt (girls and boys)

Uniforms may be purchased from UniformForMe; please visit www.uniformforme.com

Uniforms will be also sold at the school during Uniform Open Houses, dates will be provided.

Children, not required to be in uniform, should be wearing seasonal, age-appropriate clothing that fits well and is easy to launder.

Provide the school with an extra set of clothing (shirt, pants, underwear, and socks) to be kept in a washroom cubby. The extra set of clothing does not need to be the school uniform. Wet or soiled clothing will be sent home in a plastic bag. Remember to send an extra set of clothing the next day. In addition to the extra set of clothing, parents/guardians of all toddlers or non-potty-trained children must provide the school with diapers and wipes. Toddlers will have their diapers changed when a staff member notices they have a wet or soiled diaper.

Keep jewelry to a minimum as it can be easily broken and/or lost. Loop/dangling earrings, necklaces and loose bracelets should not be worn due to the risk of injury if pulled.

Label all pieces of clothing (uniform and non-uniform) with the child's name. Items that are not labelled will be placed in the "Lost and Found".

The following items will NOT be accepted as uniform attire:

- T-shirts, short sleeve nor long sleeve
- Sweaters/Sweatshirts/Hoodies that ARE NOT school sweaters purchased from UniformForMe
- Jeans (pants and skirts), cargo pants, jogging pants, yoga/stretchy pants
 - We will make an exception for the youngest/smallest Casa students that cannot fit into uniform pants yet. They are permitted to wear navy blue elastic waist pants
- Croc®-style shoes

Outdoor Clothing

Weather will not deter us from enjoying the outdoors unless we have extreme weather conditions. Children need a coat, hat, water-proof mittens, boots, and neck warmer (no scarf) and snow pants during cold weather; a cap and sunscreen during warmer weather; a raincoat, nylon/windbreaker pants and rain boots during rainy weather.

The Outdoor Play Policy is available as an appendix in this handbook.

Indoor Shoes

Children need an extra pair of shoes to remain in their cubby. They remove their outdoor shoes and put on their indoor shoes prior to entering the classroom. Label the inside of the shoes with the child's name.

Lost and Found

Label all items of clothing and shoes with the child's name. Items that are not labelled will be placed in the Lost and Found. Children's Circle Montessori School is not responsible for lost, stolen or damaged personal items. Any items that remain unclaimed will be given to charity every few months.

Missing Items

Occasionally, a child may bring items home from school. Any items that you may find in your child's pockets, regardless of how insignificant they seem, should be returned the next school day. Taking items from the classroom at this age is never considered stealing.

Health and Hygiene Policy

All children are expected to arrive...

- in clean and well-fitting clothes
- with clean, combed and tidy hair
- with a clean face and body
- with brushed teeth
- in a clean diaper, if applicable

The Illness Policy is available as an appendix in this handbook.

The Medication Policy is available as an appendix in this handbook.

The Sanitary Practices Policy is available for review in the office.

Toilet Training Policy

Students enrolled in the Toddler Program will be supported during the Toilet Training process. Children may or may not be successfully using the toilet before they can be moved from the Toddler Program to the Casa Program. This support will continue in the Casa Program. If a child 3 years of age or older enrolls and does not use the toilet, the staff in the child's classroom will focus on the child learning to use the toilet. Toilet training is achieved when the child has control over urination and bowel movements. Staff will work closely with parents/guardians to ensure this is achieved. Be prepared to provide extra clothing during this time.

Children have sensory feelings of wet and dry. Children learn the responsibility for their own body and its functions. Staff will set up the environment in a way that the child will become aware of these functions. We do not give rewards nor do we give negative feedback if some children need more time in this area than others.

Sleep Supervision Policy

Parents/Guardians will be consulted with respect to a child's sleeping arrangements during enrollment and during any other appropriate time, for example, transitioning from Toddler to Casa Program or upon request. All children will be provided with a comfortable place to rest or nap as outlined in the Program Schedule. Quiet activities are available for those children who do not sleep or awake early. Each child will be provided with their own labelled cot covered with a cot sheet and a blanket. All the bedding will be laundered at the school on a weekly basis or as needed. Please do not send stuffed animals and/or "blankies"; it's upsetting for a child when other children want to hold their belongings.

Children are under constant supervision while they are sleeping, however, staff will perform direct visual checks twice per day while the children are sleeping. These direct visual checks will allow them to observe significant changes in a child's sleeping patterns or behaviours. Direct visual checks will be documented in the Sleeping Log. Significant changes in sleeping patterns or behaviours will be communicated with a note home to parents/guardians. If an issue requires further discussion, the Lead staff member will contact a parent/guardian by phone to discuss any changes or issues.

Communication Policy

Children's Circle Montessori School would like to have as much communication with parents/guardians as possible. The Directors and/or staff will communicate through phone calls and one-on-one visits, depending on the issue. If a parent/guardian calls to speak with a staff member during the day, the staff member will be notified of the phone call and will call the parent/guardian back when availability arises. We ask that you inform the staff of any illnesses, impending trips, separations or deaths in the family. These events often affect behaviour at school and it is helpful to the staff to be aware of these changes in the child's life. All information of this nature will be held in strict confidence. The staff has signed a Pledge of Confidentiality. All employees must maintain strict confidentiality of any information pertaining to children, parents/guardians and/or other staff/volunteers, and all other matters relating to the affairs and activities of Children's Circle Montessori School.

Parents/Guardians are welcome to read school's policies provided online at www.childrencirclemontessori.com and in the school's office.

Curriculum Presentations

The Lead Montessori Teachers will offer parents/guardians more information about the curriculum on a one-on-one basis or through scheduled presentations held in September and October. Refer to the School Year Calendar for presentation dates.

Classroom Observations

The doors are always open to parents/guardians who would like to observe the classroom; please make an appointment to observe the classroom for 20 minutes.

Student Portfolios

Portfolios are an important step in helping staff and parents appreciate uniqueness of each child. Your child's portfolio is always available to be seen. It will enable you to get a sense of your child's progress and to become more familiar with what goes on in the classroom.

Reports

Children in Toddler classrooms receive a Daily Toddler Report.

Children in Casa classrooms receive two monthly progress notes.

Children in Toddler classrooms and Casa classrooms receive a Progress Report in December and a Report Card in June.

Parent/Guardian Meetings

Twice a year, in December and June, the lead staff member will request a one-on-one meeting with the parents/guardians. They will have an opportunity to discuss the student's progress and any other information that may apply to the student's success. The lead staff members have the liberty to contact the parents/guardians if other issues arise during the school year. Likewise, the parents/guardians have the liberty to contact the lead staff member if other issues arise during the school year.

Issues and Concerns

Children's Circle Montessori School welcomes open, clear and calm communication. If you have an issue and/or concern regarding your child as he or she relates in the classroom, please communicate with the Lead Classroom Teacher. There is very little time to communicate at drop-off time or at pick-up time. The best time to call, 905-609-6900, is early in the afternoon to ensure proper coverage in the classroom. If the topic requires further communication, you may arrange a meeting with the Lead Classroom Teacher. Depending on the topic, the Education Director, the School Director or the School Supervisor may join the meeting. The Lead Classroom Teacher will record this communication in the classroom's Staff-to-Parent/Guardian Communication Log.

If you have an issue and/or concern regarding the school's policies and/or procedures, please communicate with the School Supervisor. You may e-mail: info@childrenscirclemontessori.com. If the topic requires further communication, you may arrange a meeting with the School Supervisor. Depending on the topic, the Education Director, the School Director or the Lead Classroom Teacher may join the meeting. E-mails will be filed in the child's enrolment file.

All issues and concerns should come forth through a parent/guardian. Communication through other family members may be challenging as messages may not be conveyed as intended. In addition, parents/guardians must be fully aware of any communication concerning their child. Issues and/or concerns will be address within 1 business day. If a longer period of time is required, the parent/guardian will be notified. If appropriate, the communication will result in a goal, a plan, strategies and follow-up.

Connect Online

Children's Circle Montessori School's website is www.childrenscirclemontessori.com **Parents/Guardians will be required to register on the website with a user name and password to have access to the School Calendar, Newsletters, as well as other pieces of communication.** Paper copies will not be distributed through the school.

Children's Circle Montessori School is on Facebook. "Like" us to have access to comments and photos posted throughout the School Year.

Smoking Policy

Children's Circle Montessori School is a smoke-free school community. There will be no smoking in the building, in the playground, on the walkways surrounding the school, outside in the parking lot, nor within 30 meters of the school in any direction. It is not acceptable for any adult or child to be subjected to second-hand smoke as they walk to their vehicle or any other destination in Brisdale Plaza. This policy applies to all Children's Circle Montessori School employees, volunteers, placement students, parents and visitors. Anyone who violates this policy will be asked to dispose of the lighted tobacco product. If he or she does not comply, the designated Supervisor must be notified. They will be reminded of the policy and asked to leave the premises if they do not comply. Continuing violations will result appropriate corrective action taken under the Smoke-Free Ontario Act.

Discipline and Guidance Policy

Children's Circle Montessori School's staff will maintain consistent, reasonable rules and limitations for a child's behavior. We teach and encourage orderly conduct, empathy for others and age-appropriate behaviour. Staff will keep record of behaviours/incidences.

Some of the most common strategies for guidance and discipline are:

Environment: Arranging the physical environment to elicit pro-social interactions.

Natural Consequences: Letting the child experience the natural fallout of his or her actions.

Logical Consequences: Letting a child experience consequence that the staff members have devised and that are related to the situation.

Positive Behaviour: Encouraging the children when they are making good choices.

Reminders: Reminding children of the rules and expected behaviour and sometimes warn them in advance about the consequences.

Redirection: Interest the child in another activity, usually by casually substituting another activity for the current one.

Renewal Time: Remove the child from the situation, place the child in another area to give him/her opportunity to refocus and consider alternate behaviours.

When a parent/guardian is present in the school, it is their responsibility to take any necessary disciplinary action or redirection for his or her own child. Staff members may alert the parent/guardian to any situation that needs attention.

If a student is continually disruptive, hurtful towards themselves or others, not improving with common strategies for guidance and discipline or not adhering to policies of the school, any one of the following actions may occur:

- lead staff and/or a designated Supervisor will meet with the child's parents/guardians
- an action plan will be created to address specific behaviours
- the parent/guardian will be called to pick-up the child early
- child's parent/guardian may be referred to a professional to address the child's behaviours
- continually disruptive or hurtful behaviour may result in dismissal from Children's Circle Montessori School

Parents/Guardians enroll their child(ren) to prepare them for the future and support their physical, social, intellectual and emotional growth. During this process, if a lead staff member feels that a student may need support, the lead staff member will discuss this with the School Director or the Education Director, and in turn will discuss this with the child's parents/guardians. A consultation with a Pediatrician, Speech Therapist, Behaviour Therapist, Resource Teacher, etc, may be suggested. Children's Circle Montessori School will welcome support from these professionals as well as support the implementation of plans to move forward.

Prohibited Practices

Children's Circle Montessori School will NOT permit:

- Corporal punishment of the child which may include but is not limited to, hitting, spanking, slapping and pinching;
- 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;
- Locking the exits of the child care centre premises for the purposes 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;

- 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;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

Duty to Report to Peel Children's Aid

Children's Circle Montessori School is legally obligated to inform Peel Children's Aid if we are concerned about the safety or well-being of a child. It is not the responsibility of the staff to prove that a child has been abused or neglected, nor determine whether a child is in need of protection. Staff will not call the child's family or any other person to determine the cause of any suspected abuse or neglect. The school will inform Peel Children's Aid and will wait for instruction.

Photos and Video Policy

Parents/Guardians may take photos/videos of their own children during special events. For example, the Christmas Concert and Field Trips. We completely understand the importance of capturing special memories. However, just like you, our primary concern is the safety and privacy of the students. Therefore, please be respectful of other people's privacy and do not post photos and/or videos on the internet and/or social networks such as e-mail, YouTube, Facebook, Instagram and Twitter if other people's children have been captured in these images. Parents/Guardians may not take photos/videos during class time.

Children's Circle Montessori School will not be posting photos and/or videos of students on the internet, including Facebook and our website.

At the beginning of each school year, Children's Circle Montessori School will schedule a "Picture Day", where a professional photographer will take individual photos of each student; exactly like a traditional school year photo. Parents/guardians will have the opportunity to purchase school year photos; however, will not be obligated to purchase school year photos.

Accidents/Incidents

All accidents/incidents involving children must be reported to the designated Supervisor. The child will be provided with immediate attention. Essential first aid supplies are available to each classroom and must also be carried by the staff person in charge whenever the children are on a trip off school grounds. All staff members are trained in First Aid and CPR, minimum Level C.

Minor Occurrences: Minor scrapes, bruises, strains or bumps are common occurrences for children. All minor occurrences require that an Accident/Incident Report is completed and provided to the parent/guardian.

Serious Occurrences: Parents will be notified immediately of any serious occurrences. All serious occurrences are reported to the Ministry of Education. Serious Occurrence Reports will be posted at the school's front door for 10 days to notify parents/guardians.

Fire Drills and Emergency Evacuation Procedures

Fire drills and other emergency drills are held on a monthly basis.

Children's Circle Montessori School has Emergency Management procedures for Lockdown, Hold and Secure, Bomb Threat, Disaster: Evacuation including Fire, Flood, Power Outage; Disaster Internal Environment Threat including No Potable Water/Water Interruption and Sewage Backup, Natural Disaster and Natural Disaster: Major Earthquake.

Emergency Evacuation procedures are posted in all the rooms of the school. During planned and unplanned emergency procedures, children will be led to the front of the historical house, 21 Brisdale Drive. In the event that the children and staff need to relocate, they will be led to Fortinos on the northwest corner of Brisdale Drive and Bovaird Drive West. The children and staff will only be evacuated and/or relocated in the event that the building and surrounding area are not safe.

If the school has to close due to an emergency situation, it will be noted on the school's Facebook page and on the school's voice mail system as soon as possible. The school's phone number (905) 609-6900 can be called 24 hours a day to hear any changes to the recording. Parents will also receive an e-mail notification by 6:35a.m.

If the school has to close while the children are in attendance, parents/guardians/emergency contacts will be contacted and notified one-by-one by phone. We will advise if the children may be picked-up at the school or at our Emergency Location:

Fortinos at 35 Worthington Avenue. Parents will also receive an e-mail notification if there is access to the Internet/e-mail.

Waiting List Policy

Parents/Guardians are offered enrollment upon availability. When a program is full to capacity, a parent/guardian may place their child on the Waiting List. There is no fee nor deposit for placing a child on the Waiting List. Children's Circle Montessori School will not accept any fees nor deposits to improve a child's opportunity for enrollment.

This is the order in which enrollment is offered:

1. Siblings of currently enrolled students
2. Children of staff members
3. Siblings of formerly enrolled students
4. Children on the Waiting List in chronological order, by program.
 - a. a child's desired program will be taken into consideration: half-day a.m., half-day p.m. or full-time
 - b. a child's birth date will be taken into consideration: Toddler Program availability or Casa Program availability

A Waiting List form will be moved from the Toddler Program Waiting List to the Casa Program Waiting List if a child was not offered enrollment in the Toddler Program before the child reached 30 months of age. The form will be filed by date.

At least once per year, Children's Circle Montessori School will contact everyone on the Waiting List via e-mail. Parents/Guardians will be advised of their placement on the Waiting List. They will also be advised of their potential for enrollment into the upcoming School Year.

Those that do not reply to the e-mail by the deadline will be removed from the Waiting List.

Parents/Guardians that decline enrollment will be removed from the Waiting List unless otherwise directed.

The Waiting List will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of the child on the list to be ascertained by the affected families.

Children's Circle Montessori School reserves the right to enroll children upon the discretion of the Owners/Operators.

Enrollment Policy

Parents/Guardians must complete and sign a required Enrollment Form in full before a child may begin a program. One signature is acceptable on the Enrollment Form. Parents/Guardians are welcome to read policies and procedures online or in the office.

Parents/Guardians must register on the school's website, www.childrencirclemontessori.com to access the School Calendar and other communication. Parents/Guardians must read, signed and comply with the Commitment Form.

Immunization Policy

Children's Circle Montessori School has the responsibility to ensure a healthy environment for its students by keeping accurate and up-to-date immunization records. Children's Circle Montessori School requires proof of immunization of children upon enrollment. If it is not immediately available, the parent/guardian is expected to provide it as soon as reasonably possible.

Parents/Guardians will be expected to provide proof of immunization in accordance with the recommendation from Health Canada Immunization Schedule and the Medical Officer of Health. The records will include the child's name and date of birth.

Children do not require to be immunized if the parent/guardian objects in writing to the immunization on the grounds that the immunization conflicts with the sincerely held convictions of the parent's/guardian's religion or conscience or a medical practitioner provides a medical reason in writing as to why the child should not be immunized. The Statement of Conscience or Religious Belief Affidavit (Ministry of Health) must be completed and notarized.

Records will be maintained up-to-date and be readily available for inspection. The records will also be provided to the Region of Peel upon request. Parents/Guardian will also complete a blue form called Immunization Records Form for Children in a Child Care Centre. This completed form and a copy of the child's immunization record will be send to Peel Public Health by Children's Circle Montessori School.

Classroom Placement Policy

The Toddler program is a 1-year program and the Casa program is a 3-year program. Once a child is placed in a Toddler or Casa classroom, they will remain in that classroom for the period of time they are enrolled in the program. In the best interest of the child, their peers and the staff, children will not switch classrooms from year to year nor during a school year.

Movement from the Toddler Program to the Casa Program Policy

The Education Director and School Director will be responsible for the movement of a child from the Toddler Program to the Casa Program. There are various factors which determine a child's transition into the Casa Program including their age (2.5 years) as well as the

availability of space in the Casa Program. The Education Director will consult with the child's support system concerning the readiness of the child. Parents/Guardians will meet with the new lead staff member during or after the transition; depending on everyone's schedules. The child will participate in a week or two of transition. Some children may not even require a full week of transition. The School Director determines into which classroom the Toddler transitions. Parents/Guardians requests will be taken into consideration; however, this is ultimately the School Director's decision. The Casa program is a 3-year program. Once a child moves into a Casa classroom, they will remain in that classroom for the duration of their enrollment at Children's Circle Montessori School. In the best interest of the child, their peers and the staff, children will not switch classrooms from year to year nor during a school year.

Release of Information Policy

Information collected is the minimum needed to provide services to a child. The right of every child and family to privacy is recognized and protected to the greatest possible extent. Parents have access to their child's records. Children's records are also accessible to Owners/Operators, staff members, placement students, volunteers, service providers (i.e. Accountant), authorized members of the Ministry of Education as well as individuals involved in an emergency situations (i.e. Paramedic). Written consent will be acquired if a child's information is requested for research purposes.

Tuition and Fees Payment Policy

Enrollment must include one month's payment of tuition and fees to be applied to the last month of the school year or last month of enrollment. Paid tuition and fees are non-refundable. Tuition and fees must be paid for everyday the student is enrolled including days absent (for any reason including family vacations and illness), all statutory holidays, school closures and Winter Break. Refunds, discounts nor credits will be offered for days absent. Please refer to the School Calendar for exact dates.

Acceptable forms of payment:

1. Pre-authorized Payments debited from bank account; Pre-authorized Payment Plan must be completed, no transaction fee
2. Cash, no transaction fee
3. Cheques, payable to CCMS or Children's Circle Montessori School, no transaction fee
4. e-transfer, e-mailed to info@childrenscirclemontessori.com; \$2 transaction fee
5. Interac® debit processed in the school's office; \$2 transaction fee
6. Interac® credit card (VISA®, MasterCard® & American Express®) processed in the school's office; minimum 2.5% transaction fee
7. Interac® credit card (VISA® & MasterCard®) processed by pre-authorized payments; Pre-authorized Payment Plan must be completed, minimum 2.5% transaction fee

Transaction Fees:

Type of Payment	Transaction Fee	Preauthorized Payments Available	Transaction Fee Example
Pre-authorized Payment Debit	\$0 & 0%	Yes	No example
Cash	\$0 & 0%	n/a	No example
Cheque	\$0 & 0%	Yes (post-dated cheques)	No example
e-transfer	\$2.00	No	\$1045 + \$2 = \$1047
Interac® Debit	\$2.00	No	\$20 + \$2 = \$22
Interac® Debit VISA®	2.5%	Yes	\$1185 x 2.5% = \$29.63; \$1185 + \$29.63 = \$1214.63
VISA® (Classic, Gold, Platinum, Infinite)			
MasterCard®			
Infinite Privilege VISA®	3.5%	Yes	\$1288 x 3.5% = \$32.20; \$1288 + \$32.20 = \$1320.20
MasterCard® World or World Elite			
American Express®	3.5%	No	\$567 x 3.5% = \$19.85; \$567 + \$19.85 = \$586.85

To be noted:

- Pre-authorized payments, cash, Interac® debit or Interac® credit card payments must be paid by the 1st of the month. If the 1st of the month occurs on the weekend, the payment must be paid on the first business day after weekend
- Cheque or e-transfer payments must be paid by the 1st of the month, regardless if the 1st of the month falls on the weekend
- All e-transfers must be sent to info@childrenscirclemontessori.com
- All transactions must be completed in Canadian currency
- Transactions Fees must be applied at the time of payment
- **Paid tuition and fees are non-refundable**

Payment Plan for 2018/2019 School Year and 2019 Summer Camp			
Type of Enrollment	Payment Date	Payment Amount	Payment Applied Toward
New Enrollment	Date of Enrollment	One month's tuition	June 2019 or "last month"
Existing Enrollment	June 1, 2018	\$500 2018/2019 School Year Commitment Fee	September 2018 (partial)
New Enrollment	September 1, 2018	One month's tuition	September 2018
Existing Enrollment	September 1, 2018	One month's tuition - \$500 commitment fee	September 2018 (partial)
Existing Enrollment	September 5, 2018	One month's tuition	June 2019 or "last month"
	October 1, 2018	One month's tuition	October 2018
	November 1, 2018	One month's tuition	November 2018
	December 1, 2018	One month's tuition	December 2018
	January 1, 2019	One month's tuition	January 2019
	February 1, 2019	One month's tuition	February 2019
	March 1, 2019	One month's tuition	March 2019
Summer Camp Enrollment	March 15, 2019	\$500 Summer Camp Commitment Fee	July and/or August 2019 (partial)
	April 1, 2019	One month's tuition	April 2019
	May 1, 2019	One month's tuition	May 2019
	June 1, 2019	\$500 2019/2020 School Year Commitment Fee	September 2019 (partial)
Summer Camp Enrollment	July 1, 2019	One month's tuition less \$250 or \$500 Summer Camp Commitment Fee	July 2019
Summer Camp Enrollment	August 1, 2019	One month's tuition less \$250 or \$500 Summer Camp Commitment Fee	August 2019

Returning Students Policy

Enrolled students have priority to return the following School Year, commencing the day after Labour Day in September. A commitment fee of \$500 is due June 1st, to confirm and secure a student's enrollment for the following School Year. The enrollment will not be held for a student if the commitment fee is not paid on or before June 1st.

The \$500 Commitment Fee is:

- deducted from the payment due September 1st of the following school year
- non-refundable under any circumstances
- required for each student, including enrolled siblings

School Closures Policy

If the school has to close due to severe weather, it will be noted on the school's Facebook page and on the school's voice mail system as soon as possible. The school's phone number (905) 609-6900 can be called 24 hours a day to hear any changes to the recording. Parents will also receive an e-mail notification by 6:35a.m. General rule regarding severe weather: **If the Peel District School Board (PDSB) bus service is cancelled but the Public Schools are open, then Children's Circle Montessori School is open. If the PDSB bus service is cancelled and the Public Schools are closed, then Children's Circle Montessori School is closed.**

If the school has to close due to an emergency situation, it will be noted on the school's Facebook page and on the school's voice mail system as soon as possible. The school's phone number (905) 609-6900 can be called 24 hours a day to hear any changes to the recording. Parents will also receive an e-mail notification by as soon as possible.

Planned school closures will be posted in the School Calendar: Family Day, Good Friday, Victoria Day, Thanksgiving Day, the 2-week Winter Break which includes Christmas Day, Boxing Day and New Year's Day.

Refunds, discounts nor credits will not be offered for unplanned and/or planned school closures.

Additional Fees Policy

Children's Circle Montessori School is not licensed to operate past 6:00p.m.

After-hours pick-ups (after 6:00p.m.) will be subject to a fee of \$2 per minute and will only be permitted in emergency situations.

Early drop-offs will be subject to Occasional Before School Care fees.

Late pick-ups will be subject to Occasional After School Care fees.

Non-Sufficient Funds (NSF) Cheque Policy

Non-Sufficient Funds cheques will be subject to a fee of \$30.

Late Payment Policy

Tuition paid after the 1st of the month or after the first business day following the weekend will be subject to a late fee of \$20.

Outstanding Fees Policy

Payment of outstanding tuition and fees including additional fees, NSF cheque fees or late payment fees must be paid within 3 business days; otherwise the student will not be permitted to attend school until payment is made. If payment is not made by the end of the month, the student will be withdrawn from the program. The 1 month's tuition paid in advance upon enrollment or paid at the beginning of the school year will not be refunded; it will be attributed to the outstanding tuition and fees.

Child Care Fee Subsidy

Children's Circle Montessori School accepts Child Care Fee Subsidy from the Region of Peel. If a parent/guardian is required to pay a portion of the tuition, those payments are due on the 1st of each month, September 1st through August 1st. All policies and procedures apply to students who receive Child Care Fee Subsidy. Children's Circle Montessori School will provide a letter to be submitted to the Region of Peel when enrollment is available. Parents/Guardians can visit www.peelregion.ca/hsapply or call 905-793-9200.

Discharge and Refund Policy

If a parent/guardian withdraws their child prior to the end of the school year, 1-month advance written notice must be provided prior to the first of the month. Monthly tuition and fees are owing if written notice is provided on or after the first of the month.

For example: if a parent/guardian chooses to withdraw their child by April 30th, written notice is required by March 31st to ensure April's payment is not payable and processed on April 1st. If written notice is provided on or after April 1st, the tuition is payable and will be processed.

Should the school along with the parents/guardians decide that a student be withdrawn because the school cannot meet their needs or should the school require to withdraw the student for any reason, the student's final day of enrollment is decided on a case-per-case basis and is upon the school's discretion.

Refunds, credits nor discounts will not be provided for partially attended days, weeks or months.

Paid tuition and fees are non-refundable.

Appendix: Outdoor Play Policy

Students will be provided with a safe outdoor environment to allow for creative and constructive play. Outdoor play in all types of weather and temperatures is very healthy and promotes the well-being derived from exercise. Children have access to a wide variety of materials and equipment to explore and enjoy.

Children's Circle Montessori School provides outdoor time in accordance to the Ministry of Education's Child Care and Early Years Act and Region of Peel's Peel Public Health requirements.

There are situations which will prohibit children from outdoor play in the playground:

Inclement weather

- If the playground is not safe (i.e. slippery due to icy surface), children will go for a Neighbourhood Walk if the sidewalks have been cleared and are safe to use.
 - The staff-to-child ratio remains the same for a Neighbourhood Walk as it is in the classroom and playground.
 - No major streets (i.e. Bovaird Drive West) are crossed.
- If the grass portion of the playground is not safe (i.e. slippery due to muddy surface), yet the rubberized surface portion of the playground is safe, 1 classroom may play on the rubberized surface of the playground and the other classrooms will go for a Neighbourhood Walk. The classrooms will rotate use of the playground in this situation.
- If the temperature is -25 degrees Celsius or colder, including the Wind Chill Factor, children will remain indoors for Gross Motor Play.
 - If the temperature is between -20 to -24 degrees Celsius, including the Wind Chill Factor, the amount of time children will play outside will be reduced to 20 minutes.
- If it is raining, thundering, lightening, snowing, hailing, extreme winds and/or smog alerts, children will remain indoors for Gross Motor Play.
- If the temperature is 30 degrees Celsius, including the Humidity Index, children will remain indoors for Gross Motor Play.
 - If the temperature is between 25 to 29 degrees Celsius, including the Humidity Index, the amount of time children will play outside will be reduced to 20 minutes.
- If Environment Canada issues a Weather Alert due to extremely high or low temperatures, children will remain indoors for Gross Motor Play.

Parental/Guardian Consent

- If a parent/guardian has provided a note indicating that their child is not permitted to go outside for medical reasons, a child will remain indoors for Gross Motor Play. Please be mindful that if a child is well-enough to attend school, they should be well-enough to play outdoors, unless there are extenuating circumstances.
 - Written consent must be provided on a daily basis for a child to remain indoors. Consent Form is provided.
 - Children are permitted to remain indoors for a maximum of 2 days within a week.
 - A doctor's note is required if a child needs to remain indoors for longer than 2 days within a week.

- It is the parent's/guardian's responsibility to ensure that a child has weather appropriate clothing to go outside.
- Staff have the discretion to bring a child or children inside if it is no longer healthy or safe to remain outside (i.e. a child overheating).
- Children will only be permitted to stay inside if staffing is available, ratios must be maintained at all times.

Consent For A Child To Remain Indoors During Outdoor Play

Child's Name: _____ Date: _____

Please do not send my child outdoors today.

Reason: _____

I have provided a doctor's note: Yes No

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

For School Use Only	
Lead Staff Member's Signature:	
Designated Supervisor's Signature:	

This is a portion of the Playground Safety and Outdoor Play Policy. The entire policy is available for review in the office or online.

Appendix: Illness Policy

Children's Circle Montessori School makes every effort to keep its students and staff healthy and maintain a healthy environment through the implementation and compliance of our Illness and Sanitary Practices Policies. The Illness Policy and the Sanitary Practices Policy (available in the office), are based on current recommendations from Peel Public Health. The Illness Policy is also based on current recommendations by the Canadian Pediatric Society.

General Principle:

Your child is not well enough to attend school if...

- he/she is not able to engage in all indoor and outdoor school activities
- he/she would require medication to feel well
 - for instance, Tylenol® or Advil® or Gravol®
- he/she has not stayed home a minimum of 24 hours, as required below
 - For instance, if your child is sent home ill at 10:00a.m. on December 1st, the earliest your child may return to school is December 3rd

Symptoms:

- **Fever** of 100.4 degrees Fahrenheit or 38 degrees Celsius or over
 - Your child must be free of a fever for 24 hours and be able to tolerate a typical diet without vomiting before returning to school
- **Vomiting and/or diarrhea**
 - Your child must be free of vomiting and diarrhea for 24 hours and be able to tolerate a typical diet before returning to school
- **Rash or sores, undiagnosed**
 - Your child must provide **a note** from a medical practitioner indicating that it's safe for the child to return to school
- **"Pink Eye"**: Discharge draining from the eye or the eye is pink
 - Your child must remain home until 24 hours after the first dose of antibiotics
- **"Strep Throat"**, diagnosed
 - Your child must remain home until 24 hours after the first dose of antibiotics
- **Viral Infection**: cough, sneezing, runny nose, sore throat, fever
 - If your child is not well enough to participate in regular daily activities or if your child requires medication to feel well due to these symptoms, your child is not well enough to attend school

Please advise the school of your child's illness. Peel Public Health will be contacted if your child's illness is on the Peel Public Health's Reportable Diseases List. Peel Public Health will also be contacted if an outbreak occurs. Children's Circle Montessori School will follow the instructions as provided. (Outbreak Policy is available upon request).

If your child becomes ill during school hours, you will be contacted to arrange prompt pick-up. Your child will be isolated from other children and will be made as comfortable as possible until they are picked-up. An Illness Report Form will be completed and provided to the parent/guardian.

Children’s Circle Montessori School may administer prescribed medication, for example, antibiotics, fever-reducing medication, pain-relief medication. The “Request and Consent for the Administration...” form must be completed and signed. The Medication Policy and related forms are available in the office.

In case of a health-related emergency, “911” will be contacted. The child’s parents/guardians will be contacted immediately after “911” is called. The instructions provided by the “911” phone operator will be followed to the best of our ability. (Owners/operators and staff members have current First Aid/CPR Level C Training). If the paramedics advise the school that the child should be transported to the hospital by ambulance, the child will be accompanied by one of the school’s Owners/Operators or the School Supervisor. This adult will remain with the child at the hospital until the child’s parents/guardians arrive at the hospital. For the safety of the child, the school will provide the medical personnel with any information they request, i.e. child’s name, age, medical history, medications, symptoms, etc.

Illness Report Form

Student’s name:	
Form completed by (classroom staff):	
Date & Time:	
Symptoms observed:	
Actions taken:	Temperature:_____Time:_____ Temperature:_____Time:_____
“911” called: <input type="checkbox"/> Yes <input type="checkbox"/> No	Temperature:_____Time:_____ Temperature:_____Time:_____
Time parent/guardian was called:	
Parent/Guardian’s instructions:	
Time student was picked-up:	
Doctor’s note required to return:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown at this time
Earliest date the child may return:	
Parent/Guardian’s signature:	(Signatures will not be required if sent home electronically).
Designated Supervisor’s signature:	(Signatures will not be required if sent home electronically).

Addendum: Medication Policy

Non-Medicinal, Diaper Cream & Sunscreen Policy

Children's Circle Montessori School will administer prescribed medication, (products with medicinal ingredients including homeopathic products with medicinal ingredients), in accordance with the Child Care Early Year Act (CCEYA) and with the consent of the child's parent/guardian. Medication will only be administered with written permission provided on the Request and Consent for the Administration forms.

Non-prescribed medication will not be administered to children. Prescribed medication must have a pharmacy label or be accompanied by a doctor's written prescription.

Medication must be in the original container as supplied by the pharmacist or packaging, clearly labelled with the child's name, type/name of medication, dosage, date of purchase and expiration, instructions for storage and instructions for administration. It is advisable to have medication dispensed in two containers so one may be left at the school, for example: antibiotics.

The designated Supervisor will be responsible for the medication in the school. In case of her/his absence, the designated Supervisor may delegate this responsibility to a lead classroom staff member.

Storage of Medication

Medication will be stored in accordance with the instructions for storage on the container and kept in a locked container, inaccessible to children. Medication requiring refrigeration must be kept in a locked container in the refrigerator.

Children that require Inhalation Aerosol (Inhalers) must provide the school with a chamber if it is required for administration of the medication to the child. It is kept in the child's classroom (easily accessible, but inaccessible to children). Inhalers must go wherever the child goes. For example: during outdoor play, the classroom's inhalers will be kept in the classroom's Emergency Bag that goes outside with the classroom.

Children that require Epinephrine Auto-Injectors must provide the school with two Epinephrine Auto-Injectors. One is kept in the office (easily accessible, but inaccessible to children), and the other is kept in the child's classroom (easily accessible, but inaccessible to children). The Epinephrine Auto-Injectors goes wherever the child goes. For example: during outdoor play, the classroom's Epinephrine Auto-Injector will be kept in the classroom's Emergency Bag that goes outside with the classroom.

Administration Procedures

The medication will be administered by the lead person in the classroom at the time of administration. Contact will be made with the parent/guardian under any exceptional circumstances; for example, the child refuses medication.

Where medication is administered, the person administering the medication will:

- Ensure there is written permission to administer the medication
- Check the Administration of Medication Log to ensure medication has not already been administered
- Ensure the correct child is receiving the medication
- Ensure the medication is correct, review the administration instructions and the expiry date
- Administer the medication as instructed
- Record that the medication has been administered on the Administration of Medication Log
- Replace the medication container in the secured location

Non Medicinal Products Policy

Children's Circle Montessori School will administer non-medicinal products, (including homeopathic products with no medicinal ingredients), with written permission provided on the Request and Consent for the Administration of Oral/Topical Non-Medicinal Products. Non-medicinal products are not required to be prescribed by a doctor.

All non-medicinal products will be:

- labelled with the child's name
- inspected for an expiry date
- stored in the child's classroom, inaccessible to children
- brought to the school in its original container or in its original packaging
- administered as per the instructions on the Request and Consent for the Administration of Oral/Topical Non-Medicinal Products form

Diaper Cream Policy

Parents/Guardians may provide the school with diaper creams to be used during diapering procedures. Diaper creams may or may not contain medicinal ingredients; it is a parent's/guardian's responsibility to determine which diaper cream is most appropriate for their child and provide it to the school. Diaper creams (with or without medicinal ingredients) are not required to be prescribed by a doctor. Diaper Creams will be administered with written permission provided on the Request and Consent for the Administration of Diaper Cream.

All diaper creams will be:

- labelled with the child's name
- inspected for an expiry date
- stored in the child's washroom cubbie, inaccessible to children
- brought to the school in its original container or in its original packaging
- administered as per the instructions on the Request and Consent for the Administration of Diaper Cream form

Sunscreen Policy

Parents/Guardians may provide sunscreen so that it may be applied prior to going outdoors from May 1st through to September 30th, unless otherwise advised and/or otherwise directed. It may also be provided during the fall and winter months. Sunscreen must be applied on the child, hand over hand: The sunscreen is applied on the child's skin, the staff member uses the child's hand to rub the sunscreen into the exposed parts of the body.

It is a parent's/guardian's responsibility to determine which sunscreen is most appropriate for their child and provide it to the school. If sunscreen is not provided, the child will still be required to go outdoors. Sunscreen (with or without medicinal ingredients) are not required to be prescribed by a doctor. Sunscreen will be administered with written permission provided on the Request and Consent for the Administration of Sunscreen.

All sunscreens will be:

- labelled with the child's name
- inspected for an expiry date
- stored in the child's classroom, inaccessible to children
- brought to the school in its original container or in its original packaging
- administered as per the instructions on the Request and Consent for the Administration of Sunscreen form

Program Schedule for Casa Classrooms

7:00a.m. to 8:45a.m.	Free Play including Circuit Activities, Crafts, Puzzles, Story Time, Blocks, Board Games
8:45a.m. to 10:45a.m.	<u>Montessori Work Cycle:</u> a.m. Snack is available during the Montessori Work Cycle, until 9:30a.m.
9:05a.m. to 10:45a.m. (supplementary schedule)	<u>French</u> 25 minutes each Casa classroom Casa classrooms on Mondays
10:25a.m. to 10:45a.m. (supplementary schedule)	<u>Music</u> 20 minutes each Casa classroom Casa 1 Tuesdays, Casa 2 Wednesdays, Casa 3 Thursdays, Casa 4 Fridays
10:45a.m. to 10:55a.m.	Prepare for Outdoor Play
10:55a.m. to 11:55a.m.	Outdoor Play, Indoor Gross Motor Activities in Inclement Weather
11:55a.m. to 12:05p.m.	Prepare for Lunch
12:05p.m. to 12:35p.m.	Lunch
12:35p.m. to 12:45p.m.	Prepare for Nap Time
12:45p.m. to 2:45p.m.	Nap Time
12:45p.m. to 2:45p.m.	Montessori Work Cycle for children that do not nap and/or arrive in the afternoon
2:45p.m. to 3:00p.m.	p.m. Snack
3:00p.m. to 3:50p.m.	Group Montessori Work Cycle
3:00p.m. to 3:20p.m. (supplementary schedule)	<u>French</u> Casa classrooms on Wednesdays
3:50p.m. to 4:00p.m.	Prepare for Outdoor Play or Dismissal
4:00p.m. to 5:00p.m.	Outdoor Play, Indoor Gross Motor Activities in Inclement Weather Extra-curricular activities include: Yoga, Circuit Activities, Games, Gross Motor Skill Building
5:00p.m. to 5:15p.m.	After School Snack
5:15p.m. to 6:00p.m.	Free Play including Puzzles, Story Time, Blocks, Board Games

❖ Schedule subject to change based on the needs of the students.

Program Schedule for Toddler Classrooms

7:00a.m. to 8:20a.m.	Free Play including Puzzles, Story Time, Blocks
8:20a.m. to 8:30a.m.	Prepare for Outdoor Play
8:30a.m. to 9:30a.m.	Outdoor Play, Indoor Gross Motor Activities in Inclement Weather
9:30a.m. to 9:40a.m.	Transition from outdoors to indoors
9:40a.m. to 9:55a.m.	a.m. Snack
10:00a.m. to 10:30a.m.	Free Play including Gross Motor Activities, Circuit Activities
10:30a.m. to 12:00p.m.	Montessori Work Cycle
11:00a.m. to 11:30a.m. (supplementary schedule)	<u>French and Music</u> Toddler A Mondays
11:30a.m. to 12:00p.m. (supplementary schedule)	<u>French and Music</u> Toddler B Mondays
12:00p.m. to 12:30p.m.	Lunch
12:30p.m. to 12:45p.m.	Prepare for Nap Time
12:45p.m. to 2:45p.m.	Nap Time
2:45p.m. to 3:00p.m.	p.m. Snack
3:00p.m. to 3:50p.m.	Group Montessori Work Cycle
3:50p.m. to 4:00p.m.	Prepare for Outdoor Play
4:00p.m. to 5:00p.m.	Outdoor Play, Indoor Gross Motor Activities in Inclement Weather
5:00p.m. to 5:15p.m.	After School Snack
5:15p.m. to 6:00p.m.	Free Play including Music and Movement, Puzzles, Story Time

❖ Schedule subject to change based on the needs of the students.

**2018/2019 School Year Tuition effective September 1, 2018
(September 2018 through August 2019): 15 months - 6 years**

Days/Week	Days of the Week	Hours of the Day	Meals Included	Tuition/Month
5	Monday to Friday	8:45a.m. - 4:00p.m.	a.m. snack, lunch & p.m. snack	\$1045/month
5 half-days	Monday to Friday	8:45a.m. - 12:00p.m. 1:00p.m. - 4:00p.m.	a.m. snack p.m. snack	\$567/month

**Before & After School Childcare Fees
(September 2018 through August 2019): 15 months - 6 years**

Extended Hours Program	Hours of the Day	Fees/Month
Before School Childcare	7:00a.m. – 8:45a.m.	\$103/month
After School Childcare Includes After School snack & extra-curricular activities	4:00p.m. - 6:00p.m.	\$140/month

**Piano Program Fees
(September 2018 through August 2019) 2.5 years - 6 years**

Program	Fee
Full-time Students (1 private piano lesson per week, length depends on child's age)	\$0 Included
Half-day Students (1 private piano lesson per week)	\$105/month \$52.50/December

- Occasional Before School Childcare or After School Childcare: \$17/day
- Lunch added to the half-day program: \$138/month
- 10% discount for the 2nd sibling
- To learn about Child Care Fee Subsidy, visit www.peelregion.ca/children/programs/subsidy
- Toddler Program: 15 months to 2.5 years
- Toddler Program classroom ratio of 1 to 5, led by Registered Early Childhood Educators
- Casa Program: 2.5 years to 6 years

- Casa Program classroom ratio of 1 to 8, led by Certified Montessori Teachers
- Complete Montessori curriculum including Practical Life, Sensorial, Language including French, Math, Culture, Fundamentals of Fitness and Music
- After School Childcare includes extra-curricular activities (i.e. Yoga)
- Private weekly piano lessons included for full-time Casa students
- Hot, nutritious lunches & healthy snacks are included in the full-day program
- Healthy snacks are included in the half-day program
- Children are not required to be potty-trained
- No enrollment fees, No registration fees, No administration fees
- First & last month's tuition is due upon enrollment (new students)
 - If enrollment occurs more than 1 month before the child's 1st day of school, 1 month is due upon enrollment & 1 month is due the 1st day of school
- Deposited tuition & fees are NOT refundable
- Tuition & fees must be paid for everyday the student is enrolled including days absent
 - For any reason including vacations/illness, statutory holidays, school closures/Winter Break
 - Exact dates are provided in the School Calendar
- Parents/Guardians will be notified of events &/or field trips
 - Extras fees apply for events &/or field trips
- Uniform dress code for Casa students
 - Cost of the uniform is not included
- Children's Circle Montessori School is closed during Winter Break
 - Exact dates are provided on the School Calendar
- Children's Circle Montessori School is open during March Break
 - Exact dates are provided on the School Calendar
- Children's Circle Montessori School is open during Summer Camp
 - Exact dates are provided on the School Calendar
 - Students are not required to enroll in Summer Camp



Thank you for reading Children's Circle Montessori School's Parents/Guardians Handbook.

**Please do not hesitate to contact the Owners/Directors,
Daniela Purves, Hannah Ansara, or Mariateresa Brancatella.**