

WELCOME TO ELITE MONTESSORI SCHOOL

Elite Montessori School is pleased to welcome your family to our Montessori program. In choosing Elite Montessori School for your child, you have chosen one of the finest and most trusted providers of high quality childcare services for ages 2.5 yrs. to 6 yrs. (Casa Program), ages 6 – 9 yrs. (Lower Elementary) and ages 9-12 (Upper Elementary). This handbook will provide you with program information and policies regarding our services. Elite Montessori is proud to be a member of Raising The Bar. The Region Of Peel supports Elite Montessori in providing subsidy to families in need. If you require further information, please feel free to contact us. Thank you for becoming part of our Elite family!

PHILOSOPHY

“There are many who hold, as I do, that the most important period of life is not the age of university studies, but the first one, the period from birth to age six. For that is the time when man’s intelligence itself, his greatest implement is being formed. But not only his intelligence – the full totality of his psychic powers”

Dr. Maria Montessori

OUR CLASS PLEDGE

*I pledge to do my best.
I will show respect for my school and community.
I will help to keep it clean and obey the rules.
I will work hard in class.
I will be kind at all times.
I will do my best to make Elite Montessori a happy place.*

At **ELITE MONTESSORI SCHOOL**, we offer a developmentally sound approach to early education, solidly based on Montessori principles and methods. Dr. Maria Montessori observed that children work at their own pace, strive towards independence. They are internally motivated to learn, as they develop concentration and perseverance. They absorb complex skills through active involvement with concrete material. Using authentic Montessori materials, students master academic skills in Language, Mathematics and Cultural Studies.

Maria Montessori believed that young children have a sensitive period for movement. Through use of Practical Life and Sensorial materials, students engage in meaningful real-life activities which allow for constant movement. This develops muscular coordination and helps to foster self-esteem and a sense of belonging. It is the Directress who respects each child’s path of learning and is committed to guide the child to its full potential.

Elite Montessori’s academic curriculum is balanced and complemented by programs of Art, Music and Physical Education. These programs provide opportunities for creative expression, imagination and encourage students to work together.

It is our mission at Elite Montessori School to provide each individual student with an education that is stimulating and academically challenging.

PROGRAM STATEMENT

Elite Montessori School's program strives to deliver stimulating learning experiences in a safe environment that enhances children's social, intellectual, physical, and emotional development. This enhancement happens throughout a child's daily routine, which encompasses a balance of indoor and outdoor activities, as well as active play, rest and quiet time.

The Montessori Method is the foundation of our curriculum – understood to be essential to the healthy social and cognitive development of children. Our Montessori curriculum takes a child initiated, adult-supported approach that focuses on overall development, allowing the child to take the lead and then focusing on his or her interests through intentional observation, interaction and engaged communication. When this approach to learning takes place along with staff's understanding of child development, each child's learning and individual development is supported and as a result the child's competence, capacity and potential are maximized. Children flourish in all areas of development when they are in supportive, caring and responsive relationships with adults whose focus is on the health, safety, nutrition and well-being of all children.

Elite Montessori is experienced in providing inclusive programming for all children. When working with children with special needs we work closely with parents, Elite staff, school networks and link to other community partners who support children, to ensure the appropriate support and resources are in place to ensure optimum success for the child. We strongly believe that Child Care is a shared responsibility between parent and Elite staff. Elite staff work together with the parents to exchange information about the child's language, culture, interests and development so that the sum of a child's experience is greater than that which parents or Elite staff alone could provide.

Elite Montessori values parent engagement in the area of both their child's development as well as program development. We provide the following opportunities to ensure that communication and information sharing takes place between parents and Elite staff: daily open communication, evaluation, family events and newsletters.

Elite staff are true professionals who connect with children, ensure safe environments, reflect on successes and document the children's learning experiences, all of which is the foundation to guiding the Educator's planning. The documented activities are shared regularly with parents. Our Educators encourage each child's developing sense of self and their ability to see themselves as capable communicators, able to manage their emotions and behaviour. Our Elite staff are carefully chosen and specially trained to ensure quality care. Elite recognizes the importance of continuous professional learning for our Elite staff. To support the value we place on the importance of continual learning, we provide each child care staff with internal training, as well as access to the Early Childhood Development Centre and Canadian Association of Montessori Teachers. The ECDC and CAMT provide early learning and care professionals with access to specialized educational learning resources, training and supports they need to deliver high quality experiences and care for children. Elite's Montessori program creates a rich learning environment for children to reach their full potential. This approach to learning is in alignment with the Ministry of Education's How Does Learning Happen?, a resource developed by the Ministry of Education to promote a shared understanding of what children need and what can be done to help them grow and flourish.

All staff, volunteers and student teachers are required to follow and implement the Program Statement.

HOURS OF OPERATION

The school is open from 7:30 am to 6:00pm. Parents are offered Half-day programs from 9:00 am -11:30 am / 1:00 pm -3:30 pm, Full-day 9:00 am -3:30 pm and Extended Day Program from 7:30am-8:45am / 3:45pm-6:00pm.

ARRIVAL AND DISMISSAL

There is a Pick-up and Drop-off procedure. Teachers will be on hand to greet and assist each child to their classroom upon arrival. During dismissal, teachers will have your child ready for pick up. If parents need to come into the school, we ask that you park in a designated parking spot. Please contact the school if your child is to be picked up earlier or if an alternative person is to pick up your child. First time visitors are required to give identification for the safety of your child.

SAFE ARRIVAL AND DISMISSAL POLICY AND PROCEDURES

Parents or guardians are expected to communicate to the school through email, phone call or google classroom if their child will be absent/late or if they have any changes to the arrival/dismissal schedule. Communication should be done by 9:30 am of that day. It is mandated by the Region of Peel to call parents/guardians if we are not notified by this time.

PROGRESS REPORTS AND INTERVIEWS

Parent interviews may occur at any point in the school year depending on the need for the teacher to express any concerns. Please try to avoid interviews at the doorway when the child is being picked up and dropped off. It may be difficult to focus on greeting all the children and parents so interviews should be scheduled at another time more convenient.

Report Cards are distributed twice each year, followed by a parent/teacher interview. A progress report is to be given in January and June. It is our intention to notify parents of individual achievements, as well as strengths and weaknesses. If at any time, parents have questions or concerns about programming or school related functions, we encourage you to contact the classroom teachers and make an appointment. The school will be closed for the students on interview days. The students will be given weekly reports on Google Classroom. It is the responsibility of the parent to accept the invite to their child's class. This report is a means for regular communication between parents and teachers. All comments are to be read by a parent.

PARENT NIGHTS AND OPEN HOUSES

Elite Montessori proudly hosts Parent Nights and Open Houses each year. All parents are encouraged to attend these functions as they help provide information on curriculum, upcoming events, and general policies of the school. Further details will be available closer to the scheduled dates of these events.

PARENT INVOLVEMENT AND STUDENT VOLUNTEER POLICY

Parent involvement plays an important role in the community atmosphere at Elite Montessori School. There will be several opportunities for parents to volunteer their time and assist with special events. Parent Volunteers get the opportunity to better understand your child's school. All Parent and Student Volunteers must be 18 years of age and older and are required to present an updated Criminal Reference Check. All volunteers will always have Elite Staff present with them and will not be included in Student-Teacher Ratios. This includes placement students unless they are employed by Elite. Your support is much appreciated. All volunteers are expected to review the teacher handbook prior to starting and are expected to follow the policies and procedures including the Behaviour Management Policy, Anaphylactic Procedure and Criminal Reference Check Policy. This is reviewed annually. All volunteers/placement students are to be given a tour of the school and given an outline of the daily procedures, expectations, program philosophy and needs of individual children of the school.

PARENT ISSUES AND CONCERNS POLICY AND PROCEDURE

Purpose:

The purpose of this policy is to provide a transparent process for parents/guardians, the childcare licensee, staff and student/volunteers to use when parents/guardians bring forward issues/concerns.

Definitions:

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each childcare centre it operates (i.e. the operator).

Staff: Individual employed by the licensee (e.g. program room staff).

Student/Volunteer: individual not employed by Elite Montessori and on a student placement or obtaining volunteer hours for academic purpose.

Policy:

Elite Montessori has an open door policy. Parents/guardians are encouraged to take an active role in our school and regularly discuss what their child(ren) are experiencing with our program. We support positive and responsive interactions among the children, parents, childcare providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents in conversations and support a positive experience during every interaction. All issues and concerns raised by parents are taken seriously and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Procedure:

Issues/concerns may be brought forward by contacting the office or staff verbally or in writing and/or via phone call, email or in person. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved. An initial response to an issue or concern may be provided to parents/guardians within 2-5 business days. The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved. The staff is responsible to ensure that open communication is happening on a regular basis and work with the parents towards a resolution.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Elite Montessori maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. 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.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly. Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in Responding to the Issues/Concerns:
Program Room-Related E.g: schedule, sleep arrangements, toilet learning, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern <ul style="list-style-type: none"> - to the classroom staff directly - the supervisor or director 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised - arrange for a meeting with the parent/guardian within 2-5 business days. - Document the issues/concerns in detail. Documentation should include: <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to - the parent/guardian regarding next steps or referral. <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 2-5 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
General, Centre- or Operations-Related E.g: childcare fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> - the supervisor or director 	
Staff, Supervisor, and/or Licensee-Related	Raise the issue or concern to <ul style="list-style-type: none"> - the individual directly - the supervisor or director <p>All issues or concerns about the conduct of staff, that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	
Student/Volunteer Related	Raise the issue or concern to <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student - the supervisor and/or director <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

STAFF TRAINING AND DEVELOPMENT POLICY

Elite Montessori is a member of “Raising The Bar”. Therefore, all staff are required to have ongoing professional development training which can be obtained through CDRCP. Management can also acquire this training and share their training with their staff. Regular evaluation of staff and programming ensures ongoing high quality care for our children.

BEHAVIOUR MANAGEMENT / STUDENT CONDUCT

The school environment at Elite Montessori is conducive to learning and growing. It is expected that the students demonstrate respect for their peers, environment, and teachers.

Grace and Courtesy are important components of our programming. Integrity is an important characteristic to be fostered in each student.

Our school environment should always be a positive one for students. In cases where a student consciously and repeatedly rejects the guidelines set out by the school, the parents will be contacted and strategies will be developed to encourage positive behaviour. Should this fail to be effective, Elite Montessori School has the right to dismiss any student if he/she does not seem to be benefiting from the program and curriculum that we offer.

Under no circumstance will corporal punishment be used for behaviour management. As well, the following control techniques are not tolerated:

PROHIBITED PRACTICES

At Elite Montessori School we do not permit:

- Corporal Punishment of a child (slap, kick, punch, push, grab, pull, spanking, ear pulling, biting etc.)
- 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 for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the school’s emergency management policies
- 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
- inflicting any bodily harm on children including making children eat or drink against their will

NUTRITIONAL LUNCH AND SNACK PROGRAM

Elite Montessori is a PEANUT AND NUT FREE environment. At Elite Montessori School we provide a nutritional lunch and snack program that follows the Canada Food Guide and Day Nurseries Act. A morning and afternoon snack will be provided as well as a warm lunch. A cook will prepare the food on site. We guarantee a high quality product that is tasty, fresh and nutritionally balanced. Our aim is to develop interesting and varied recipes that will be enjoyed by all students. The food will be prepared daily to guarantee freshness as well as a warm healthy lunch.

NUT FREE POLICY

To ensure safety of children with anaphylactic allergies, Elite Montessori will not permit any peanut and nut products into the school. Parents are asked to ensure that children not be fed peanuts or nut products (e.g. peanut or other nut butters, almond/cashew milk etc.) before coming to school. If consuming these products, the recommended time is 6 hours before coming to school.

UNIFORMS

Elite Montessori strives to look their best at all times. Also, the dress code is for purposes of unity, morale and general discipline. Students are expected to wear the School Uniform provided by the school at all times. Boys are expected to wear grey pants with a white dress shirt and vest. Girls are expected to wear the tunic dress or grey pants with a white blouse and sweater. Please ensure that all items of your child's uniform are labeled. Gym uniforms are also available through the school. Students are expected to wear the full tracksuit with a white golf shirt during the physical education programs as well as any field trips scheduled throughout the year. Uniforms are available to purchase at Elite Montessori. Please contact the office for order forms. The students are expected to wear black socks or tights, as well as having black dress shoes for indoor shoes. All students are expected to have a school bag at all times. The school bags and any other articles should not have any superhero characters. We suggest plain bags or friendly characters.

BIRTHDAYS, HALLOWEEN, CHRISTMAS AND SPECIAL OCCASIONS

Birthdays are a special time in a child's life. We welcome a small celebration on this day. We would like to remind all parents that we are a NUT FREE school. Like every year, we have students with severe nut allergies and therefore **will not allow any food items from home into the school. Students should not be eating any nut products at least 5 hours prior coming to school.** If you would like to bring something for your child's birthday, we encourage you to bring loot bags for the class without food items. The Nutritional Guide Form outlines healthy food practices as well as items that should not be brought to school. All snacks should be prepackaged and should not contain peanuts or have any TRACES OF NUTS. Fruits and Vegetables are allowed in containers or 'Ziploc' bags. If you have any questions about our NUT FREE POLICY, please contact the office. Please note that individual and/or personal birthday parties may not be held during our school day. This policy applies to other celebrations as well. Your co-operation is appreciated.

EXTRA CURRICULAR ACTIVITIES

Elite Montessori is proud to offer a wide range of extracurricular activities in their program including French, Music, Physical Education and Swimming. We also participate in Field Trips organized during the year. We have an enriched Afterschool program, which includes, Martial Arts, Dance, Gymnastics, Piano lessons, French Club and Arts and Crafts.

STUDENT ABSENCES

If a student is absent from school, parents are expected to contact the school and inform the office or the teacher. If the school has not received a message from the parents for two days, the school will endeavour to contact the parents. If a child has an illness of highly contagious nature (i.e., strep throat or chicken pox), the school must be notified immediately. If a student is ill during school hours, teachers will contact the parents and the student should be picked up immediately. This includes students who have a high temperature (i.e., 38 Celsius and above), vomiting, diarrhea or any other ailments. If a parent is taking a child out of class for a medical appointment, for example, the parent is required to notify both the office and the child's teacher. If someone other than the child's parent or regular caregiver is to pick up a child after class or during the day, the parent must notify the school and must provide a name. Proper picture identification will be asked from the adult before leaving the school with the child. First Aid supplies are available in the kitchen and by the fire extinguisher. It will be out of reach of children. In the case of minor injury, the child will receive first aid as quickly as possible, i.e., band-aid, disinfecting the wound. In case of a serious bump, cut or abrasion, first aid treatment will be administered, parent will be notified and an Accident Report form will be completed.

SCHOOL PICTURES

Class and individual photographs will be taken in the Fall. Students are expected to be in full uniform. A reminder will be sent closer to the date.

MEDICAL AND ANAPHYLACTIC POLICY AND PROCEDURE

Elite Montessori school strives to be a **PEANUT AND NUT FREE ENVIRONMENT**. We ask that parents refrain from sending any food products with peanuts, nuts, traces of nuts or 'may contain nuts' as an ingredient. Elite Montessori will not permit parents to bring food for parties or any other occasions. A goody bag without food items will be permitted.

Strategy to Reduce the Risk of Exposure to Anaphylactic Causative Agents/Medical Condition

All staff need to be aware of the allergies for each child. The school will reduce the risk of exposure by educating the parents and teachers of any allergies that current students have. For example, if a student were to have an egg allergy, the teachers' responsibility is to make the parents aware of the allergy and notify them that egg products are not to be brought into the class. We will communicate these policies through newsletters, parent information nights, orientation, etc. Some other anaphylactic causative agents that commonly produce allergic reactions are latex, fabrics, medicine, chemicals, etc.

Communication Plan

Elite Montessori will provide information on medical conditions including Anaphylactic allergies to the staff and parents through meetings, newsletters and parent/teacher information night.

Upon enrollment parents are to provide information on their child's medical condition including any risk of Anaphylaxis. This information will be passed on to all staff, and volunteers, who will sign on Anaphylaxis agreement form, which state the policies and procedures to reduce the risk of exposure.

In case of off-site field trips and/or evacuation the IMP is to be included with the class attendance and emergency contact folder that the staff will have with them at all times. It is the staff's responsibility to carry with them any medical devices or medication in their fanny pack.

Elite Montessori will post a list of known allergies in all classrooms and food preparation areas. The list will be revised as necessary depending on the life-threatening allergies of the children enrolled. Elite Montessori will also advise the caterer of the foods/causative agents not to be used in foods prepared for the school.

Development of a Child's Individual Medical Action Plan and Emergency Procedure

The parents of an enrolled student with an anaphylactic allergy or medical needs are required to fill out the Individual Medical Action Form, which includes,

- A description of the child's allergy/medical condition
- Signs and symptoms of an anaphylactic allergy/medical condition
- Steps to follow to reduce the risk of the child being exposed to any causative agents or situations that may exacerbate the condition
- Description of any medical devices used by the child and any instructions related to its use
- Description of the procedures to be followed and action to be taken in the event of an allergic reaction or other medical emergency
- Description of the support that will be made available to us from the parent
- Monitoring and avoidance strategies
- Parents/guardian consent that allows the staff of Elite Montessori to administer the allergy medication in the event their child has an anaphylactic reaction
- Additional procedures to be followed in the case of an evacuation or off-site field trip.
- Emergency contact information

Parents whose children have and ongoing medical prescription will fill up the Individual Medical Action Form.

Training

All parents are to inform the school of any allergies that their child may have. The parents of a child with an anaphylactic allergy are to provide training to the supervisor on the procedures to be followed in the event of their child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer medication. This training is to be recorded and filed in the Child's file. The parents are to give permission on administering medication by filling out the Medication Authorization Form. The Supervisor is responsible to train the on going staff and a record of training will be kept on file. The Anaphylactic Policy and Procedures will be monitored and each staff member will review the anaphylactic policy yearly maintaining consistency. A record of reviewing the anaphylactic policy will be kept on file.

STORAGE OF MEDICATION

All medication will be kept in a locked container in the kitchen. One locked container will be in the refrigerator for medication that has to be stored in a cool place. Parents with medication shall give it to the designated teacher. The teacher will ensure that the medication form is completed in full, including the amount to be given, the time and the parent needs to sign the form. **No medication is to be left in the classroom excluding an EPIPEN!**

ADMINISTRATION OF MEDICATION

The Designated teacher will administer the medication when needed. It is the responsibility of the child's teacher to administer the medication, complete the form and return the medication in the appropriate storage. Only staff members of Elite Montessori School are to administer any medication to a child enrolled. **Only prescribed medication is to be administered by staff of Elite Montessori School, we will not administer any medication that can be purchased over the counter!** If your child becomes sick at school, you will be notified to collect him/her. The Public Health Act requires that children be excluded from attending school when they are suffering from a communicable disease. If your child complains of feeling ill before school, we request that he not be sent.

The minimum periods of exclusion are as follows:

Measles	7 days from appearance of rash
German Measles	5 days from appearance of rash
Chicken Pox	at least 7 days or until all scabs have disappeared
Mumps	until swelling disappears
Scarlet Fever	not until a doctor's note is obtained to okay the return to school
Fever	If temperature is 38 Celsius or above. The child can attend school 24 hours after the fever has broken
Vomiting	24 hours from the last vomit
Diarrhea	24 hours from the last loose bowel movement
Strep Throat	48 hours from the first dose of medication
Whooping Cough	3 weeks from onset
Pink Eye	24 hours from the first dose of medication
Hand Foot Mouth Disease	Fever-free for at least 24 hours, and have all HFMD blisters completely healed for isolation to end. For most people, this means avoiding contact with others for at least 7 days.

If the family doctor feels that the proceeding period of exclusion is not necessary; then it will be required that the doctor writes a certificate to this effect.

Bill 142 Immunization of School Pupils Act, 1983, is now being implemented by the Peel Regional Health Department. The Act legislates that all pupils in school by fully immunized against Measles, Mumps, Rubella (German Measles), Diphtheria, Tetanus, and Polio. Pupils without up to date immunization cannot be admitted to school. In the event of exemption of immunization, a letter from Region Of Peel is required stating that the child has been exempted from immunization.

SICK CHILD EXCLUSION POLICY

Children that show signs or symptoms of ill health at school will be excluded from the classroom and sent to the office for observation. Parents will be informed and the necessary steps will be taken.

Symptoms of ill health include:

- Abdominal Cramps
- Blood in Stool
- Chills
- Coughing
- Diarrhea
- Eye Irritations
- Fever
- Headaches
- Looks flushed/Jaundiced
- Muscle Aches
- Nasal Congestion
- Nausea
- Scratches or Bruises
- Skin Itchiness
- Skin Rash
- Sore Throat
- Unable to Participate (if checked, parents need to be contacted immediately)

MANAGEMENT OF EMERGENCY POLICY AND PROCEDURES:

Elite Montessori has an Emergency Management Policy and Procedure that all staff are required to follow. In any emergency situation, the authorities will be contacted and the parents will be notified via email, posted sign or phone call. Our emergency evacuation location is Burger King, 6465 Mississauga Road. Emergency situations are fires, power outages, sewer back up and/or no heat/water. When an emergency situation occurs, the emergency evacuation procedure posted in each classroom is followed. Parents will be notified of the emergency situation at the earliest possible time via email, posted sign or phone call. In an evacuation situation where the children are not to return to the school, the parents are notified immediately to pick up their child from the evacuation site.

Fire drills are exercised monthly for each classroom and once a month for the entire school.

CONSIDERATION OF SPECIAL MEDICAL NEEDS

If any student has any special needs or medical condition they will be shown consideration accordingly. For example if a child is in a wheel chair, the office staff will evacuate the child. If there is a child who requires medication, it is the responsibility of the office staff to carry the medication with them during evacuation.

ADDRESS RECOVERY FROM AN EMERGENCY

It is the responsibility of the administrator to debrief the parents of the situation once under control. It is the staff's responsibility to debrief the children together in an educational and appropriate way.

Normal operation will resume once the authorities or the administrator deems fit to enter the property.

If a child experiencing distress during the emergency, it is the responsibility of the administrator to take care of the situation and seek appropriate resources to help the child.

In case of Power Outage, Sewer Back up and/or no water/ heating:

- Depending on the time frame and the weather, the school would ensure the students are dressed appropriately and provide a facility that meets the Day Nursery Standards for the building.
- If, for some reason, this cannot be maintained, the parents will be notified to pick up their child immediately.
- The school will be closed until the problem has been resolved and/or an alternate facility will be provided for the children to attend.

EMERGENCY CLOSURES

Notification of school closure due to severe weather conditions will be announced between the hours of 6:30 am and 8:00 am via **Google Classroom, email, school voicemail, Instagram, our Facebook Page, City News, CP 24.**

SLEEP POLICY

Each child under the age of 4 or by special request by the parents, are required to have a sleep/rest time. The staff will recognize that all children may not have fixed sleep schedules and ensure that the children will rest/sleep based on their individual needs. Elite Montessori will provide a safe, comfortable and relaxing environment to enable their bodies to rest. Each child will be assigned an individual cot, which will be labeled with the child's name. The staff will ensure that they are comfortably clothed and that the cots are free of extra items other than the minimum bedding required (crib sheet, optional small pillow and optional small blanket provided by the parents). The staff will ensure that all bedding items are labeled. The bedding will be sent home at the end of the school week to be washed and brought back for the following week. Adequate lighting will be provided to ensure a comfortable sleep. The children will be supervised at all times and direct visual checks of each child will be conducted by the staff every 30 minutes by being physically present beside the child while the child is sleeping and looking for indicators of restlessness, unusual behaviour or distress. Each visual check must be documented on the Visual Check Record Form attached to the attendance clipboard. The staff is required to notify the office of any unusual sleep patterns they may have observed. The office will ensure safe communication to the concerned parents and any adjustments that result will be applied. There will also be an open communication with parents on a regular basis regarding sleep routines, changes and patterns of their child.

Elite Montessori School will provide bedding for use during rest periods if a child has not brought their own bedding to school. Elite Montessori School has extra bedding that has been cleaned prior to each use. The bedding is located in the napping room and the teachers are aware that this bedding can also be given during COVID-19 pandemic and that we are responsible to provide clean sheets/bedding to any napping child without bedding.

INCLUSION POLICY

“An all-inclusive society creates both the feeling and the reality of belonging and helps each of us reach our full potential.” (Ontario Inclusion Learning Network). We believe that **all** children will develop to the best of their ability if they have a positive, nurturing, secure developmental environment that promotes physical, social, emotional, and cognitive growth. According to the Childcare and Early Years Act, 2014 (CCEYA), Ontario Human Rights code, the College of ECE's Code of Ethics and Standards of Practice, and Ontario's Pedagogy How Does Learning happen, respect for diversity, equity, and inclusion is vital.

Inclusion is about ensuring that all children can participate and feel they belong. It refers to the right that every child has to:

- be part of a child care community
- celebrating diversity and acceptance for every child
- join in child care activities according to their abilities
- have a say in what happens to them

At Elite Montessori School, we believe that:

- Our program creates a rich learning environment for children to reach their full potential. This enhancement happens throughout a child's daily routine, which encompasses a balance of indoor and outdoor activities, as well as active play, rest, and quiet time.
- Children flourish in all areas of development when they are in supportive, caring, and responsive relationships with adults whose focus is on all children's health, safety, nutrition, and well-being.
- An inclusive, active learning environment supports all children's uniqueness, dignity, development.
- Children with special needs are first and foremost children, with the right to be included in all aspects of their community.
- Through using exemplary practices to focus on children's interests, strengths and needs, we can support all children's development.

- Partnerships between families and their support systems reflect involvement, input, and ongoing collaboration from all participants.
- Diversity in all forms enriches communities to be better and more productive places to learn, play and care.
- Children learn best when they participate with others who have different goals and abilities.
- Staff, parents, and volunteers play the single most important role in achieving inclusion success.

Guiding Principles

- Welcoming and inclusive of all children and families
- Promote a sense of belonging, well-being, engagement, and expression
- Participate with others who have different goals and abilities
- Follow the child's lead for opportunities to learn, grow and develop in a safe environment
- Consider every child's current development and future needs

Procedure

- Our program will be flexible to each child's needs, and modifications will be made to ensure every child is included in the program
- Communicate with community partners to support the mental health and well-being of families and children and provide resources when requested
- Professional Education for staff members related to inclusion and special needs
- Connect with community partners to better support the mental health and well-being of families and children.
- Every effort is made to support new and existing placements (Reference to PIRS Continued Placement Process).
- Strengthen relationships by ensuring social inclusion, participation, and a sense of belonging.

Accountability

“Supervisors, owner operators, directors, managers, board members staff, parents and volunteers play the single most important role in achieving inclusion success.” All staff of Elite Montessori School understand and agree to support inclusive practices as outlined in the Inclusion Policy. The staff reads, reviews and sign off the inclusion policy annually to ensure that it remains relevant, effective, and appropriate. The staff adapts the environment and routines as necessary to meet the needs of the children enrolled. The staff develops flexible programming that can be adapted as needed. Professional Education for staff related to inclusion and special needs will be available through webinars, Child Development Resource Centre Peel (CDRCP) and such organizations. All staff have signed confidentiality agreements upon hiring. Staff is aware that they will receive and have access to confidential information about children, and families and they agree to keep this information in strict confidence. Elite's staff will work collaboratively with parents and outside service providers like Peel Inclusion Resource Centre (PIRS) to ensure that the needs of the children are met. We will, with the consent of the parents, refer children to outside service providers when we feel, or the parents feel, that a child may require additional support. All families interested in registering their child are dealt with in a fair and equitable manner. We are committed to responding to the needs of the community and children with special requirements who may physically, developmentally, or socially require access to a range of services that will assist them in *maximizing their learning opportunities*. When a child requires assistance with personal care, it will be done in a private and dignified manner. Where possible, we will adapt resources in our Program Rooms and will move furniture to create a positive, safe environment, ensuring all areas are accessible for all children.

Admission/Registration: All families interested in registering their child are dealt with in a fair and equitable manner.

Withdrawal Policy: If Elite Montessori School is having difficulties meeting the child's needs, we will ensure that:

- Reasonable care has been taken in assessing the child's needs and the program's ability to support those needs.
- Special needs resources and outside agency support have been exhausted prior to the Notice of Withdrawal. The following process will be implemented by the Supervisor, the lead teacher and PIRS Resource Consultant prior to the notice of withdrawal

- Assess the environment, schedule, and program. Have there been any changes for the child or the Service Provider/Educators? Could there be any changes to the environment?
 - Begin to make some informal observations and record data that will support their concerns.
 - Discuss observations/concerns with the child's parent/guardian(s), including both positive comments and constructive feedback related to issues of concern. Be supportive of the parent/guardian(s) to build a good working relationship on an ongoing basis.
 - Consider the following related to the child: medical, physical, emotional, and cognitive factors.
 - Record the child's strengths, needs and interests.
 - Discuss general classroom strategies, seek resources from the PIRS Resource Consultant
 - Explore services currently being accessed by the child and family (e.g., speech, social worker etc.).
 - Additional strategies may need to be put in place by the Service Provider/Educator. Some examples of these could include but are not limited to:
 - A Safety Plan
 - A Communication Book between home and Service Provider
 - A PIRS referral may be initiated to support the child, family, and Service Provider if concerns persist.
 - Continue to implement all agreed upon strategies and suggestions.
 - The relevant people of the licensed childcare program, PIRS Partners, Quality Initiative Mentor, Early Years Specialist, PIRS Resource Specialist (where appropriate) and the family, will have ongoing meetings to review and evaluate progress.
- Once all these capacity building steps and actions have been taken, and it is found that the child's needs cannot be met within the program, Elite Montessori may recommend the withdrawal of care. We will provide a reasonable period of notice to the family and, during this time, in consultation with the PIRS Resource Consultant, will explore options regarding other childcare and community resources to support the child and family.
 - All families asked to withdraw are dealt with in a fair and equitable manner.
 - The notice of withdrawal is consistent with the Withdrawal Policy of the school and is the same for all families.

SERIOUS OCCURRENCE POLICY

Serious Occurrence Category and Definitions.

Serious occurrences are to be reported by Elite Montessori School to the ministry for the following:

1. Any death of a child at Elite Montessori that occurs when attending the program.
2. Any **alleged abuse or mistreatment** of a child that occurs while participating at Elite Montessori School, e.g. allegations of abuse against staff, volunteer, drivers providing students transportation. This category **does not** include reports of historical abuse divulged by the student that did not occur while participating at Elite Montessori School.
3. Any life threatening injury or illness to a child that occurs while at Elite Montessori School. A factor to consider in deciding whether an injury should be reported as a serious occurrence is whether professional medical treatment (e.g. doctor or dentist) is required, not in-house first aid. Serious injuries include:
 - a. Any injury caused by Elite Montessori School e.g. inadequate staff supervision, neglect/unsafe equipment, lack of staff training, medication error resulting in injury.
 - b. A serious accidental injury e.g. sports injury, fall etc.

4. A serious non-accidental injury e.g. self inflicted or unexplained injury. Any situation where a child is missing or temporarily unsupervised.
5. Any unplanned disruption of the normal operation or disaster on the premises of Elite Montessori School that interferes with daily routines such as fire, flood, power outage, gas leak, carbon monoxide, infectious disease (where public health officials are involved), lock down, etc.

DRUG AND ALCOHOL POLICY

Elite Montessori has a strict policy against drug and alcohol use. Smoking and drug use are not permitted on our property. Any parent collecting a child from the premises smelling of alcohol, but whom does not appear to be under the influence of alcohol, will be questioned on this aspect, a parent/caregiver displaying responses of a sound mind and ability will be allowed to take the child. The parent will be informed that a note of concern will be added to their file and continual re-occurrences may result in a referral to Children's Social Services should the School deem the child to be 'at risk'.

POLICY ON PARENT OBSERVATION

Parents can request to observe their child and/or a classroom by contacting the office and arranging a date and time. During Montessori Week in February observations for each classroom will be scheduled through a sign-up sheet. The teacher will be notified in advance of these observations. No person or persons visiting our school should be left unattended while in the school. Parents are to follow the Observation Guidelines, which will be handed to them upon arrival to the classroom.

BEFORE AND AFTER SCHOOL POLICY

The before school program begins at 7:00 am. Some parents have asked if they can bring breakfast to school for their child. Unfortunately, we cannot allow breakfast coming to school. Students are to have breakfast at home. The students' first snack will be served at approximately 10:00 am. The before school program ends at 8:45am. **If you are dropping your child off before 8:45 am this is considered before school and you must be registered.**

Please note that parents are not to leave their child in the class unattended; ensure a teacher is present when you are dropping off your child.

The after school program begins at 3:45pm. If your child is not picked up at this time then they are to be registered in the after school program.

Some days parents may need to have their child come to the Before School or After School Program. Please notify the school in advance and there is a \$10.00 charge per day for before school and \$10 for after school. **It is mandatory for children to be picked up by 6pm. The charge for late pick up after 6 pm is \$1 per minute thereafter.**

PROCEDURE FOR NON-PICK UP CHILDREN

When children are not picked up by 6 pm they are considered with no information or phone call from the parents it is considered a non-pickup situation. In the case of inclement weather, parents are expected to plan ahead and pick up their child before dismissal. An attempt to reach the home then the business number by telephone will be made. If we are unable to reach the parents at home or business, the teacher will then attempt to reach the emergency number listed for each child. If we are unable to reach anyone from the emergency numbers listed, the teacher will then call the Administrator. Attempt to reach the parents again will be made and if the parents have not yet arrived, Children's Aid will be contacted, for this is a serious matter of negligence.

SECURITY / VISITORS

To ensure the security of the students and staff, all entrances to the school will remain locked during the school day and are monitored via video camera. All visitors to the school are expected to use the main entrance. The building will also have outdoor lights to ensure that visibility is maintained in the evening. Please ensure proper visibility on the camera upon entering. To maintain the safety and security of our students and staff, loitering in the hallways is not prohibited. The office must be aware of persons entering the school premises. All visitors must report to the office. The Parents/Guardians wishing to observe their child after 9:15 am, must also sign-in at the front office.

WAITLIST POLICY

Policy:

Elite Montessori School will strive to accommodate all requests for the registration of a child at the school. 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. It is the responsibility of the Supervisor at Elite Montessori School to develop and maintain the Waitlist Policy and Procedure.

Procedure:

- Receiving a request to place a child on the waiting list
- Elite Montessori School will receive parental requests to place children on a waiting list via telephone, email or through a school tour.
- Placing a child on the waiting list
- Elite Montessori School will place a child on the waiting list in chronological order, based on the date and time that the request was received.
- Once a child has been placed on the waiting list, Elite Montessori will inform parents of their child's position on the list.
- Determining placement priority when a space becomes available
- 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 and then, children of staff. 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
- Parents of children on the waiting list will be notified via email and phone call that a space has become available in their requested program.
- Parents will be provided a timeframe of 48 hours in which a response is required before the next child on the waiting list will be offered the space.
- 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.
- If a parent is unable to contact the school within the given 48 hour timeframe, and contacts the school after, they will be placed on the bottom of waitlist again if requested by the parent.
- Responding to Parents who inquire about their child's placement on the waiting list
- Elite Montessori School's Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
- Elite Montessori School's 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
- 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.
- Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

CWELLC

Elite Montessori School has been approved for the Canada Wide Early Learning Child Care Program (CWELCC): <https://www.ontario.ca/page/canada-ontario-early-years-and-child-care-agreement>

This program is to help parents with reduced childcare fees as outlined in the link. The fee schedule indicates the base fee. The reduction of 52.75% is to be applied to the Base Fee until further notice from the Government of Ontario. This reduction does NOT apply to the following non-base fees: Program Fee, Occasional Before and After School use, Late Pick Up Fees, Non-sufficient Fund Fees and Cost of Uniforms. The eligibility criterion is for children under the age of 6. At this time Elite Montessori has been enrolled for the CWELLC Program. Elite Montessori has the right to opt out of the CWELCC Program and revert to full tuition rates, in which case, at least 1 months' notice will be provided. Elite Montessori also has the right to charge full tuition rates if funding from the Government is not received by the 1st of the month. Elite Montessori School is collaborating with the Federal, Provincial, and Regional governing bodies, so the CWELCC Program may benefit our school community.

FEE SCHEDULE

CANADA WIDE EARLY LEARNING CHILD CARE PROGRAM

2024 - 2025 ACADEMIC YEAR

TUITION FEES

Precasa / Casa Full Day – 2 ½ -6yrs (with Lunch)

-Half Day Morning or Afternoon Program

BASE FEES

\$11400.00/year

\$6900.00/year

There is a **\$100 Registration Fee** for new students only.

PROGRAM FEES FOR ALL STUDENTS (NON-BASE FEES)

This fee covers the Physical Education Programs, field trips and special activities throughout the year.

Program Fee – Casa

\$400.00

BEFORE AND AFTER SCHOOL PAYMENTS

BASE FEES

Before School Program (7:30 am – 8:45am)

\$50.00/month

After School Program (3:45pm – 5:00pm)

\$50.00/month

After School Program (5:00pm – 6:00pm) an additional

\$50.00/month

Lunch program for ½ Day Students and Elementary Program

\$100.00/month

Please note: Students who are not registered for the Before or After School Program will be charged \$5.00/day/program until 5 pm and \$10 until 6 pm.

There will be a **\$30 service charge** for any cheques returned as NSF

CONFIDENTIALITY AND PRIVACY

All of the information requested to complete each student's file is solely used for school purposes and the staff of Elite Montessori does not share private information with other parents/guardians and visitors unless requested by law.

2024-2025 Academic Calendar

Tuesday August 27, 2024	Orientation Day – for students and parents
Tuesday September 3, 2024	First day of school for all returning students
Wednesday September 4, 2024	Staggered First Day for all NEW students
Tuesday October 8, 2024	Information Night 6:30 pm -7:30 pm for parents only – more details to follow
Monday October 14 2024	Thanksgiving Day (no classes)
Friday November 22, 2024	Professional Development Day (no classes)
Friday December 13, 2024	Winter Concert from 6:30pm-8:30pm (Tentative Date) <u>(students must be picked up from school at 3:30pm on this day)</u>
Friday December 20, 2024	Dismissal at noon
Monday December 23 - Friday January 3, 2025	Winter Break (no classes)
Monday January 6, 2025	First Day Back To School
Friday January 24, 2025	Parent/Teacher Interviews (no classes)
Monday February 17, 2025	Family Day (no classes)
Monday February 24 – 28, 2025	International Montessori Week – Come see your children at work
Monday March 10– Friday March 14, 2025	Spring Break (no classes) For all classes
Monday March 17 – Friday March 21, 2025	Spring Break Continued for Elementary Classes
Monday March 19, 2025	1 st day back after Spring Break For Casa
Monday March 26, 2025	1 st day back after Spring Break For Elementary
Friday April 18, 2025	Good Friday (no classes)
Monday April 21, 2025	Easter Monday (no classes)
Friday May 2, 2025	International Day
Monday May 19, 2025	Victoria Day (no classes)
Friday June 6, 2025	Graduation Day for the Casa 1 (SK) & Lower Elementary (Grade 3) Program 6:30-7:30 pm
Friday June 13, 2025	Parent/Teacher Interviews (no classes)
Thursday June 19, 2025	Last day of School for the Academic Year