

Parent Handbook  
2019/2020

# Brackendale Montessori



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What Can We Learn Today?

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# Brackendale Montessori Program Statement

Brackendale Montessori offers a learning program that is consistent with both Maria Montessori's ideas and the Ministry of Education policies, pedagogy and curriculum.

Brackendale Montessori emphasizes active learning as children learn best by pursuing their personal interests and goals, children make their own choices about materials and activities during the program time. As they pursue their choices and plans, children explore, ask and answer questions, solve problems, and interact with peers, program staff, volunteers, students on placement and other adults. Children are **competent, capable, curious and rich in potential**. Brackendale Montessori recognizes each child as a unique individual who brings their own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity. We provide an environment that fosters curiosity, one that allows children to explore in a safe and caring environment. An environment in which to grow and develop to their maximum potential. We understand the importance of taking children's stages of development and their unique family, community and life experiences into consideration. In each case, we aim to integrate all areas of the child's development into our program in a holistic way.

## **Our program strives to:**

- Create a sense of belonging where a child is connected to others and contributes to their world.
- 5. Develop a sense of self and well-being.
- 6. Have every child be an active and engaged learner who explores the world with body, mind, and senses.
- 7. Have every child be a capable communicator who expresses himself or herself in many ways.

## **Our program is designed to:**

1. Encourage children to interact and communicate in a positive way and support their ability to self-regulate
2. Foster the children's exploration, play and inquiry
3. Provide child-initiated and adult-supported experiences
4. Offer opportunities to create authentic lasting relationships with others in the program  
Health, safety, nutrition and well-being of children We know that the early years set the foundation for children's health and well-being.
5. The brain's architecture is shaped by a child's interactions and relationships with parents and other significant people in their lives.
6. Early brain development is stimulated through experiences and interactions with responsive adults.

## **Family, School and Community Partnerships**

Relationships among children, families, staff and community partners is a core value at Brackendale Montessori, fostering collaborative and co-operative relationships among all of our partners. Brackendale strives to promote a sense of belonging for children and their families in our programs by creating positive interactions and collaboration of families. We understand that relationships of trusts are the basis for learning and co-operation. Every child is given the opportunity to develop personal responsibility and social skills, to learn to problem-solve and to learn about diversity and inclusion. The skills of conflict resolution are important to lifelong learning. As competent individuals, children are active participants in resolving conflicts. We encouraged them to come up with ideas and solutions to problems that arise. Brackendale Montessori is committed to working collaboratively with all of our community partners as we work together on the mutual goal of providing the best possible child care service to families. Positive self-expression, communication and self-regulation leads to children's sense of belonging. Positive learning environments and experiences, focused on active learning, encourages children's communication, self-expression and self-regulation. We seek to be aware of, foster, support, encourage, respond to and document the many ways in which children express themselves, the many "voices" with which they articulate their ideas, the variety of "languages" they use to communicate. We also seek to honour and reflect children's home language and culture in our programs. In our inclusive learning environments, we welcome children of all abilities. Respect for diversity, equity and inclusion is vital for optimal development and learning.

We know that our partnerships with our families help our program to best meet the needs of the children:

- Families form the foundation for a child's early development. Families know their children best, and are the first and most powerful influence on learning and development.
- The needs of each child are considered in the context of their family composition, values, culture, and language. This approach enriches relationships between early childhood settings, families, and their communities.
- We involve parents and other important adults in various events and activities at our programs. This connects them to their children's early development, and enhances the child's learning. In addition to the daily interaction with program staff, we offer many opportunities for parent feedback and involvement. We use parent input to improve our programs and services.

While our range of community partners is broad Brackendale Montessori works with local community agencies and partners in order to support the children and families in our programs. We view the community as a valuable resource and our educators plan learning opportunities to engage the community in our programs. We seek out opportunity to share our knowledge and to learn from others in the community.

## **Our program**

Brackendale Montessori focuses on learning the way that children naturally learn and responds to the environment around them. When children are manipulating Montessori Materials, objects, acting out roles, or experimenting with different materials, they are engaged in learning. The Montessori Material allows children to actively construct, challenge, and expand their own understandings, making connections, thereby opening the door to new learning.

Cultural materials enable children to investigate, ask questions, solve problems, and engage in critical thinking. The manipulation of Montessori Material is responsive to each child's unique learning style and capitalizes on their innate curiosity and creativity. Our program also supports

children's self-regulation, their ability to deal with stress and remain calm, alert and ready to learn. When children are calmly focused and alert, they are best able to modulate their emotions, pay attention, ignore distractions, inhibit their impulses and understand the consequences of their actions. We believe that families are experts on their children and sharing knowledge is integral to the success of your child. Brackendale aims to ensure that families have the support, safe, reliable, high quality licensed Montessori School for their children, which ensures parents peace of mind while their children are in program. Respect, care, empathy, trust and integrity are core values in all our interactions with families.

### **The Environment**

Children learn and explore their environment and experience the world through exploration, investigation and self-regulation inside the classroom. Learning is extended to the outdoors from the indoor classroom through recess, nature walks or field trips. The learning environment provides extended opportunities for all elements of learning; from gross motor development, nature exploration, independent and cooperative learning.

### **Our Teachers**

At Brackendale Montessori our Teachers view a positive, supportive relationship between child and educator as fundamental.

Teachers connect with children by being available, sensitive, responsive and caring. This is the way they build trust, making children feel safe and secure. From this platform, relationships are made so that children discover, take risks, grow and learn.

Supporting you in your role as a parent.

Providing a safe environment for your child by preparing spaces that are more conducive to learning.

Carefully watching to determine what your child at that particular moment is capable of learning.

Actively participating in your child's play experiences through observing and documenting the milestones in your child's life to ensure age-appropriate development.

Our teachers also provide learning opportunities and practical work experience, in the areas of programming and administration, to members of the community through the recruitment, placement, training and recognition of volunteers and students on placement. Brackendale Montessori is committed to supporting their teacher's in continuous professional learning. Our teachers have a positive and a sensitive attitude towards children. Teacher's plan on a daily basis, based on the observations that they make on children's interests. In this way, learning is extended, leading to deeper investigation with materials and the environment. Teacher's plan for and create positive learning environments and experiences in which each child's learning and development will be supported. Through positive adult-child interactions, our teachers extend their learning by encouraging children to build upon their existing knowledge.

### **At Brackendale we believe that knowledgeable and responsive Teachers:**

- Establish a social environment that supports autonomy and self-esteem
- Establish positive relationships, friendships and conflict resolution
- Provide responsive care to all children in program while meeting their individual needs
- Design a supportive physical environment
- Provide new learning possibilities through interest centres
- Foster, observe and document significant behaviour/developmental milestones

- Incorporates the community
- Recognize that responding to the unique abilities, needs, and characteristics of each child, family, and community is central to supporting learning and development.
- Engage with children as co-learners as they explore their environments.
- Provoke children's thinking, create meaningful programs, and guide interactions. Families.
- Use a warm and positive approach to support children's developing ability to express emotions and take other perspectives.
- Know when to stand back and observe and when to enter to stimulate thinking.
- Make a commitment to build self-awareness, regularly reflect on practices and engage in new learning experiences, both individually and with colleagues.
- Formal professional learning is vital, but we also know that the most central professional growth happens day-to-day, as our staff co-learn with children and each other as self-reflective professionals.

All Brackendale Montessori teachers attend mandatory monthly professional learning meetings and receive training on an ongoing basis. They make daily observations of children in the program and use this information to inform their future planning. Our intention is to move beyond reporting of children's behaviour, in order to find meaning in what children do and experience.

### **Program Assessment and Reflective Practices**

Teachers reflect and assess their program and environment daily to ensure that the program is meeting the individual needs of the children and the group and that their environment is set up according to the interests of the group. The supervisor reviews weekly program plans and documentations to ensure that they meet our *Program Statement Requirements*. The Supervisor demonstrates leadership by observing each classroom and engages in conversation with the educators and children regarding how the children are learning, what they need to learn and what is the best means for this learning to happen.

### **Child Guidance, Protection & Prohibited Practices**

All Teachers, volunteers and placement students will follow our core values of caring, honesty, inclusiveness, respect and responsibility.

Teacher's support children in developing strategies to remain calm and to regulate their emotions while recognizing the effects of their actions on others.

Any practice based on a negative control technique is not part of Brackendale Montessori Practices and Core Values.

### **Prohibited practices include:**

- Corporal punishment of a child
- Harsh or belittling discipline including verbally belittling or threatening
- Depriving basic needs including food, shelter, clothing or bedding
- Locking the exits of the child care centre for the purposes of confining a child or using a locked or lockable room or structure to confine the child if he or she has been separated from other children
- Confinement or restraint for the purpose of limiting a child's movement.

- Inflicting any bodily harm on children which includes forcing children to eat and drink against their will.

### **Contravention to the prohibited practices:**

Any Brackendale Montessori staff member observed using disciplinary measures that contravene the Brackendale Montessori Policy shall be reported immediately to the Administration/ Director. The Director will immediately contact appropriate agencies. In the event of a contravention of Policy, the operator, in its sole discretion, can take any of the following disciplinary action:

- Verbal reprimand
- Place signed letter of reprimand in the staff's file
- Suspension without pay
- Dismissal or Termination

### **Goals and Approaches for our Program Statement**

- **Health, Safety, Nutrition and Well- being**

All our Lead teachers have successfully completed their Montessori training that is recognized by Montessori Accreditation Council for Teacher Education (MACTE) and/or Association of Montessori International (AMI) or an Early Childhood Education (ECE) and/or Early Childhood Assistant (ECA) Program. All Staff have their standard first aid and CPR training including infant CPR and have been trained in all health and safety protocol which include: administering of an Epi Pen.

We understand that the first step in establishing and nurturing **health, safety and well being** for children in our programs is by providing a clean and safe environment, nutritious meals which is provided by a licenced caterer and follows Canada's food guide and the children have unlimited access to drinking water.

Toys are cleaned and sanitized weekly any time they have been mouthed. Beds and linen are washed and Sanitized weekly as well as when illness or bed wetting incidents occur. All furniture is kept clean and in good order (broken furniture is fixed or removed immediately upon discovery). The school uses a professional cleaning company on a nightly basis.

The health of each child is documented on a daily basis and children with any of the following symptoms are not able to remain in care for the day and can only return once they are symptom free for 24 hours or have the appropriate treatment as laid out by a Health care professional

- Fever (axillary temp) – 38.1 C or higher
- Diarrhea or vomiting – 2 occurrences
- Any form of eye discharge or conjunctivitis (pink eye)
- Open or oozing sores/rashes
- Not able to participate in the daily program

Children with any of the above symptoms/conditions will be separated from the group and cared for in the office. Parent or guardians will be contacted for an immediate pick up.

We promote children's health and safety by ensuring teachers, volunteers and students are familiar with individual medical needs/conditions, allergies, food restriction and special requests towards each child.

We provide both nutritious and appealing snacks and hot lunches for children catered by **Beryl's Kidz Kitchen**. Menus follow Canada's Food Guide and are culturally sensitive. You can view the menu on the boards in each classroom. We accommodate dietary and/or religious food requirements for our children.

- **Positive and Responsive interactions between staff, children and families**

At Brackendale Montessori we have an open communication policy between our teachers and families. We provide multiple opportunities for teacher – parent communications to take place.

- **Touch Base phone calls:** Calls made to parents at various time during the year to provide updates on behaviour, academics or for parent to ask any questions.
- **Parent – teacher interviews:** 3 interviews per year are set up to discuss reports cards and academic standing or concerns.
- **Monthly newsletters** – Monthly newsletters are sent out to parent highlighting important events /dates taking place.
- **Daily reports/logs** – Daily written logs are given to parents regarding toileting, naps, food and activities.
- **Documentation boards** – Each class displays work for parents to see what is happening during their child's time at school.

Teachers encourage **positive and responsive relationships** with children by creating an environment that is inclusive and welcoming to all. They foster an atmosphere of cooperation, sharing and openness.

- **Encourage children to interact and communicate in a positive way and support their ability to self-regulate**

Positive language and guidance are used all times when communicating with children, parents or co teachers as a role modelling technique. Teachers are always working together to help children develop communication skills, foster independence and problem-solving techniques.

To help support and encourage **self-regulation** – we create an environment that is welcoming, safe and child friendly.

- **Children's exploration, play and inquiry**

All staff will foster **children's exploration, play and inquiry** by providing a variety of activities and an environment rich in content, that encourages choices, and active play, supported by qualified, attentive and interactive teachers.

- **Child initiated and adult supported experiences**

All Staff will **provide child-initiated and adult supported experiences**. The teachers will observe the children, documents and use that information to plan and create a positive learning environment and experiences that is based on the interests of the child, and supported by all the adults in the child care environment. All teachers will be responsible for

introducing new ideas, interests, facts, concepts, skills and experiences to widen the child's knowledge and life experiences.

- **Create positive learning environments which is inclusive of all children, including children with individualized plans**

All teachers use observations to plan and **create a positive learning environment** that is based on the interest of the children. We as educators reflect and understand that children are unique individuals by:

- Recognizing each child as having equal rights to participate in program activities, trips and events.
  - Recognizing and respecting the unique qualities of each child and family, including ancestry, culture, ethnicity, race, language, gender, gender identity, sexual orientation, religion, socio-economic status, family environment, and developmental abilities and needs.
  - Creating strategies that value the culture and languages of all children.
  - Establishing programming strategies to foster an inclusive learning environment in which every child can participate, including children with **individualized support plans**.
  - Collaborating with outside agencies and resources to help support individualized needs of the children based on support plans.
  - Viewing the diversity of children and families as an asset and planning programs to reflect differences and enrich the environment.
- **Incorporate indoor and 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**

Every Full-time child will experience **indoor, and two hours of outdoor play** (weather permitting) daily, as well as a time **to rest and sleep if required, quiet and active times**, always being mindful of each child's needs and parental direction.

- **Foster the engagement of regular and ongoing communication with parents about the program and their children**

**Regular and ongoing communication with parents** is an important component. Communication may be in person, by phone, e-mail or through written and posted communication tools. Communication needs to come from all members of Brackendale Montessori.

- **Involve local community partners and allow those partners to support the children, their families and staff**

Parents will be directed to resources outside of the centre if necessary, and **local community partners** such as early year's services, speech therapists, support services, occupational therapists, counsellors, etc., this will be an important part of the centers support to all children and their families.

- **Continuous professional learning** for the staff at Brackendale Montessori is done by using the community as a valuable resource and having our teachers plan learning opportunities to engage the community in our programs. We seek out opportunity to share our knowledge and to learn from others in the community. Brackendale

Montessori provides ongoing opportunities for educators to engage in critical reflection and discussion with others about pedagogy and practice, to support continuous professional learning. These learning experiences are shared with one another in our Monthly staff meetings.

### **Annual Program Statement Review**

All Teachers, volunteers and placement students must adhere to a number of policies and procedures, the Program Statement as well as Ministry, Fire and Health Regulations. All teachers, volunteers and placement students will review the Program Statement prior to working in program with the children and annually thereafter or upon any changes or modifications to the Statement. Annual review of the Program Statement and these policies and procedures ensure our educators and volunteers are knowledgeable and prepared to handle any situation.

### **Working Together**

Brackendale Montessori's goal is to ensure the overall, health, safety and well-being of each child while in our care. We look forward to working together with you the family in the best interest of your child(ren) to provide them with an individual and positive journey for a seamless entry into their community school or, a continued positive journey for those children already enrolled in their community school. Thank you for choosing to place your child with Brackendale Montessori; we have an open-door policy and are always available for feedback to ensure we are providing the best possible care.

## **Notice to Parents/Guardians:**

This handbook forms an important part of your child's application and/or enrollment with Brackendale Montessori. Violations of this handbook can result in suspension; repeated or severe violations can lead to your child's withdrawal from the program. Although these actions are rare, they are done in the best interest of all our attending children, their parents/guardians and staff. It is at the sole discretion of Brackendale Montessori when such actions need to be taken.

## **Hours of Operation (School Program)**

### **Infant**

#### **Drop Off Times – Pickup Times:**

Full Day 7 AM – 6 PM

### **Toddler & Preschool**

#### **Drop Off Times – Pickup Times:**

Full Day 8:30 AM – 4:00 PM  
Half Day Morning 8:30 AM – 11:30 AM  
Half Day Afternoon 12:30 PM – 3:30 PM

### **Extended Care: Toddler & Preschool**

Morning 7:00 AM – 8:30 AM  
Afternoon 4:00 PM – 6:00 PM

### **Private School: Grade 1 to 8**

Full day 8:45 AM – 4:00 PM

The school doors open at 7:00 am daily. Children are not permitted to be on site prior to 7 am – The opening staff member prepares the school for the day. **After 6:00 PM the extended care charges are \$2.00 for each minute following, per child.** This fee is to be paid in cash to the attending caregiver at time of pickup. Preparing for and making time for acclimate weather is something we all must account for when planning our day and responsibilities. Take into consideration our teachers have families to go home to and personal responsibilities to tend to.

When bringing a child to school, parents are expected to bring their child into the building and ensure that the child is under the supervision of a caregiver before leaving. Equally, parents are expected to come into the building when picking up their child. If a third party, not listed on your child's emergency contact list, is to pick up your child, please send us an email prior to the pick-up date with your signature and the full name of the party picking up. At any time that parents are present, whether at school and/or any special school events, such as concerts, school trips, etc. the sole responsibility of the child is with the parent.

**Please do not attempt to engage staff members in any discussions at the entrance as this will distract them from their responsibility.**

## **Contacting Brackendale Montessori**

For general inquiries, please call during our office hours of operation, between 8:00 AM and 4:00 PM. If you are calling to notify us of your child's absence or your call is urgent, you may call during our extended hours. Our message centre is reviewed frequently throughout the day; we will attempt to return your message within four hours, during our hours of operation. If you wish to speak to a teacher or spend time in a class to observe, please call to schedule an appointment.

## **Promptness**

It is our intention to instill in the children a sense of order and punctuality. It is important that from a young age, they learn to recognize and appreciate the importance of attending school every day on time. So please ensure your child is brought to school promptly. A child arriving late is disruptive to the learning process of their peers, and they will miss out on the excitement generated by the introduction of new topics. If your child is late more than three times per month your child could be suspended. Continued infractions can lead to withdrawal from the program.

## **School Closures Due to Inclement Weather Conditions**

The Principal or Director may authorize a school closure or a delay in opening (late start) should severe weather conditions or inclement weather, including a snow/ice storm develop during the evening/overnight/early morning, thus having an impact on the safety of children, parents and staff when traveling and arriving to school. In addition, should extreme weather conditions develop during the day, the Principal or Director may decide to close the school earlier, thus an earlier dismissal time. In these conditions, parents are required to make alternative arrangements to have their child picked up from the school by the stated time, after which time, late fees will apply. As weather conditions vary from area to area, please assess your own safety conditions before traveling.

In such cases, parents are required to find or make the necessary alternate care arrangements for their child. Such alternate care arrangements or plans may include having a parent be

prepared to leave work early, having relatives or friends your child, having another parent pick up your child (must authorize in writing, and a record as such must be in the child's file).

In the event that school is canceled, or there is a late start or an early dismissal, events scheduled to take place at school or any location will also be canceled. Please note that no refunds or reduction of fees will be provided under any of the above circumstances; this will include all predetermined closure dates as posted in our Holiday Schedule at the start of each school year.

We will make every attempt to inform parents promptly of school closures, late school starts, and/or early dismissals, but it is parents' responsibility to contact the school in inclement weather conditions and be prepared for such events. Since the school schedule begins by 7:00 a.m. all cancellation decisions will be made by 6:30 a.m. These will be posted on the school's phone message and/or our Website, Facebook and Twitter.

## **Early Dismissals**

The Principal or Director may authorize an early school dismissal time at his/her discretion. Early dismissal typically may be deemed necessary to accommodate the preparation of concerts or other such special events. Other circumstances may arise throughout the school year that may warrant an early dismissal. In the event of an early dismissal parents will be notified with as much notice as possible to the time and day of the dismissal.

## **Absence**

Brackendale Montessori is prepared to work with families when absences, short or long term, involving illness, family crisis, and special travel opportunities arise. However, when attendance is based on convenience or preference, the child is put at a tremendous disadvantage. Frequent absences for reasons other than those noted above impede a child's chance for success. Missed school days due to bad weather will not be made up at the end of the school year.

## **Placement, Promotions & Transitions**

### **Admission**

Students entering our Elementary Program (Level/Grade 1 – 8) will be academically assessed, interviewed and upon acceptance, then placed into an appropriate Grade Level at the sole discretion of the school. For Casa Level (2.5 years to 6 years), teachers will perform a one week assessment which will be shared with the parent. Placement will be determined after the completion of this one week assessment.

### **Age/Program Groups**

**Infant Program** - 6 months to 18 months, offered five full days from 7 am to 6 pm

**Toddler Program** -18 months to 30 months, offered full or half days with extended care options

**Pre School Program** - 30 months to 3.5 years (Casa I) offered full or half days with extended care options

**Casa Program (Casa II, III, & IV)** 3.5 years to 5 years, offered five full days or five half days

**Private Elementary Program** – Grades 1 – 8; offered five full days only from 9am to 4 pm

All children, from Infants to Grade 8 inclusive, will be placed into a program, classroom and level at the sole discretion of the school. This includes the scheduling and nature of the transition from one program/level to another. The school does not require parental consent for a child's particular placement, promotion or transition into another program/level. The school reserves

the final right at its sole discretion to determine each child's placement, promotion and transition in the best interest of the child(ren), the class, and the school. Teachers may be transferred, relocated, rescheduled, re-assigned to other classrooms, at the sole-discretion of the school at anytime.

## **Supervision Policy for Volunteers, Parents, and Placement Student**

Brackendale Montessori is committed to providing a high quality, safe and secure environment for all children enrolled in our programs. The safety and well-being of children is Brackendale Montessori's highest priorities.

### **Policy**

Brackendale Montessori may have volunteers and/or Early Childhood Education students working within the organization along with staff throughout the year. At all times, volunteers and placement students must be under the direction and supervision of Brackendale Montessori staff.

No child or children will be supervised by any person less than 18 years of age

No child or children will be supervised by someone who is not an employee of Brackendale Montessori

Only employees of Brackendale Montessori will have direct unsupervised access to children

## **Study Skills & Homework**

At Brackendale Montessori, we believe that homework should:

- Provide parents with insight and information into their child's learning experiences, and invite their participation in appropriate and supportive ways.
- Support in-school experiences through related out-of-school activities, assignments, and practice those skills taught at school;
- Encourage the development of self-discipline, organization, good work habits; sense of responsibility and time management strategies;
- Help to develop positive and enthusiastic attitudes toward independent and life-long learning;
- Assist students to prepare for subsequent planned learning activities, research questions and projects.
- New homework will only be assigned when previous homework has been handed in completed.

### **Students are responsible for their own learning by:**

- Completing the assigned work to the best of their ability;
- Maintaining notebooks in an organized way;
- Meeting timelines for homework completion;
- Recording daily assignments;
- Developing a homework routine;
- Locating appropriate resources and materials;
- Asking for assistance if necessary;
- Accepting the consequences if they do not complete class work or homework on time; and

- Following directions by teachers or staff.

**Teachers/the School support the students and parents by:**

- Coordinating a well balanced amount and variety of homework among teachers and subject areas;
- Providing clear guidelines, expectations and standards at the beginning of each school year;
- Encouraging participation in broader learning experiences;
- Providing consistent follow-up of assigned work;
- Regularly reviewing notebooks to ensure that they are complete and accurate;
- Encouraging students to take advantage of time provided for extra assistance;
- Acknowledging school and homework through positive recognition;
- Maintaining communication with parents; and
- Informing parents of their child's repeated non-compliance with school expectations and/or homework expectations.

**Parents assist their child by:**

- Providing a quiet place to work;
- Establishing a routine time; for homework, bed, etc.
- Having necessary materials and resources available;
- Providing effort, achievement and a positive attitude;
- Monitoring homework;
- Periodically reviewing their child's notebooks at home;
- Supporting school expectations and standards;
- Maintaining communication with the school; and
- Attending all Montessori workshops; educational seminars for their children's level.

**CASA (age 2.5 – approximately 6 yrs.):**

Occasional or regular assignments or homework sheets will be given as determined appropriate by the teacher. Any homework provided to the child is work that the child has already covered in class and does not require the parents help to complete.

**Elementary Level/ Private school – Grade 1 to 8**

Students should expect homework every school day. Homework is an important part of the daily routine of the Brackendale Elementary student.

If a student stays at school as part of us after school care program, students are given an opportunity to complete their homework with their peers and teachers to assist.

**Report Cards and Parent Teacher Conferences**

Reports are sent home in January and June for our Casa I to Elementary students. We feel that we will best serve your child if open communication is kept between the teacher and parents. Besides the Parent-Teacher interviews, conferences can be scheduled to discuss your child's development if and when required, and can be arranged with the teacher. Any concerns that develop at any time should be resolved at once. Should we note changes in your child academically, emotionally or in their behavior, we shall contact you, and hope that you will also keep us informed of similar changes in your child, if and when necessary.

## **Parent Issues and Concerns:**

This policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parent/guardians bring forward issue/concerns.

All program participants, parents/caregivers, staff, volunteers/students, are encouraged to conduct themselves in a respectful manner. Any parent/caregiver concerns/issue that may arise at Brackendale Montessori should be addressed by requesting a meeting away from the classroom environment. If a parent/guardian has a concern, they should engage in open dialogue with their child's program teacher. If the concern continues to exist after speaking with the teacher, the parent/guardian should approach the administration. The Administration will respond in a timely and appropriate manner to discuss the concern and work in collaboration with parents/guardians to seek resolution. Should a strategy not prove effective within the timeframe established, the director may convene a meeting with teachers, staff and/or parents and implement a new or adjusted strategy to meet the child's needs. Part of the new or adjusted strategy may be to initiate the involvement of an appropriate outside agency.

Our teachers work hard to care for your child. If you have issues/concerns, we invite you to speak to us right away. Brackendale Montessori maintains high standards for positive interaction, communication and role-modeling for children. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

- Speak to the teacher directly involved in the reason for your concern.
- Talk to the Administration
- Contact the Director

## **Escalation of Issues or Concerns:**

Where Parents/Guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Supervisor and then to the director of Brackendale Montessori. Issues/concerns may also be reported to other relevant regulatory bodies. (egg, public health, police, fire dept....etc where appropriate)

All program participants, parents/caregivers, staff, volunteers/students, are encouraged to conduct themselves in a respectful manner. Any parent/caregiver concerns/issue that may arise at Brackendale Montessori should be addressed by requesting a meeting away from the classroom environment. If a parent/guardian has a concern, they should engage in open dialogue with their child's program teacher. If the concern continues to exist after speaking with the teacher, the parent/guardian should approach the administration. The Administration will respond in a timely and appropriate manner to discuss the concern and work in collaboration with parents/guardians to seek resolution. Should a strategy not prove effective within the timeframe established, the director may convene a meeting with teachers, staff and/or parents and implement a new or adjusted strategy to meet the child's needs. Part of the new or adjusted strategy may be to initiate the involvement of an appropriate outside agency.

## **Staff & School Accreditation**

Brackendale Montessori proudly adheres to the traditions first introduced by Dr. Montessori. We are dedicated to providing a true Montessori based experience that will be enjoyable, educational and last a lifetime. All our teachers have successfully completed an Early Childhood Education (ECE) and/or Early Childhood Assistant (ECA) Program or Montessori training that is recognized by Montessori Accreditation Council for Teacher Education (MACTE)

and/or Association of Montessori International (AMI). All staff members are trained in First Aid and CPR. MACTE and AMI are the leading international governing bodies that assure your child's instructors meet the exacting standards of Dr. Montessori.

## **Communication**

Email will serve as our primary tool for communicating important school and classroom information to our parents. Through email we will be sending Newsletters which will include information on school trips, current activities and special events. Parent feedback is important to our school and our parents are always welcome to meet with either administration or teachers. Should you require a meeting, please contact our office to schedule an appointment. In order to ensure that all meetings are productive, parents, teachers and/or administration must be prepared. Impromptu meetings and doorway conversations are not conducive to productive communication.

Newsletters will be emailed to all parents. If you are not receiving the newsletter, please confirm your contact information with us. As with all contact information, it is the responsibility of the parent/guardian to notify the school of any change to email address(es). It is also the responsibility of the parent/guardian to print and submit any information or forms that are pertinent to their child(ren).

## **Emergency Management Policy**

Emergency at Brackendale Montessori means an urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the centre. Parents/families of children will be notified by office administration via email of the emergency and where children can be picked up. The information given to families will be clear and families are to ensure immediate pick up of children.

### **Emergency Evacuation Location:**

1501 Harwood Ave. North (neighbor directly north of us)

### **Responsibilities of Staff in Case of an Emergency**

- Quickly scan the space around you looking for any potential hazards. Report any findings to the Supervisor.
- Account for all children. Conduct a head count and ensure accurate attendance records. Attendance records must be kept with staff. Take the attendance/ emergency contact Information book.
- Gather all medications and any other essential needs of children or adult – if accessible.
- Any extra staff (Cleaner, French Teacher, Volunteer..) not on program with the children should assist with child(ren) with special needs and/or go to the infant room to assist with the evacuation.
- Once outside the building, take children to the designated area and conduct a head count matched to the attendance records to ensure all children are outside. Wait for the Supervisor to provide further direction.
- Provide activities to reduce stress to children (i.e. circle, songs, games) and maintain appropriate levels of supervision.
- Document children being picked up and by whom

## **Responsibilities of Supervisor in Case of an Emergency**

- The Supervisor will contact local emergency response agency.
- Do a final check - ensure all children have been removed from the center (check all washrooms, closets/storage areas, cloak rooms, kitchen/laundry rooms and playgrounds/play structures etc.).
- Coordinate all actions with emergency authorities, giving them as much information as possible.
- Designate one staff member to wait outside and direct emergency vehicles such as fire trucks and ambulances to your location (if applicable).
- Take direction from Police/Emergency Authorities once they arrive. If requested, stay at the centre with Police or another Emergency Authority.
- Notify families of the situation and evacuation location for immediate pick up of children. (Supervisor may designate a staff responsible for calling families etc. if requested to stay with emergency authorities).
- The Supervisor will debrief staff, children and parents/guardians after emergency.
- The Supervisor will ensure access to additional support, including consideration of special medical needs, be provided in respect of any child or adult who may have experienced distress during the emergency.
- When emergency has been eliminated, normal activities should resume as soon as possible in order to provide an environment that can help ensure the health, safety and normalcy for the children. Providing a familiar and safe environment and a regular routine gives a sense of security.

## **Surveillance Cameras**

The purpose of the surveillance cameras installed at Brackendale Montessori is to provide a form of security and general control over the operations at the school.

The images from the security cameras are routinely monitored and are stored for the purpose of review in the event that a concern is brought to our attention. Only those individuals responsible for the system administration of the security system will have full access to the stored images. The retention of images collected will typically be 14 days or less. Maintenance and use of the security cameras and related equipment will be monitored and enforced solely at the discretion of Brackendale Montessori.

Access will be provided whenever required by law or a court order. No other use will be made of the images without appropriate advance approval from Brackendale Montessori's administration. Such decisions are at the sole discretion of Brackendale Montessori administration.

## **Child and Family Services Act**

*“Every person who, in the course of his/her professional duties, has reason to believe that a child is being abused, or suspects that a child may have suffered abuse, shall immediately report the suspicion and the information on which it is based to a Children’s Aid Society.”* (Ontario Child and Family Services Act, Section 68, Paragraph 3) Under new definitions in the Act, child abuse includes physical, verbal, emotional and sexual abuse, as well as lack of reasonable care.

As Educators, we strive to promote the protection and well being of our students. If we believe that a child is, or may be, in need of protection, **we are obligated by law** to report the suspicion to Children's Aid Society.

The Child and Family Service Amendment Act require a person to report to a child welfare agency if he or she has reasonable grounds to suspect that a child may be in need of protection. The Principal/Director of a school, or teacher, who fails to report suspected abuse, is guilty of an offense and is contravening internal policies. Brackendale Montessori and its employees will respect our policies and the legislation and be governed by it.

## **Serious Occurrence Policy**

Serious occurrence reports are completed fully and in a timely manner and documented on the Child Care Licensing System (CCLS) for the Ministry of Education. Parents/guardians are immediately informed when their children are involved in a serious occurrence. Brackendale Montessori will always post a Serious Occurrence Notification Form near our license when/if a serious occurrence happens for a period of 10 business days.

## **Smoke Free Environment**

No person shall smoke or hold a lit or electronic cigarette at Brackendale Montessori including in the playground area. This will apply at all times, even when children are not present. Any person refusing to comply is contravening with the Smoke-Free Ontario Act.

## **Medication**

Brackendale Montessori staff cannot administer any non-prescription medication (over the counter) under any circumstance. Only designated Brackendale Montessori office staff members will administer **prescribed medication** with written notice from your child's doctor. Parents must present the medication, to office, in the original container with the child's name and clearly labeled indicating the dosage and time required. Parents must complete and sign a medical consent form from Brackendale Montessori. **We uphold a zero tolerance, as held by Ministry of Children Services, for any medication left in a child's knapsack; where any child may have access.** If any such drugs or medications are discovered by staff it will result in an automatic one day suspension. A second such offense will result in an automatic withdrawal from Brackendale.

## **Equal Opportunity (Inclusion Policy)**

Brackendale Montessori is committed to equal opportunity for all children, students, employees and candidates for positions, regardless of physical disability, race, ethnic origin, color, religion, ancestry, age, sex, sexual orientation, marital status, family status, place of origin, citizenship, or any other factor unrelated to job/daily routine performance.

We will reasonably accommodate the needs of persons with disabilities in a manner that respects their dignity and helps maximize their potential as a student or their contribution to the school as an employee.

## Anti-Bias Policy

In keeping with the official policy of the Province of Ontario that inappropriate attitudes and behavior based on race will not be tolerated, we are committed to providing an environment where parents and children of diverse backgrounds, cultures and ethnic origins may feel welcome. Our aim in doing so is to promote an understanding of unity in diversity. Staff will ensure that:

- Every effort be made to positively reinforce a child's identity and self worth.
- Each child is treated equally regardless of age, race, sex and/or physical disability
- Programming reflects and integrates cultural differences.

## Uniform Guidelines

All children are to comply with the following standards.

<b>SHOES</b>	Indoor shoes must be black. Dress shoes (no heels) or black running shoes Outdoor shoes are according to weather
<b>SHIRTS</b>	White school crested collared shirts, white school crested blouses, or white school crested golf shirts Shirts must be tucked in at all times
<b>PANTS/SKIRTS</b>	Navy Blue Dress Pant or Skirt
<b>TUNIC</b>	School Tartan
<b>CARDIGAN &amp; VEST</b>	Navy Blue school crested cardigans & vests No other outerwear may be worn in school (i.e. sweatshirts, jackets)
<b>SOCKS and/or TIGHTS</b>	Must be navy blue and worn, throughout the entire school year, with indoor shoes
<b>HATS</b>	May be worn at recess time only. At no time should hats be worn in the school.

\*Infants / toddler are exempt from the uniform guidelines.

**Three infractions** of the uniform policy in a given month may lead to suspension. Uniforms are to be worn at all times during school. Casual wear is acceptable on Fridays and during weeks designated as camp.

Brackendale Montessori reserves the right to determine the appropriateness of such things as jewelry, hairstyles and make-up, and therefore can advise students as such on these issues, at which point adherence is required.

### Clothing

A change of clothing is necessary and must be left at the school for your child in case of emergencies (*the change of clothing does not need to be in uniform colors but must be labeled*). **If your child does not have a change of clothing and they need to be changed, you will be called to pick up your child immediately.** It is your responsibility to ensure your child has at least one change of clothes at all times. **All clothing must be clearly labeled** with the child's name to prevent loss or confusion. Make sure to have non-slip shoes for indoor use only as described under *Uniform Policy*. **Indoor Shoes must stay at school at all times.** Children

should be dressed in clothing that is appropriate to weather and seasonal conditions. Children should have snow pants, snow boots, gloves and a hat during the winter months. Brackendale Montessori promotes independence and we ask that the clothing worn allow the child to be self sufficient.

Due to Safety precautions we ask that students do not wear scarves or drawstrings (including those on jackets) while on the playground because of the potential danger of getting caught on play equipment or fencing. Good alternatives are coats with high collars that cover the neck, hats that cover the neck and head/neck warmers.

### **Lost & Found**

Brackendale Montessori is not responsible for lost clothing. All clothing and personal possessions must be clearly labelled with the child's name. Lost items are placed in the Lost and Found Box. At the end of each month all lost and found items are donated to goodwill or discarded accordingly.

### **School Tuition Fees**

As per the Enrollment Agreement signed with Brackendale Montessori, all fees are paid with required post dated cheques. NSF cheques will be subject to a charge of \$20.00 for the first returned cheque and \$40.00 for the second. After the second returned cheque only a cashier's cheque will be accepted. **Continuous NSF cheques is grounds for withdrawal of services.** Your tuition dated the day of your application is a deposit to ensure a space is reserved for your child. The deposit is non-refundable and is to be applied to tuition dues for June. There is no refund or discount offered if your child does not attend school whether it is one day, one month or more. Also, there is no discount or tuition fee adjustment if a student cannot attend school on a day of their scheduled attendance because of a predetermined school closure. Our tuition fees are based on the entire school year as a whole and not on a month to month basis. School closures such as Professional Development Days, Winter Break, March Break, etc. are all predetermined and all non-school days are factored in when the fee or tuition is set. We hope that parents understand and appreciate that Brackendale Montessori does not accept short term enrollment (daily, weekly or monthly). When your child is accepted, we reserve that space for the entire school year and plan our entire operation on that premise. This method of operation provides a stable environment for your child and allows them to grow with a sense of community and belonging.

### **Reasons for Withdrawal of Services**

Brackendale Montessori strives to have a peaceful, positive and productive environment for all our families and staff alike. We recognize that parents are our clients and are to be treated with the utmost respect. However, on the very rare occasions we reserve the right to withdraw services to a student, at any time, for the following reasons:

- In the event that a parent's or student's behavior is determined, by a school staff member, administrator and/or the Director/Principal, such that it could be construed as harassing, excessively rude, belligerent, racist or in any other way creating tension or fear with or towards staff, other parents/children or administration; this behavior may result in a withdrawal from the program. Each situation is assessed and reviewed individually by the Director/Principal. The Director/Principal will give written or verbal notice, and the family may be warned and/or withdrawn immediately.
- Should the teacher of the program determine, after consultation with the Director/Principal, that a child cannot adjust to the program, or if the parent has not fully carried out the conditions of this contractual obligation in anyway, including the

- policies and procedures, the child may be withdrawn immediately with a written notice to the parent and this agreement will be terminated.
- The safety of all children is our primary concern. Behavior that poses a safety hazard or is deemed to be of an abusive nature (physical or verbal) for the other children or the staff will not be accepted and could result in immediate withdrawal or temporary suspension of service.
  - Failure to meet the tuition fee requirements
  - Not completing all of the requirements for school student records or Ontario Student Records (OSR)
  - Brackendale Montessori has the right to deny any re-enrollment application 20 business days before the scheduled start date.
  - Brackendale Montessori has the right to withdraw any new enrollment within the first 30 business days at the sole discretion of the director/principle
  - Failure to report an existing condition or any other vital information may jeopardize safety and enrollment. This may also prevent him/her from benefiting full in Brackendale Montessori program. Brackendale Montessori reserves the right to withdraw my child from its program in the best interest of the majority of the children in the school or its programs.

### **Withdrawal & Refund Policy**

- A signed, dated, written notice of withdrawal must be given or emailed directly to the Director/Principal one month in advance from the date of withdrawal. A withdrawal by the parent is subject to the Refund Policy stated below. If Brackendale Montessori has initiated the withdrawal of the student, the fees may be refunded at the sole discretion of the principal and or director of Brackendale Montessori.

### **Refund Policy; Based on registration, re-registration/re-enrolment or withdrawal:**

7. After registration or re-enrollment withdrawal from any program (Casa through to Elementary Grade/Level 6 inclusive) for any reason whatsoever will be subject to the Refund Policy and will result in one month tuition fee being withheld from the date of withdrawal (including any fees paid for the months your child has already attended). In the case of **Infants and Toddlers**, two months' tuition fees from the date of withdrawal (including any fees paid for the months your child has already attended) will be retained upon receiving a written notification of withdrawal, from the date of withdrawal (last day of attendance on notice of withdrawal).
8. Prorated refunds for monthly tuition fees are not permitted.
9. 9% interest and 5% administration fee will be charged monthly on any unpaid balances.
10. All deposits are non-refundable after acceptance by Brackendale Montessori and cannot be applied to an outstanding fee or transferred to another student. The registration fee and the applicable fees are both non-refundable.
11. Any fees paid towards field trips, busing, extra-curricular activities or programs, events are non-refundable.

## **Past Due Accounts**

Fee amounts which are not paid on or before the due date are charged at an interest rate of 14% per month. Failure to clear past due accounts (over 30 days) may result in the removal or suspension of a student including any siblings from Brackendale Montessori. It is the school's policy that students cannot be enrolled/re-enrolled for the forthcoming academic year if there are any outstanding accounts. Past due accounts for any reason whatsoever may result in small claims, and is subject to applicable penalties at Brackendale's sole discretion until fees have been received in full.

## **Tax Receipts**

Tax receipts are prepared and given out once a year. Any request for a reprint will be subject to a \$45.00 administration fee. No Tax Receipt will be issued if there is any outstanding balance owing.

## **Financial Statements**

Privately held corporation; with non-disclosure to the public; however, Brackendale Montessori does submit audited financials to Children and Youth Services.

## **Field Trips**

Field trips may be scheduled throughout the year. When a field trip is planned, parents will be notified of the details and asked to sign a permission slip ahead of time. They may also be invited to assist in the chaperoning of the children. Parents are responsible to arrange for alternate care if their child is not participating in a particular event or program.

## **Birthdays and Special Holidays – Nut Free Environment**

**Brackendale Montessori is a nut Free Environment.** Many children enjoy celebrating their birthday with their classroom friends. Should you wish to provide food for such an occasion, please notify the office or classroom teacher a minimum of two weeks in advance to avoid duplication or confusion and to arrange a mutually convenient time. We suggest fruits, vegetables, cheese and crackers, nut free ice cream, nut free Popsicles and freezies (Weather dependent). Ensure all utensils such as napkins, paper plates, plastic spoons and so forth are provided accordingly. Parents and students are advised that they **DO NOT** bring in any home baked goods for birthdays or any other special occasions, which may contain nuts or traces of nuts. We appreciate the effort and consideration a parent takes to prepare a snack for special occasions, but unfortunately the Department of Health does not permit us to serve home-made snacks as it is not a guaranteed nut free environment. For that reason, items prepared at home are not permitted. Please note that all manufactured food items must have an **ingredient(s) list** labeled from the manufacturing company. We are a 100% NUT free school environment, and as such, any form of nut products whatsoever, or "traces of nuts" are strictly prohibited, due to nut allergies. We do have children at Brackendale Montessori who are prone to severe reaction to any nut products.

Parents are strictly not permitted to attend or engage in the classroom birthday celebrations or take any photographs. However, parents may make arrangements with teachers in advance to bring in any nut-free treats and have teachers take photographs of birthday celebrations.

**Absolutely No Nut Products are permitted at the school. This includes all products that may contain even trace amounts of nuts.**

## **Lunches/Snacks**

The importance of diet and early childhood development is something that we take very seriously. Brackendale Montessori will provide Infant, Toddler and Casa children, a catered lunch and two snacks daily; all foods provided meet The Canada Food Guide requirements. Copies of the menus are posted at the main entrance of the school and in each classroom. We believe that healthy choices will lead to a child that is healthier and better apt to learn in school and at home.

## **Toys**

Please do not send your child to school with toys or items that may be distracting both for your child and others. While toys may provide temporary security for your child, they often hold them back from participating in valuable activities. School and/or teachers will not be held responsible for any toys brought in from home.

## **Changes in the Home**

In the event that a significant change occurs in the home that could cause distress in the child, parents should inform the teachers as soon as possible. Common causes of distress include parent(s) being away from home for an extended time, a new person living in the home, illness of a family member, an accident or death in the family, a new caregiver, moving, the death of a pet, parents' separation, or divorce. All information will be regarded as strictly confidential.

## **Fragrance/Scent Free Environment**

Brackendale Montessori realizes an increasing number of people have developed sensitivities to certain chemicals. Brackendale Montessori wants to limit the exposure to children, staff, volunteers and parents of our Brackendale Community.

**POLICY STATEMENT:** Brackendale Montessori supports the creation of a fragrance free environment so that chemical barriers will not prevent access to Brackendale Montessori for people having chemical sensitivities.

This policy applies to all staff and visitors who are asked to refrain from using, wearing, and bringing scented products and materials into Brackendale Montessori properties and buildings.

**PROCEDURE:** To limit exposure staff is encouraged to:

1. Use non-scented body products (e.g. perfume, cologne, lotions, scented hair products, etc...).
2. Refrain from the use of optional items that give off scents (i.e. any type of air fresheners, potpourri and flowers).
3. Air-out recently dry-cleaned clothing before wearing to work.

4. Use the least toxic cleaning products, disinfectants and paints that are commercially available and store these products in tightly closed, ventilated areas away from staff and visitors.
5. Staff and visitors are encouraged to remove yourself from the exposure of scents which may include but is not limited to, perfumes, cigarettes, cannabis, oils and mists.

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the director and/or supervisor for further action which may include suspension or withdrawal of service.

## **Activities Waiver and Permission Agreement**

**All Parents/Guardians who register/re-enroll their child(ren) at Brackendale Montessori are subject to, acknowledge and agree to the following:**

\* Have been issued and had sufficient opportunity to review the "Parent & Student Handbook" for the current academic year (*please check the bottom right corner of your handbook pages to confirm you have the most current handbook*).

In consideration of Brackendale Montessori permitting my child(ren) to participate in activities, i.e. field trips, school programs, sporting events and other off campus activities, ('Activities'), the undersigned hereby gives full and final release to Brackendale Montessori, its respective directors, officers and employees of and from any and all claims whatsoever arising or which may arise by reason of the child's participation in the Activities including any claims whatsoever due to personal injuries or illness of Brackendale Montessori, its respective directors, officers or employees.

Should the child suffer injury or illness while on the Activities, the Parent/Guardian hereby authorizes any representative of Brackendale Montessori and, in particular, any teacher accompanying the child, to authorize such medical attention for the Child as may be deemed appropriate by said representative of Brackendale Montessori in the circumstance. The Parent/Guardian agrees to bear the costs of any and all medical care and procedures required by the child. The Parent/Guardian also agrees to maintain appropriate medical insurance coverage for the child while on the Activities.

The Parent/Guardian hereby releases Brackendale Montessori, its respective directors, officers and employees from any claims whatsoever arising out of any medical treatment the child may require.

The Parent/Guardian acknowledges that should the child fail to keep and obey all rules and regulations prescribed by Brackendale Montessori, its respective directors, officers and employees, while participating in the Activities, Brackendale Montessori may, in its sole and absolute discretion, terminate the child's participation in the Activities without refund for the cost (if any) of the Activities. Any additional costs incurred by reason of the termination of the child's participation in the Activities and/or as a result of the child being sent home will be the responsibility of the parent.

## **Code of Behavior**

We at Brackendale Montessori want children to develop a positive self-image and respect for themselves and others. We believe that by treating children with fairness and respect they will regard others in kind.

The following expectations are intended as a guide to maintain the atmosphere at our school as a safe, educational, respectful and comfortable place to be. These expectations are equally applicable to out of school field trips, indoor and outdoor events and activities. The school has a zero-tolerance approach with respect to violence, physical aggression or physical or verbal bullying. Each child at Brackendale Montessori School has the right to a safe, respectful and secure learning environment.

### **Bullying may be identified as:**

- Physical and aggressive contact that can be uncomfortable and/or coercive in nature
- Verbal comments of a sexual, personally demeaning, or racist nature.
- Verbal comments that target specific physical characteristics or language difficulties.
- Behavior that intentionally isolates peers in a manner that causes an emotional outcome.
- A disrespectful tone and/or sarcasm used to intimidate, patronize, condescend or overpower.

### **The Student at all times shall:**

- Be courteous and respectful to and of others.
- Use acceptable language
- Conduct him/herself in a manner that allows each child and staff member to feel safe from any form of verbal or physical abuse.
- Respect the building, property and equipment as well as the personal property of staff and other students.
- Show respect for all individuals through his/her actions, behavior and words.
- Follow the rules of the classroom and the school

### **Students have the Responsibility:**

- *To treat others with compassion, kindness and respect, accepting different points of view, different heritages and different racial or national origins or religious beliefs as valuable and adding to the richness of the school environment.*
- *To accept the rules, authority, of staff and school.*
- *To refrain from verbal and/or physical abuse of others in our school*
- *To respect the property of the school and others within our school*
- *To contribute to a positive learning atmosphere in their classes and to respect the feelings and opinions of others in our school*
- *To exercise self-control in our school and on its grounds*
- *To work hard and to their fullest potential*

## **Health and Safety – Parental Guidelines**

Creating a trusting relationship with the parents at Brackendale Montessori is the first step in preventing illness in our environment. Together we can implement good hygiene practices that will minimize the spread of illness. This partnership between parents and teachers will ensure that important, relevant health or illness information are appropriately communicated. All children coming to Brackendale Montessori must go out for recess, weather permitting. If your child is too ill to participate in recess, then your child is too ill or fatigued to be attending school. To protect all our children, Brackendale Montessori reserves the right to judge when to send a child home because of illness.

- Staff members are trained in First Aid and can handle minor injuries but, should an emergency occur, the parent will be notified immediately. Children who become ill may not remain at the school and a parent will be called to pick up their child. Children absent from school with a contagious illness may not return without a signed statement from a physician indicating that the child is no longer contagious. Medications must be clearly labeled and signed in the medication book in the Administrator's office. The school is not able to administer non-prescription drugs.
- Parents are advised to keep their child at home or to seek alternate care arrangements when the child complains of pain that is unexplained or undiagnosed; has a common cold with listlessness, runny nose and eyes, coughing and sore throat (once the child's temperature, well being and energy have returned to normal, the child may no longer be contagious and may return to Brackendale even though coughing and runny nose may persist); difficulty in breathing (wheezing or persistent cough); fever (100 degrees F/38.3 degrees C or more); Sore throat or trouble swallowing; infected skin or eyes or an undiagnosed rash; headache and stiff neck; diarrhea or loose stool; vomiting or stomach cramps; severe itching, dry skin of either body or scalp if caused by head or body lice or scabies; or suspected communicable diseases. Children must be able to participate in the regular programs of Brackendale Montessori in order to remain in care.
- All parents are required to submit Immunization Records of their child or complete and sign the Health History Form prior to enrollment. The Application for Enrollment must also be completed and signed prior to attending the school.
- Fire drills are held every month. Children are carefully instructed on what to do in case of fire or emergency. Evacuation plans are posted in the school for staff and everyone concerned.
- Brackendale's sunscreen policy requires that children must be appropriately dressed for the season; wide-brimmed hat that protects the child's face, neck and ears is encouraged. Protective light clothing should be worn. Sunscreen provided must be labeled and the first application of sunscreen must be applied by parents before arriving at school (as mandated by Durham Health Department). Staff will ensure that children have sunscreen applied to exposed skin throughout the day. Staff must wash their hands between applications to each child or wear gloves. ***Sunscreen that may contain traces of peanut/nuts oil ingredients are not acceptable due to student allergies, please check ingredients and expiry date before bring it to school.***
- Hand washing is an important factor in communicable disease control. Caregivers will always wash their hands after toileting a child and before handling food. Children should wash their hands after using the toilet and before eating. Written hand washing routines are posted above the sinks to encourage consistency in hand washing practices.
- By the age of 3.5 years any child enrolled at Brackendale Montessori must be completely toilet trained. A child that is not trained by this age can be held back in their program or withdrawn from their program altogether.

## **Waiting List Policy and Procedures**

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.

### **Policy**

- Brackendale Montessori will strive to accommodate all registration requests.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- **No fee** will be charged to parents for placing a child on the waiting list.

### **Procedures**

#### **Receiving a Request to Place a Child on the Waiting List**

1. The licensee or designate will receive parental requests and application to place children on a waiting list in person.

#### **Placing a child on the Waiting List**

1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the application was received.
2. Once a child has been placed on the waiting list, the licensee or designate will inform parents of the approximate time frame until a spot may become available.

#### **Determining Placement Priority when a Space Becomes Available**

1. When space becomes available in the program, priority will be given to children who are currently enrolled and need to move to the next age grouping, siblings of children currently enrolled, children of staff, children who are referred by families currently enrolled.
2. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

#### **Offering an Available Space**

1. Parents of children on the waiting list will be notified via phone or email that a space has become available in their requested program.

2. Parents will be provided a timeframe of 5 business days in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.
4. After six months, families still on the waitlist will need to reapply by resubmitting proper documentation. This will indicate continued interest in placement.

### **Responding to Parents who inquire about their Child's Placement on the Waiting List**

1. The Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
2. The Supervisor will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

### **Maintaining Privacy and Confidentiality**

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.



**School Closures, Holidays and Events: September 2019 to June 2020**

(Subject to change)

Tuesday, September 3, 2019	.....	First Day of School
Friday, October 11, 2019	.....	<b>School Closed, P.D. Day</b>
Monday, October 14, 2019	.....	Thanksgiving Day— <b>School Closed, Holiday</b>
Monday, November 11, 2019	.....	<b>School Closed, Remembrance Day</b>
Thursday, December 19, 2019	.....	Last Day before Winter Break
Friday, December 20, 2019 to Friday January 3, 2020	.....	Winter Vacation – <b>School Closed, Holiday</b>
Monday, January 6, 2020	.....	First Day Back from Winter Break
Friday, February 14, 2020	.....	<b>School Closed, P.D. Day</b>
Monday, February 17, 2020	.....	Family Day – <b>School Closed, Holiday</b>
Friday, March 13, 2020	.....	<b>School Closed, P.D. Day</b>
Monday, March 16, 2020 to Friday, March 20, 2020	.....	March Break <b>School Closed</b>
Friday, April 10, 2020	.....	Good Friday – <b>School Closed, Holiday</b>
Monday, April 13, 2020	.....	Easter Monday – <b>School Closed, Holiday</b>
Friday, May 15, 2020	.....	<b>School Closed, P.D. Day</b>
Monday, May 18, 2020	.....	Victoria Day – <b>School Closed, Holiday</b>
Friday, June 5, 2020	.....	Report Cards Go Home
June 8-12, 2020	.....	Parent Teacher Interviews
Thursday June 25, 2020	.....	Last Day of School
Monday July 6 – Friday August 21, 2020	.....	Summer Camp

***Any changes will be conveyed in advance – Check website for updates & follow us on twitter.***

**\*\*Detach, sign and return this page to administration**

**Terms & Conditions for Enrollment**

1. Brackendale Montessori requires a contact email address. This address will be an essential part of parent/school communication. Please provide your contact email address on "Application for Enrollment" (provide two email addresses per student if possible). As with all contact information, it is the responsibility of the parent/guardian to notify the School when there is a change made to the primary email address(es).
2. I understand that fees must be paid in advance and NSF charges will be applied for every returned payment. Brackendale Montessori will have the option to refuse any future cheque payments and to request payment by cash, certified cheque or money order. Two NSF payments may result in the suspension of student until the account is paid in full.
3. I understand that there is no reduction or refund of fees during my child's absence from school, for any reason whatsoever. Provided my fees are paid up-to-date, my child's space will be reserved during any absences. If these fees are not paid in advance, I understand that my child's enrollment could be discontinued.
4. I understand that my child may attend planned field trips, activities or special programs "in" or "out" of school and additional fees may be required accordingly.
8. In the event of an emergency, the school has my permission to administer first aid or any other emergency treatment in the best interest of the child. I agree to pay all expenses of any nature whatsoever incurred due to an emergency involving my child.
9. I will advise the school immediately of any changes in address, email or telephone numbers at home or business as well as emergency contacts, Doctor's information and numbers so that the school can reach me or persons required at all times.
10. I will provide the school all updated records which may be required including copies of immunization, birth certificate, health card, small photograph, etc.
8. I understand that if I opt out of the school lunch program, for whatever reason, I will provide my child homemade lunches and snacks for school or for extended care. (Option only for children 3.8 years of age or older). All lunches and snacks must meet the Canada Food Guide Requirements. I will not provide treat items such as chips, chocolate and candy.
9. I understand that the children will be required to play outside daily, except during inclement weather.
10. I understand that this agreement, the terms, and all policies and procedures are subject to changes, revisions and amendments.
11. All tuition and applicable fees are subject to change.
12. All extra programs, school supplies, uniforms, field trips, extra-curricular activities and the like are not included and fees will be additional accordingly.
13. Brackendale Montessori School reserves the right to approve or deny any student enrollment or re-enrollment at its sole discretion.
14. Confidentiality and Privacy All of the information requested to complete each student's file is solely used for school purposes and the staff of Brackendale Montessori does not share private information with other parents/guardians and visitors unless requested by law

I have read, understood and will abide by the above Terms and Conditions:

\_\_\_\_\_  
Parent Signature

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

\_\_\_\_\_  
Date