

# **Meadowvale French Montessori School & Daycare**

## **Parent Handbook**

**Ages 2-6 years**

June 1st/2018

# Meadowvale French Montessori School and Daycare

## Message from the Director

To the parents/guardians of the students of the Meadowvale French Montessori School and Daycare,

I would like to give my sincere gratitude for choosing our institution for your child's early education years. At our school we agree that through providing a supportive environment for students this will actively allow them to crave to learn and be confident in his/her education.

At Meadowvale French Montessori School and Daycare we use dynamic teaching methods to help children learn and understand through daily activities and active participation we will provide our students with the tools they will need to be confident individuals.

We wish your child every success in all their future endeavors.

Best regards,

Marlene Gayed

Mrs. Marlene Gayed

Director

Meadowvale French Montessori School and Daycare

## Program Statement

### Meadowvale French Montessori School & Daycare

**Our mission is to help develop our children with sense of belonging and connectedness to others, well-being which will help them to develop a sense of self, health and well-being, engagement as every child is an active and engaged learner. We help them to explore the world through play and encouraging them to ask questions and provide them with various activities which help them to develop innovate, creative, logic and problem solving skills. We encourage every child to express themselves through different activities such as art, play and words. We strongly believe in the individual development of every child's learning capabilities, while being encouraged by a strong foundation of well trained professionals who have a passion for flourishing your child's full potential. We welcome all children with different capabilities at our centre. We recognize and respect our families, culture, authenticity, race, gender, religion socio-economic status and developmental abilities and needs.**

**Our Values are rooted from Maria Montessori who invited children to express their own experiences and abilities. The source of your child's success is based from her values and expectations which we actively practice at our institution.**

**“education is a natural process carried out by the child and is not acquired by listening to words, but by the experiences and environment.” - Maria Montessori**

**Children are competent, capable, curious and rich in potential**

***At Meadowvale French Montessori School & Daycare, we recognize each child is a unique individual who brings his or her 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. We believe that every child deserves a safe and caring environment (a place where children want to be and where they feel “at home”), in which to grow and develop to their maximum potential.***

***We understand the importance of taking children’s stages of development into consideration. For each child, their stage of development is an individualized and complex interplay between developmental factors and their unique family, community and life experiences. In each case, we aim to integrate all areas of the child’s development into our program in a holistic way.***

***Our goals for children, consistent with the Ministry of Education pedagogy, include the following:***

- Every child has a sense of belonging when he or she is connected to others and contributes to their world.***
- Every child is developing a sense of self, health, and well-being.***
- Every child is an active and engaged learner who explores the world with body, mind, and senses.***

## **Children are competent, capable, curious and rich in potential (Cont'd)**

- ***Every child is a capable communicator who expresses himself or herself in many ways.***

***Children's interests are valuable to their learning and offer a rich variety of experiences. The types of activities we offer daily include:***

- ***music, dance and visual arts***
- ***language and literacy***
- ***nature, science and technology***
- ***daily opportunities for physical literacy and active outdoor play***
- ***rest time for children who require it, based on their developmental needs.***

***Our programs are designed to:***

- ***encourage children to interact and communicate in a positive way and support their ability to self-regulate***
- ***foster the children's exploration, play and inquiry***
- ***provide child-initiated and adult-supported experiences***
- ***offer opportunities to create authentic lasting relationships with others in the program.***
- **Documenting and reviewing the impact of Montessori learning program**
- **At Meadowvale French Montessori School & Daycare, we understand that Montessori documentation is a way for our program staff to learn about how children think and learn.**
- **Our staff makes monthly observations of children in the program and uses 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.**

## **Health, safety, nutrition and well-being of children**

***We know that the early years set the foundation for children’s health and well-being.***

- ***The brain's architecture is shaped by a child's interactions and relationships with parents and other significant people in their lives.***
- ***Early brain development is stimulated through experiences and interactions with responsive adults.***

***We understand that the first step in establishing and nurturing health, safety and well-being for children in our programs is through the connections they make with the program staff, volunteers and students on placements. Here are some other specific ways we promote well-being in our programs.***

***Health and safety—as a licensed child care operator, Meadowvale French Montessori School & Daycare meets and exceeds all health and safety requirements of the Ministry of Education and local government bylaws.***

***Nutrition—our menus follow Canada’s Food Guide and are culturally sensitive. We accommodate dietary or religious food requirements for children in our programs.***

**Relationships among children, families, staff and community partners**

***Meadowvale French Montessori School & Daycare 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 entitled to be 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.***

***Meadowvale French Montessori School & Daycare 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.***

### **Parent engagement and communication**

***Meadowvale French Montessori School & Daycare aims to foster outreach, engagement and communication with families about our program and their children's learning experiences. We believe that families are experts on their children. Sharing knowledge is integral to the success of their child.***

***Meadowvale French Montessori School & Daycare aims to ensure that families have the support of available, affordable, safe, reliable, high quality licensed child care for their children, which ensures parents peace of mind while their children are at school. Respect, care, empathy, trust and integrity are core values in all our interactions with families.***

***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 in various events and activities at our program through trips, school concerts. This connects them to their children's early development, and enhances the child's learning.***

### **Supporting staff in Continuous professional learning**

***Meadowvale French Montessori School & Daycare staff fosters children's inquiry and creativity. Staff plan for and create positive learning environments and experiences in which each child's learning and development will be supported. At Meadowvale French Montessori School & Daycare, we believe that knowledgeable and responsive early educators:***

- ***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.***
- ***Create meaningful programs, and guide interactions with children and their 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 children's play to stimulate thinking.***

### **Supporting staff in continuous professional learning (cont'd)**

- ***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-learns with children and each other as self-reflective professionals.***

***Some Staff at Meadowvale French Montessori School & Daycare completed their studies as certified teachers which enable them to deal professionally with the children on a daily basis. All teachers are required to complete 8 hours of training during the year to enhance their professional development and improving their abilities in dealing with children critical thinking and problem solving.***

# **Meadowvale French Montessori School & Daycare**

## **Behaviour Management**

### **Prohibited practices**

Prohibited practices include the following provisions but are not limited to...

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

### **Forms of behaviour management allowed**

1. Empower children to use language and other forms of non-hurtful communication to communicate their emotions.
2. Promote positive relationships between children assisting them to develop respectful relationships
3. Provide clear and reasonable limits so that children know what is expected of them to follow through to help them abide by the limits.
4. Help children develop a sense of social responsibility so that they become aware of the impact of their actions on others.
5. Discuss guidelines, rules, limits and what is fair with the children, and use their contributions in setting limits and guidelines.

# **Meadowvale French Montessori School & Daycare**

## **Student Code of Conduct**

Meadowvale French Montessori School & Daycare is firmly committed to the fundamental right; all individuals have to be treated with respect within an environment that promotes the principles of fairness and tolerance. In accordance with this mission, certain expectations are to be met.

### **Student – Student Relationship**

Students are expected to be co-operative and to treat schoolmates with courtesy and kindness. They should always use appropriate language (verbal and body) when communicating with one another as well as respecting the belongings of others. They must appreciate the right that all individuals have to listen, to be heard and to co-exist in an environment where they are safe and free from harassment of any kind (including physical, emotional and or academic). In the order to be consistent with these objectives, students will refrain from unacceptable behavior such as fighting, teasing, name-calling and intimidation.

### **Student- Teacher Relationship**

In order to ensure a positive learning experience at Meadowvale French Montessori School & Daycare students are expected to treat the teachers and staff with the utmost respect and obedience. They are encouraged to co-operate in class and be attentive during instruction.

### **Student- School Relationship**

The physical property belonging to the school (including the building and surrounding areas, equipment and learning materials), are all essential elements of the learning environment. In order that we can continue to provide quality education, it is imperative that we maintain all school property by refraining from defacing textbooks, walls and tables, as well as using equipment only in the appropriate and prescribed manner.

# **Meadowvale French Montessori School and Daycare**

## **First day of school**

The first day of the school for many parents and children can be an overwhelming experience. The policy Meadowvale French Montessori School & Daycare has set in place is to help all new children transition into the school comfortably.

We have found after several years of experience that it is the best for the child if the parent simply say a calm goodbye, give a little kiss and assure the child that you will be back for him/her shortly. Please do not give a long drawn out goodbye. To the child this is expressing that you are apprehensive and concerned for him or her. The child may interpret this as “I should be worried too”!.

Please do not hang around the school chatting with friends. If you wish to chat, please talk outside

On your child’s first day parents are asked to come prepared with.

- Any outstanding paperwork.
- A blanket (and a pillow if you wish).
- Extra clothes to keep in their cubby.
- An indoor and outdoor pair of shoes.
- Students need diapers and wipes.

Parents are encouraged to call our office and our staff will be happy to inform you of how your child is doing.

## **Key Observation – in Classroom**

- After class, many parents ask their child what they did at school that day. Don’t be surprised if your child says “nothing”. They may say this for many years. Children do not have the language necessary to describe what they were doing. A better phrase question might be “Did you have a good time”. Or “What did you enjoy the most?”
- Children cannot always express the wide range of feelings experienced when they begin school. In some cases they may stress on negative incidents. “Paul got in trouble today”. Please do not take a child’s experience literally. If you do not understand what is happening – please call. We are willing to explain it to you.

## **Meadowvale French Montessori School and Daycare**

### **Key Observation – in Classroom (Cont'd)**

- Children feel that school is different, and they behave differently than at home. They are becoming civilized members of a small community and this entails great effort, and sometimes stress, when first adjusting. Therefore, the children need sensitive listening when they come home from school and a chance to “let down”. They may be over tired, but too over stimulated to nap. Similarly, some children may be so tired that they fall asleep as soon as they get home.
- Children are not thrown into individual learning situation initially. They learn presentations through a group situation. They learn grace and courtesy and basic practical life activities (e.g. pouring, tucking in one’s chair, carrying mats, etc.) so their concentration and coordination can build.

## The Montessori Approach

- The children in a Montessori class are given the freedom that is the liberty of the human beings, and this freedom allows the children to grow in social graces, inner discipline and joy. These are the birthrights of the human beings who have been allowed to develop essential human qualities and again Montessori teachers from all over the world could furnish examples of these.
- The environment is the centre of instruction in the Montessori method. **The Practical Life Area** is one of five general areas in this prepared environment. Activities build on the child's natural interest and help them develop good work habits, concentration, eye-hand co-ordination, a lengthened attention span and control of their bodies. The chair washing exercise, like tabletop washing, uses a circular motion that will be the base for later hand exercises, such as drawing and writing. The pouring exercises and other kitchen like work helps develop control of self and mastery of the environment.
- **The Sensorial Area** – The Montessori environment provides a wide range of sensorial materials designed to help the child develop their ability to make judgments to compare and discriminate on the basis of size, shape, weight, texture, colour and temperature: it enables him/her to store up impressions in this “muscular memory.” And to develop the use of certain muscles and certain motions. There are jars to be sniffed for their aromas, sound cylinders to be listened to, colour tables to be arranged in gradation, block towers to be built and knobbed cylinders to be up in their place.
- **In the language Area**, tracing the outline of metal insets, such as the quadrafoil, prepares the hand and arm muscles for drawing. Letters of the movable alphabet are matched with the sandpaper letters, tracing their shapes on the sandpaper with their fingers, this reinforcing their visual recognition of the letters. Using small pictures the child will then sound out and construct words with the letters.
- **In the Math Area**, materials such as the numerical rods enable the child to get a physical sense of quantity and then to associate this with the symbol of the quantity. The spindle box gives them a chance to reinforce this skill, counting from zero to ten, and this introduces the concept of sets. The decimal beads let them build up the quantity of 1999 in a visual way and to learn the value of place.
- A part of the normalizing process is to help the child understand and be comfortable with the things of nature. Working with growing things – planting bulbs, collecting and identifying leaves. **The Cultural Area** allows the child to explore all areas of their world – Science, Geography, History, Art, Music, Botany and Zoology.

# Montessori principles

\*\*Maria Montessori created what she called “the prepared environment”. Among its features is an ordered arrangement of sequential learning materials designed to be developmentally appropriate and aesthetically appealing. Used in the noncompetitive Montessori classrooms, the materials allow each child to develop at his/her own individual pace.

\*\***Never let the child risk failure until he has a reasonable chance of success**” said Maria Montessori, understanding the need to acquire basic skills before participating in a competitive learning situation. The years between three and six are not only the prime time for laying an academic foundation, but most importantly the years when a child learns the ground rules of human behavior most easily. These are the years to help a child prepare to take his/her place in society through the acquisition of good habits and manners.

\*\* Montessori introduces children to the joy of learning at an early age and provides a framework in which individual and social discipline goes hand in hand.

\*\* Maria Montessori emphasized throughout her writings that the principles of movement or activity is the essential factor in the growth and development of human beings. This growth and development is depended upon human being interactive within an environment that is compatible with its needs at specific times.

## Meadowvale French Montessori School and Daycare

### Parking:

We ask that all parents park only in the parking spots that are available and not to park in handicap zones. Please do not leave children unattended in the car with no parental supervision. In the event that you have another child in your car and need assistance, please call the office and someone will be happy to pick up your child, this is for the safety of everyone. No child is to be left alone at any time during pick up or drop off.

### Absences

Meadowvale French Montessori School & Daycare requires all parents to inform us of any absence before 9:00 a.m. the day your child is absent.

Parents are to inform Meadowvale French Montessori School & Daycare in advance of any appointments requiring their child be absent from class, part or full day.

Reporting of absence is put in place to protect all children.

### Arrival

Parents may drop their child to the school between the hours of 7:00am to 9:00 am. Classes will be in session starting at 9:00 a.m. sharp. Parents are asked to say their goodbyes at the door and are not encouraged to enter the classroom unless invited by the teacher to avoid disrupting the lesson.

We look upon punctuality as an important value for all our children, so that it may be instilled in them at an early age. If your child will be late please inform the office staff, in order to let their classroom teacher know of their expected arrival time.

### Dismissal

It is imperative that parents adhere closely to dismissal time in order to keep teacher: child ratio exact at all times to ensure the safety of all students. Please ensure that full day students are **picked up no later than 6:00 PM.**

## **Meadowvale French Montessori School and Daycare**

**Any child who is in care after 6:00 P.M will be charged \$1.00 per minute**, which will be paid to the staff immediately upon arrival. If there is an emergency please call the school to notify the staff of your situation. If there is a consistency in lateness or staff is not being paid, initially the parents will given a written reminder by the teacher about the school's policy up to three times. If the situation is not mended after the third written notice, then another statement will be given to the parent noting their default in payment. If payment is not received within one week of the last written notice being sent, then the school has the right to dismiss the student and refuse service.

### **Children Release Authorization**

If the parents are not able to pick their child, a written notification is required, along with their first and last name, relationship and gender of the person who will be retrieving his or her child from school. The child will not be dismissed to the individual without confirming their identity by presenting their government identification. In case of an emergency and the parents must call to give a verbal notification that their child will be picked up by a person not on the approved emergency list, the teacher/assistant teacher should write down all the information about the person who will pick up the child along with the exact time the parent called specifying if it was the mother or father. The child will not be released to the person unless the teacher in charge checked all the information provided by the parents along with government identification for verification.

### **Toys**

Meadowvale French Montessori School & Daycare encourages toys not be brought to school. This is prevents the loss of items.

# **Meadowvale French Montessori School and Daycare**

## **Report Cards & Parent teacher Interviews**

Report cards are issued twice in a school year to all students.

Report cards are distributed two (2) days prior to the scheduled parent/teacher interview.

All interview forms must be returned to the teacher by no later than one (1) day prior to the beginning of scheduled interviews

Forms will not be accepted after 6:00 P.M. If space is available we may be able to fit you in when we can. Forms will not be accepted on scheduled interview days. Children are not permitted in the classroom during parent/teacher interviews, as we try and build their self-esteem, having their teachers and their parents talking about them while they are in the room does make them feel uncomfortable.

## **Door Jam Interviews**

Please remember that during the school day, our teachers are responsible for the care of all children. Please do not engage the teachers in conversations or discussions at the classroom door. If you have specific concerns or information that you wish to share, please make an appointment for mutually convenient time. Responsibility during class time is to the children in the class.

## **Homework**

In order to keep consistency between the classrooms, Meadowvale French Montessori School & Daycare will not allow children in any classroom to receive homework, unless otherwise stated by the headroom teacher. No request for homework will be accepted as Montessori is an individual learning process and is to be taught as such.

**What can I do with my child at home?** Read with your child as often as you can. Playing games not only focus on numbers but it helps with their memory.

## **Napping**

According to the Ministry of Community and Social Services Day Nurseries Act under Section 53 Act A & C each child who is attending for six hours or more in a day has a rest period not exceeding two hours in length following the mid day meal. A child within our classrooms who is unable to sleep will be given the option to engage in a quiet activity.

# **Meadowvale French Montessori School and Daycare**

## **Outdoor Play**

### **Day Nurseries Act 9.3.98-99**

Each child over thirty months of age that is in attendance for six hours or more in a day, play outdoors for at least two (2) hours each day, weather permitting, unless a physician advises in writing.

If your child is unable to participate in all of our daily activities due to illness, we encourage you to keep your child at home until he is well enough to participate, as we are unable to keep any child inside during outdoor time.

## **Field Trips**

As a school we attend number of field trips each year. We try and make our field trips educational while still fun for the children. We are planning to attend places such as farms, libraries and zoos. And we will continue to find new and exciting places for the children to attend. We love suggestions and encourage parents to attend with us. Field trips forms will be handed out a few weeks prior to date of the trip and will provide parents with all information needed. We ask that you sign and return the form as soon as possible.

If the trip falls on a day where a part time child is not schedule to be in school, they are invited to participate however due to ratio, we ask that parents to attend and accompanied their child.

If the parents choose that they do not want their child to participate in the field trip, we are kindly asking the parents to keep the child at home as we will not open on that day as we participate in field trips as whole school.

# Meadowvale French Montessori School and Daycare

## Part Time Children

Meadowvale French Montessori School & Daycare operates on a 5 days per week cycle, and tries hard to ensure all school activities are evenly distributed throughout the entire school year.

Field Trips – Meadowvale French Montessori School & Daycare attends a number of field trips during the year and will take into consideration our part time students; however we are limited when each field trip venue can accommodate us.

Pizza days - will be occurring on the last Friday of each calendar month for the entire school year. Forms will be sent to parents to allow students to participate in this event. Parents who allow their children to partake in the event will be charged an additional fee pending the ratio of participants. Meadowvale French Montessori School & Daycare will change the day of the week each new school year to ensure each part time student participates during their academic time as well.

## Building Safety & Security

We try to keep Meadowvale French Montessori School & Daycare, safe and free from hazards. If you observe anything you feel we should know about, please inform us immediately.

**Locked door** – The main entrance for the school is time locked from 6:00p.m. – 6:00 a.m. Other exterior doors are locked at all times.

**Playground** – While the children are outside both fence gates are locked.

**Interior Doors** – All doors are kept locked at all times. The office door will only be opened by the school supervisor or director.

**Evacuation plan** – In the case of an emergency and the school has to be evacuated our location for immediate pick up is at **Meadowvale Town Centre Mall at 6677 Meadowvale Town Centre.**

## JANITORIAL SERVICES

Meadowvale French Montessori School & Daycare provides a clean and safe environment; our tables, chairs and floor are cleaned by staff before and after every meal. All materials and toys are cleaned and disinfected once a week. Our janitorial service is provided on a daily basis by the Church's Janitorial Company.

# **Meadowvale French Montessori School and Daycare**

## **NON SMOKING FACILITY (smoke free Ontario Act)**

Smoking is prohibited on Meadowvale French Montessori School & Daycare premises and our playground. Also, no person will be permitted to smoke tobacco or behold lighted tobacco on Meadowvale French Montessori School & Daycare.

## **NUT FREE SCHOOL**

There have been many serious and fatal deaths from peanut butter & nut allergies. These reactions may be caused by just a small amount of peanut oil being left on a piece of furniture or on kitchen utensils.

Meadowvale French Montessori School & Daycare is a **NUT FREE SCHOOL**. Our policy is not to allow peanut butter/nut products to be brought to school by any child or staff member, which will inevitably avoid a tragedy.

## **Breakfast policy**

During morning (**7:00 a.m. – 8:30 a.m.**), cereal and or light snack will be provided for breakfast

No food should be brought into the school from home unless it has been approved by the correct form has been filled out by the supervisor.

## **SNACKS AND LUNCHES**

Our menu ensures each child is meeting their daily Ontario food guide requirements as stated by the Ministry of Community and Social Services 8.4.93 Section 40 (2) which requires that children attendance for six hours or more are offered a specified total amount of food from each food group over the period. As serving sizes for young children are small, the most practical way to meet the requirements would be to serve two snacks in addition to the meal.

## **Meadowvale French Montessori School and Daycare**

**Milk and Milk Products** – 250 to 375 Milliliters

**Meat and Meat Alternatives** – 60 to 90 grams

**Bread and Cereals** – 1 ½ - 2 ½ slices or 175 to 450 milliliters

**Fruits and vegetables** – 2 TO 1 ½ whole fruit or 250 to 300 milliliters

Any and all food restrictions and allergies are taken seriously and we ensure each child receives a healthy meal while taking allergies and food restrictions into consideration.

Due to the following circumstances

Children's allergies

Children's food restrictions

Ministry regulation 8.4.93 Section 40 (2)

Meadowvale French Montessori School & Daycare will be unable to permit outside food for any child's lunch and snacks.

### **Birthdays**

Children enjoy sharing a special snack with their friends on their birthday. The parents are welcome to bring healthy treats on such occasions such as platter of fruit or vegetable.

### **Illness**

Children with severe nose, ear or throat discharge cannot be admitted to class. This is for the protection of other students and staff. Contagious diseases should be reported promptly to the office. If your child is not able to participate in the school activities parents will be notified by a phone call to pick up their child. Any child has (2) bouts of diarrhea or more must be picked up immediately. Any child that has vomited (2) times or more must be picked up immediately.

**Children will not be permitted back to school with 24 hours of being sent home and must be accompanied by a doctor's note.**

### **Fever**

A child who has a fever will be sent home when the fever reaches 100.4F or 38C.

# **Meadowvale French Montessori School and Daycare**

## **Prescription Medication**

If your child is on medication by prescription, we ask that you keep child at home for 24 hours.

We also encourage, if any child is unable to participate in all our daily activities due to illness, is to be kept at home until they are well enough to return.

## **Administration of Medication**

If a child does require medication, we would be grateful if parents can arrange with their physician for medication, which can be administered before and after school. However, we understand that this is not always possible. If your child does require medication during the school hours, please request a medication/Drug form that must be filled out and signed.

All medication must be prescribed (from a doctor) or over the counter medication that is kept in the original container i.e. Tylenol, cough syrups etc. All parents and or Guardians must sign a Medication/Drug form completing all the required information. Note: All over the counter medication left at Meadowvale French Montessori School & Daycare must be accompanied by a doctor's note and we require the parents to do an action plan for the medication for a special condition.

## **Action plans for children with special medical conditions**

An action plan is put into place when a child has an allergic e.g. Allergies, Asthma, Seizures, Diabetes etc. Any puffers, machines, Epi-pens, drugs for allergies, are considered a special condition. Parents must review and sign this form along with the Director and or supervisor and head room Directress. This review is done annually thereafter.

## **Communicable Diseases**

The Public Health Act (Section 84) requires all schools and childcare facilities that have children who are suffering from communicable diseases to be excluded from the school. For communicable diseases, please consult your family physician before the child returns to school.

Please notify the school if your child has any communicable diseases so we may notify other Meadowvale French Montessori School & Daycare parents.

The school may request that parents have their child taken to the family physician for inspection should any of the following communicable diseases be suspected.

# Meadowvale French Montessori School and iDaycare

## Communicable Diseases (Cont'd)

As well a doctor's note is required upon the child's return to school.

Pink eye   Red Measles   Impetigo   Scarlet Fever   Ringworm   Chickenpox   Mump  
Epidemic   Strep throat   Poliomyelitis   Hepatitis   Whooping-Cough   Pediculous (lice)  
Trench Mouth   Scabies.

## Allergies

Most serious and common allergies that affect children and many adults are the allergic reactions to peanut butter/nuts, bee stings and milk. Any child that has an allergy that does require an epi-pen must provide the school one **(1) Epi-pen**. All parents must sign an Action Plan sheet upon registration as well as a medication/Drug form, giving permission for the proper staff to administer the medication/drug.

## Tuition Payments

Original copy located with application of admission under terms of payment (Meadowvale French Montessori School & Daycare) requires postdated checks dated on a bi-weekly basis or on a monthly basis for 12 months, plus a \$100 administration fee **(non refundable) and a deposit of 2 months. Also a \$40 charge will be applied for any dishonoured cheque.**

There is no reduction or refunds of tuition fees given for any reason of absence or non-attendance. This includes all statutory holidays, snow days, P.D. days throughout the school year.

All registrants terminating and/or withdrawing before the end of their contract must provide **60 days notice in writing.**

If for any reason a child is disobeying or is being a disturbance in the classroom, a teacher will find out what the problem is with the child and why it is occurring. This will be initiated through a one on one conversation with the child and a hopeful solution would arise. If this measure is inadequate, and the child is still a disturbance in the classroom the teacher will assign he or she to some quiet time, away from the group and a talk will be given again to the child explaining in detail the inappropriateness of child's actions and these actions are not permitted in the classroom. A continual occurrence of inappropriate behavior from the child will result with a formal meeting with the Director of the school along with the child's parents to discuss the issue at hand. A verbal and written warning will be sent to the parents followed by the withdrawal of the child if the situation is not remedied.

## **Meadowvale French Montessori School and Daycare**

### **Discharge Policy**

(Original copy located with application of admission under terms of payment)

Meadowvale French Montessori School & Daycare reserves the right to dismiss any student for any one of the following reasons

- If payments are not made for any reason.
- If the child needs individual care to disciplinary issues, and/or any other special need, and we are unable to provide the family with proper care for the child.
- If any parent and/or family member refused to treat all other adults in the school in a respectful manner at all times.
- If any parent and/or family member repeatedly breaks the rules established by Meadowvale French Montessori School & Daycare.

### **Snow Days**

In extreme weather conditions, it may be necessary to cancel school. The school will make every effort to inform parents by telephone. Before coming to school on stormy days, please check the school's voice mail regarding school closures.

# School Holidays

Please find hereunder the school calendar starting from January 1st, 2018 till December 31, 2018.

Calendar 2018-2019

**January 2018**

<b>January 1st</b>	School closed – New Year
<b>January 2nd</b>	School resumes to all students

**February 2018**

<b>February 19</b>	Family day – School closed
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**March /April 2018**

<b>March 30</b>	Good Friday – School closed
<b>April 2</b>	School closed – P.D. Day

**May 2018**

<b>Victoria day</b>	May 21 – School closed
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**July 2018**

<b>July 2nd</b>	Canada’s day – School closed
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**August 2018**

<b>August 6th</b>	Civic holiday - School closed
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**September 2018**

<b>September 3rd</b>	Labour day – School Closed
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**October 2018**

<b>October 8th</b>	Thanksgiving day - School Closed
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**December 2018**

<b>December 24th, 2018</b>	School closes @2:00pm
<b>December 25<sup>th</sup>, 26<sup>th</sup>, 2018</b>	School closes
<b>December 31st, 2018</b>	School closes @ 2:00pm

**January 2018**

<b>January 1st</b>	New year – School closed
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## Meadowvale French Montessori

### School & Daycare

#### Students and Volunteer Policy

##### Children Supervision

- According to Ministry of education rules, and in order to help support the safety and well-being of children in licensed Day Nurseries, direct unsupervised access (i.e. when the adult is alone with a child) is not permitted for persons who are not employees of child care centers.
- Placement students/volunteers may not be counted in the staffing ratios in child care centers.

##### Required Policy Statements

- No child is supervised by a person less than 18 years of age.
- In a licensed daycare center, only employees will have direct supervised access to children.
- Volunteers and students may not be counted in the staffing ratios in child care centers.
- The director/supervisor will review the centers policy with the students/volunteers prior to their start date and is to be reviewed at least annually afterwards.
- The operator/supervisor will make sure that the students/volunteers have read the student/volunteer policy and sign on it before they start working in the center and it will be reviewed annually afterwards.

## **Meadowvale French Montessori School & daycare**

### **Students and Volunteer Policy**

- The supervisor will monitor and supervise any student /volunteer hired by the center including training them on safety procedures, behavior management policies, anaphylaxis training and familiarize them with all policies and procedures the centre follows.
- Each student/volunteer will be assigned to a staff member that is a Registered Early Childhood Educator or has been approved by the Ministry with at least one year of field experience. It is the assigned staff members responsibility to evaluate student/volunteer, supervise the children and ensure all policies and procedures are in compliance
- Student/volunteer must demonstrate clear understanding of all policies and procedures
- All students/ volunteers are required to obtain a satisfactory Criminal record check and first aid training prior to start date
- All the staff will be informed that the supervisor will be responsible for the implementation of the policy and supervision of volunteers and/or students.

## **Meadowvale French Montessori School & Daycare**

### **Serious Occurrences form**

At Meadowvale French Montessori School & Daycare, the Serious Occurrence Notification Form (Copy attached) will be posted on the bulletin board near the entrance of the school. The form will be posted for a minimum of 10 business days. If the form is updated with additional information such as actions taken by the operator, the form remains posted for 10 days from the date of the update.

At Meadowvale French Montessori School & Daycare will retain serious occurrence Notification Form for at least two years from the date of the occurrence and make the forms available for current and prospective parents, licensing and municipal children's services staff upon request.

## Appendix A: serious occurrence Notification Form

### Serious occurrence Notification Form

<b>Program Name:</b>	
<b>Date:</b>	
<b>Date of Occurrence:</b>	
<b>Type:</b>	
<b>Description:</b>	
<b>Action taken by Operator/outcome (add update if applicable)</b>	
<b>Signature:</b>	

# **Standing and recreational bodies of water**

Effective immediately, prohibit the use of and access to all standing bodies of water (e.g., ponds) and recreational in-ground / above-ground swimming, portable / “kiddie” / inflatable wading-type, and hydro-massage pools, hot tubs, and spas located on the premises of for children.

The ministry supports play-based learning and sensory exploration and encourages the use of on-premise splash pads, sprinklers, hoses or water tables, under close supervision of adults at all time, as safer alternatives during cooling or play / sensory activities.

Child care operators may decide to have children attend and use public pools (e.g. for swimming lessons). In this case, it is strongly recommended that children attend regulated “public pools” (see the Health Promotion and Protection Act, and Regulation 565 (Public Pools) where:

- there is a qualified life-guard(s) on duty at all times in accordance with Regulation 565;
- the rules of the public pool are followed;

the children are accompanied and directly supervised by adults at all times (e.g. a person who is 18 years or older);

-Parents / guardians are advised of the field trip and have signed a consent form.

## **Complaints process**

All the staff members are working hard to care about your child in the centre. If you have any concern or complaint, we encourage you to follow these steps:

- Speak to the staff members with your concern right away
- Talk to the supervisor of the centre to address your concerns

We will work together to solve any concerns or issues you have.

## Handbook Confirmation

We hope that this Parent's handbook is helpful and informative. We believe in providing supportive, nurturing environment where students and faculties are both responsible for the learning process. The student's is encouraged to take an active role in his or her education, to be self-sufficient and to become a productive member to society.

Please confirm your understanding and acceptance of the policy outlined in the Handbook by signing and returning the portion below, no later than 5 days after enrolment.

Sincerely,

Meadowvale French Montessori School & Daycare

----- cut here -----

yes, I have read and understood Meadowvale French Montessori School & Daycare's Parent handbook and agree with the policies outlined.

Parent's/guardian's Name(s): \_\_\_\_\_

Parent's/Guardian's Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Application for Admission

S(All information contained in this form is confidential)

Days requested

- 2 Days (Tues & Thurs)       3 Days (Mon., Wed & Fri)       5 Days       M.1/2 day

**STUDENT INFORMATION**

First Name: \_\_\_\_\_ Last name: \_\_\_\_\_ Sex (M/F) \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt./Condo # \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Home telephone # \_\_\_\_\_

Child's Birth Day: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Start Date : \_\_\_\_\_ Discharge date: \_\_\_\_\_

**Medical Information**

Physician's Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Office Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**How is your child's health?**

Physical: \_\_\_\_\_ Mental: \_\_\_\_\_

Does your child suffer from any allergies? \_\_\_\_\_

Does your child have any food restrictions? \_\_\_\_\_

Communicable Diseases:  
\_\_\_\_\_

**Do you have any concerns with your child's .....**

Diet: \_\_\_\_\_

Exercise: \_\_\_\_\_ Rest: \_\_\_\_\_

**Family Information**

Child lives with:  Both parents  Mother  Father  Guardian

Are there any custody concerns or legal arrangements we should know about (If yes, please attach legal documentation)

Yes

No

**Mother/Guardian:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Cell/pager # \_\_\_\_\_

Business Name: \_\_\_\_\_

Profession: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone & Ext: \_\_\_\_\_

**Father/Guardian:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Cell/pager # \_\_\_\_\_

Business Name: \_\_\_\_\_

Profession: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone & Ext: \_\_\_\_\_

**Emergency Contact person (Only if parents are not available)**

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Home # : \_\_\_\_\_

Cell #: \_\_\_\_\_ Business # \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Business # : \_\_\_\_\_

**Release Authorization**

Names of individuals, other than parents/guardians who have access for pick up

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Business #: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Business #: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Business #: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Business #: \_\_\_\_\_

If you would like to receive school information by email-please provide us with your

Email address: \_\_\_\_\_