

Maple Hill Montessori School



Educate for Life

Policies and Procedures Manual
For Parents and Students

MAPLE HILL MONTESSORI SCHOOL
Policies and Procedures

Manual for Parents and Guardians of Maple Hill Students

Welcome to Maple Hill Montessori School

The faculty and staff of Maple Hill would like to extend a very warm welcome to our school.

The members of this school community count on your loyalty and support and look forward to creating and developing a relationship built on respect and dedication that will direct its energy towards the development of your child.

Parents are encouraged to take an active roll in their child's care, and education through interaction with community peers, teachers, supervisors, and administrators. We anticipate you taking an active roll in participating as a member of our Board, and/or Parent Council, in attending: parent educational evenings, parent/teacher interview sessions, and school functions.

This Parent Handbook is designed to serve as a guide to the parents of the school community, to answer many of the questions you as parents may have, and to assist the school and community in understanding how the school functions.

Vision Statement

Maple Hill Montessori School
Education for Life

Philosophy

Maple Hill Montessori offers a care and educational program based on the philosophy and principals established by Dr. Maria Montessori.



Mission Statement

To assist in the development process of young children, creating responsible, nurturing, peaceful individuals with self-esteem and respect for others. Maple Hill graduates are self-motivated, intellectually-curious students who love learning and who achieve academic success.

To achieve this Maple Hill:

- Admits students at an age appropriate to the Montessori Philosophy
- Meets the needs of each individual student
- Attracts and sustains dedicated, professional faculty and staff
- Provides an enriched Montessori curriculum and environment
- Develops an informed and active parent body

History of the School

The school was founded in the summer of 2001 and is a federally registered for profit Incorporated Business, initiating a 2011 not-for-profit status. Maple Hill has been created to provide infant, early childhood care and educational programming to all age groups.

School Administrative Heirchy

The school's principal is responsible to the school's ministry licensing boards, the school's parent council and its parents. Every contracted service provider for the school has been highly recommended to the school, each holds a significant standard within their field of service.

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Annual Giving

Each year the Maple Hill parent council initiates the Annual Giving Program. It is vital that we all continue to invest in the quality of education for our children and the future children of the school. We anticipate that each member of the Maple Hill community will support our Annual Giving Program.

The Parent Association

All parents are members of the Parents' Association. The Association's Mandate is:

To have a voice for the parents that will enable the student body receives the best education and life experiences while registered at the School. The goal is to assist and enhance the learning that the children receive by:

- *Creating a learning environment for support and networking*
- *Providing an open forum for discussions*
- *Providing resolution of any parent's issues*
- *Fundraising for specific projects that support our children*
- *Participate in event planning for our children*
- *Forming liaisons with the Administration and the Board of Governors.*

All parents are encouraged to attend the Parents' Association meetings which are normally held on the first Tuesday of every month at 8:00 a.m. Child care is provided free for this session.

Code of Conduct

Maple Hill aspires to maintain a safe and nurturing environment for its children, families and staff.

Standards in Conduct:

Clients are expected to comply with the following standards:

- **Attendance:**
Regular attendance as scheduled is expected from all students. The start of school begins each day promptly at 9:00 a.m. and finishes at 3:30 p.m. please be courteous

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and refrain from picking your child up from school late and beginning school in an untimely manner. If your family schedule does not allow for this schedule please make the school aware of your regular drop off and pick up routine. Make sure your child is delivered to their program with minimal interruptions.

- Co-operation
Parents and Teachers must work together in harmony. Dedicate their attention and willingness towards the development of each specific child, and their peers.
- Policies and procedures:
Maple Hill has a number of policies and procedures that are set up to comply with the Day Nurseries Act, and CCMA.

Client Inquiries or Complaint Procedures:

Any member of Maple Hill Montessori who feels they have just cause for complaint can expect prompt and fair consideration of any reasonable grievance or request in accordance with the following procedure:

Step 1:

If an employee has a question, problem or a disagreement with the school, a teacher, supervisor, school administration it is incumbent upon them to make it known directly to the school. Concerns, suggestions or questions about the school should be directed to the following chain of command: teacher, supervisor, or administrator.

Step 2:

If no resolution is achieved, the person shall lodge a written grievance within ten (10) working days directly to the school to resolve the concerns. This may be done verbally through the chain of command or through an Unbiased review and assessment prepared for Maple Hill clients regarding any concerns or complaints directly related to the Maple Hill program. Each parent is urged to complete from the Maple Hill website the Question or

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Inquiry Form for review: www.maplehillmontessori.com, parent section, code (3568). When electronically sent, the Question and Inquiry Form will be automatically directed to the office of the registrar for an unbiased review, allocation process and scheduling procedure.

Step 3:

If no resolution is achieved, the client may submit a grievance to the School's Administrator, and Parent Council within ten (10) working days to resolve the concern. After which time the registrar will schedule a meeting with one member of the parent council, the client and an unbiased staff member as witness to discuss the concerns. If the client does not agree with the resolution or the plan for resolution, he/she will inform the Administrator of the School for resolution.

Maple Hill is happy to provide an unbiased approach of resolution. Once a grievance has been submitted in writing, all efforts will be made to discuss differences quickly, openly and with a focus on solutions. A member of the school may drop a complaint at any point. Every attempt to respect the confidential nature of grievances will be the responsibility of all persons concerned.

- **Confidential Information:**
Parents of Maple Hill Montessori understand that information concerning children, parents, staff, administration or board must be held in confidence. Confidential information may only be disclosed to authorized persons of Maple Hill Montessori School
- **Personal integrity:**
Honesty is the best policy. The School and its Board will not tolerate theft or attempts to falsify records, reports etc. It is the responsibility of each child, parent, or employee to protect Maple Hill's property and equipment. Any improper acts must be reported immediately. Thefts or

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falsify records are grounds for immediate dismissal and legal proceedings.

The physical and emotional safety of your child is most important. Safety in the classroom and on the playground is monitored at all times throughout the day.

Children who display inappropriate or aggressive behaviour are initially removed from the activity and remain close to an adult. Their behaviour is discussed between the child and the attending teacher or supervisor. After a period of time, the child is allowed to return to the activity. Parents will be kept informed of these issues and the concerns the school has in connection with them. If the inappropriate or aggressive behaviour continues, the parents will be contacted and together, the school and the parents will work to assist the child towards acceptable behaviour. Children who consistently continue to exhibit aggressive behaviour either physically or verbally may be asked to remain at home and/or find alternative care.

Programme Descriptions

The Toddler Programme

18 months – 2.5 years

This is our youngest program; within each classroom there are only five children. These classrooms are small and intimate with a focus on consistency. Your child requires special care and attention at this level of development; it may be their first time from home. Our first priority will be to bond teacher with child. As your new teacher and child become more comfortable with each other we will slowly extend this relationship building to other children within the classroom. As a parent of this classroom you will become acquainted with your instructor, and be able to discuss your child with her/him during morning drop off. Daily information sheets are completed summarizing your child's day which you may review at the end of each day, and discuss further with your teacher.

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While not a pre-requisite, the Toddler Programme is an excellent preparation for the Casa Programme designed for children 2.5-5 years of age. Once your child reaches 30 months, it is a Ministry requirement that he/she be transferred into our Casa/Preschool program. Don't worry about this transfer from your first classroom as each toddler will be moved to the same classroom, and transitioned slowly. Your child's first day of transition will include a personal invitation for them to take part in circle with their new class. Once circle is finished they will return to their regular class. As they begin to feel more comfortable with their new class their visit will be extended for a lengthier time period. This process takes about 2/4 days depending on how they are feeling about their new environment.

The Casa (Primary) Programme 2.5 – 5 years

The Casa programme is for 2.5-5 years of age. This is a sensitive age of independence for your child; therefore it is important that there is consistency between you and your child's teacher. Your personality and theory on directives for your child must be parallel. The Casa program involves social and independent skills through a series of activities that are sequential, manipulative and sensorial. These exercises bridge the gap between concrete and abstract learning. Practical Life tasks help the children to develop gross and fine motor skills. These activities help to normalize each child within their environment. Sensorial exercises develop and enhance sense perceptions and logical thinking vital to growing minds.

Following these early exercises, the children soon seek to gain an understanding of the academic materials present in their classrooms. The letter sounds are standard lessons utilizing Sandpaper Letters, followed by word building, which leads to reading. Number Rods and Golden Beads foster a concrete understanding of the mathematical concepts.

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As the children's interests grow and develop, they move from one level to the next. Each step of the way is prepared to ensure success. If your child is not fully toilet trained, we can assist with this

Cultural activities include music, physical education, basic science, French, geography, zoology, botany and art taught at a sensorial level. These activities assist the child to become a compassionate, knowledgeable and loving citizen.

Your child will foster their most sensitive periods before the age of 4, in order to maximize this learning we suggest that the highest impact will be met during the ages of 3-4 years, however, for optimum results we suggest each child begin a Montessori program during the Toddler Years.

A child's focus and concentration level should be maximized by the end of the Casa Programme. At which time, the child may proceed to Elementary Level on recommendation of the teachers/Principals.

School Reports

Initial observation is done for each child the first three weeks of regular school programming. Parent/Teacher interviews are scheduled at the end of September. This initial meeting will allow each teacher to review for the parent their child's common state. The teacher will give an analysis of social, emotional, physical, and to-date common knowledge. This meeting will allow discussion of developmental plans for the year, communicate questions or concerns. We suggest if a parent has concerns with teacher or classroom allocation for their child, that you inform your school administrations for your child's reallocation within the school. When a child is placed with a teacher it is the goal of the school to maintain that relationship for a period of 3 years.

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Maple Hill Montessori School Qualifications, Memberships and Licensing

The Maple Hill Montessori School facilities are located in Simcoe County. Each location offers child care which is dedicated to the Montessori style of teaching. The Montessori philosophy, theory and materials are the mainstay of each program. Our common curriculum is delivered to each child and each class with the same method, which will maximize your child's learning.

We are a member of the Canadian Council of Montessori Administrators (CCMA), and are working to achieve the accreditation of this governing body. It is the responsibility of our school to meet member qualifications and certification, maintain appropriate use of materials, facility standards, and mandate fulfilment.

Licences are held with: Ministry of Community and Youth Services, Ministry of Education, Simcoe Country Administration Offices, Simcoe County Health Unit, The Barrie Fire Department, City of Barrie and Community Care Access.

Maple Hill is a Best Start Child Care Centre, and is licensed as a Subsidized Care Facility.

Maple Hill Montessori Child Care Facility locations:

Main Office

147 Toronto Street
Barrie, Ontario
L4N 1V3

Am Shalom

767 Huronia Road
Barrie, Ontario
L4N 9H2

Maple Hill Montessori Staff Qualifications

All of our instructors hold either a Bachelor of Education or an Early Childhood Education degree in addition to a diploma issued by one or more of the following authorities:

- Association Montessori Internationale (AMI)
- Toronto Montessori Institute (TMI)

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- Montessori St. Nicholas Centre (England)
- North American Montessori Training (NAMT)

Registration Forms and Re-enrolment Requirements

All application forms must be completed from either the school website or hard copy and delivered to our administration, if you are re-enrolling please ensure that all personal information has been updated and placed in file for the commencement of each school year. A registration fee for 2011 is \$150.00 and will confirm each child's registration for placement.

- A Payment of cash or cheque may be delivered to 147 Toronto Street, Barrie, Ontario, L4N 1V.
- Please ensure that we have all mandatory updated information in your child's file, which would include the following:
 - Mothers name, contact phone numbers, complete work address
 - Fathers name, contact phone numbers, complete work address
 - 2 emergency contact names and phone numbers
 - Doctors name, phone number, and complete mailing address
 - Immunization yellow card (photo copy)
 - Day Nursery Immunization History for Simcoe Health Unit
 - Information release form
 - Neighbourhood walk release form
 - Current photo of the enrolled student
 - Photocopy of student's birth certificate Canadian Immigration papers or Visa Application
 - Passport information or equivalent and/or birth certificate
 - Signed confirmation that the parents have read and accept Maple Hill's Policies and Procedures (last page of this booklet).

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Immunization

Immunization Forms or a personal letter confirming that your child has not been immunized addressed to the Simcoe County Health Unit is a mandatory requirement for Simcoe County Health Unit. This form must be on file before school begins.

Communication

The school website can be found at: www.maplehillmontessori.com. The parents section is only available to our registered families; the code for this site is **3568**. The following information will be posted in this section:

- Yearly calendar identifying the "A and B Day schedule", special events, and trips.
- Hot Lunch Menu
- Seasonal Newsletter
- Fee Schedule
- Changes in Policies

Reporting to Parents

The sharing of information between home and school is a priority of Maple Hill. Teachers, parents and children are partners in the learning process. Parents should feel free to inform the teacher of any pertinent information, which may be relevant to their child's progress and well being in school at any time during the school year. This could be done through a note or during a scheduled meeting. If you wish to speak to your child's teacher at any time, please call to make an appointment. It is not advisable to drop in to see teachers unannounced. Please refrain from lingering to speak to teachers in the morning, as their focus is to start the day with all of their students promptly.

Ontario Student Record

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario (starting from Grade 1). The Education Act requires that the principal of a school collect information "for inclusion a record in respect for each pupil enrolled in the school and establish, maintain, retain,

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transfer and dispose of the record". The act also regulates access to an OSR and states that the OSR is "privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction" of the student. Each student and the parent / guardian must be made aware of the purpose and content of, and have access to, all of the information in the OSR.

Parent Montessori Information Evening

This is a special evening at the beginning of every school year. All parents are invited to come to the school to learn about the Montessori curriculum and better understand the proposed study plans for their children for the upcoming school year. A Montessori spokesperson and School Teachers make brief presentations and are available to answer general questions pertaining to a Montessori education.

Student Class Selection

We try our best to balance classes by ability, gender and conduct. Maple Hill cannot always accommodate parents if a specific teacher is requested.

Payments and Fees

Fee Payment:

Cheques dated the 1st of each month from September through June (10 cheques in all) must be presented on or before the school's first academic day. If your account is in arrears after the first of each month there will be a \$30 invoicing fee added to your account. Amounts which are not paid are assessed interest at the rate of 1.5% per month or 18% per annum. These cheques must include all of the programmes in which your child is enrolled i.e. tuition, the catered hot meal programme and gym fees. Refunds are not available for absenteeism.

It will be at the Administrator's discretion to continue services without timely payment.

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Receipts

Childcare receipts are automatically issued to parents in February and at the end of June. All receipts are issued in the name of the person paying the funds to the school.

Incidental Fees:

Occasionally, program delivery requires additional fees for student activities. Parents will be asked to contribute based on their child's participation.

Refund Policy:

For those students involved in the Hot Meal Program, we will not be offering refunds on meals that were missed due to absenteeism. Hot meals will not be provided on day trips. For scheduled trips, refunds will be given only upon school cancellation.

With respect to tuition, refund is given after 30 day's written notice and not for student absenteeism due to illness or otherwise.

Withdrawal:

One month's prior written notice of student withdrawal is required, without refund. If a student is in breach of conduct they will be asked to withdraw from the program without notice and will be refunded for services not rendered.

Enrolment of Younger Brothers and Sisters

Maple Hill gives preference to children in the same family. If you have younger children whom you wish to enrol, please arrange for an appointment with Administration by calling (705) 728-1008, to ensure that your child/children will be placed on the wait list to enter at the appropriate age level. A sibling discount of 10% applies to the lesser tuition fee.

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The School Programme

Administrator Role and Responsibilities:

- To oversee the functioning of all facilities and programs, administration of and maintenance of each facility.

Supervisor Role and Responsibilities:

- To act as a liaison to the Maple Hill Administration
- Maintain facility operational functions
- To maintain the lines of communication between parents and Director/Directresses.
- To monitor the arrival / departure of students with the legal parent or guardian
- Maintain licensing standards with Ministry Agencies

Directress/Director Role and Responsibilities:

- Teacher / child relationship building
- Guiding and nurturing relationships
- Group development
- Observations and assessments of each child
- Maintaining relationships with parents
- Direct the natural energy of the child through specifically graded learning activities
- Maintain the work cycle retaining consistency in the classroom
- Follow the yearly calendar in themed based topics.
- Maintain accurate records of students during the school year.
- Develop and utilize an awareness of individual circumstances, needs, and to respond appropriately.
- Make scheduled interview times available and to be receptive to parental requests for interviews at any other time during the school year
- To provide 3 detailed reports outlining each student's progress in throughout the school year.
- To maintain his/her teaching qualifications and/or certifications by gaining additional coursework

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Parent School Responsibilities:

- Read and understand the policies and procedures outlined
- Fulfil financial and administrative obligations on time
- Establish strong communication lines between home and school
- Alert the school of changing family dynamics & circumstances
- Keep the child home if he/she has an ailment indicated in the schools policies.
- Notify the school of alternate arrangements in an emergency
- Provide safe and prompt transportation to and from school
- Notify staff of each child's arrival and departure
- Sign Pick Up / Take-Home Authorization Form for each occasion
- Update authorized persons who drop off / pick up the child
- Dress the child in clothing that can be independently managed
- Provide an additional set of clothing in the event of a mishap
- Label all clothing and personal belongings
- Volunteer for special events / committees, when available
- Attend all parent/teacher interviews / meetings
- Get involved with schooling to maximize child's experience
- Attend mandatory parent / teacher interviews

Student Responsibilities:

- Consistent attendance
- Consistent arrival and departure in keeping with the school schedule
- Leave all personal toys and valuables at home
- Develop and use a sense of respect for self & others
- Develop and use a sense of respect for personal surroundings
- Use appropriate language, manners and etiquette
- Use words, not hands

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- All Maple Hill students are responsible for the tidiness of their school environments, inside the classroom, in the corridors and outside in the playground. All school equipment is private property and is to be cared for and respected as such.

Daily Schedule:

7:30 a.m.

Morning Care Begins

8:30 a.m.

Regular School Drop Off

8:55 a.m.

National Anthem and Morning Exercises

9:00 a.m.-11:30 a.m.

Regular morning classes

11:30 a.m. to 11:50 a.m.

Lunch for all students.

12:00 p.m. - 1:00 p.m.

Outside Playtime.

1:00 p.m. to 3:30 p.m.

Afternoon programming

3:30 p.m. to 4:00 p.m.

Regular pick up time

4:00 p.m. to 5:30 p.m.

After Care

If your child arrives after 9:00 a.m., we ask you to deliver your child to their class with minimal disruption, as program is in session. All children are required to take part in regular scheduled programming. If they are not well enough to go outside at lunch, then they may be too ill to be at school.

We recognize the same statutory holidays as the public school system.

There will be Professional Development days for staff. Specific dates will be posted on our yearly calendar on our website.

The parents section of our school website lists our yearly calendar outlining all special dates. In addition, you will receive via email,

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the monthly calendar prior to the 1st of the upcoming month. Please keep yourself informed on upcoming events. Each school year at Maple Hill begins on the Tuesday following Labour Day.

A child benefits from consistency, therefore the school will always encourage its full time weekly schedule for the child's benefit.

Attendance:

If your child is ill or cannot attend, please notify the school prior to 9:00 A.M. It is important for the school to be notified of all illnesses to ensure the safety and well-being of others. Please notify the school of any planned absences in order for the school to maintain as much consistency of its program as possible.

Extended Care Programme:

7:30 a.m. to 8:30 a.m. *Before Care is always available* (for an additional charge of \$7.00)

4:00 p.m. to 5:30 p.m. *After Care is available* (for an additional charge of \$7.00) *you may use this program any day you require, a courtesy call allows us to prepare your child for this play date.*

Administration must be notified when an emergency situation arises and the pickup time for a child must be extended later than 5:30 P.M. In order to accommodate this request either the Administrator or other staff member must be rescheduled to accommodate the later pickup time. You will be invoiced \$1.00 per minute after 5:30 p.m. for services rendered.

Health and Safety

Cancellation of Classes:

Class cancellation due to weather conditions will be announced on B101 FM and Rock 95 by 6:15 a.m.

Email will be sent out to the email on file to each family by 6:30 a.m.

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Class cancellation for any other reason will result in a direct phone call to the parent.

Student Afterschool Pickup

Only **your** authorized persons, as indicated on the Application Form, will be allowed to pick up your child. Please be sure these names are accurate and up to date at all times. We also require these individuals to provide us with a photo for your child’s file.

A Take-Home Authorization Form is available to give written consent on a per use basis to someone transporting your child on occasion. This form must be given to the Administrative Staff either in person or by fax or email. Please note the school cannot release any child without daily written notification.

Remember to notify the authorized escort to have their identification with them, for approval to be granted from the school.

Children will never be released to unauthorized persons.

Maple Hill Montessori School will not be held responsible for liability when the child is taken off school property by the authorized person or the child’s appropriate pick up person.

Parents are asked not to leave siblings or other children alone in a vehicle while they await a pick up or delivery of a child within our school. This is in direct violation of our insurance policy coverage.

Transportation:

Maple Hill does not provide a bus service to and from any of our locations.

Our school will require transportation for school trips, and physical education programs, this means of transportation will be provided by the school from a contracted school bus company, which may be Laidlaw or Sinton Bus Service, this tender is handed out on a yearly basis.

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Lunch Program

Catered meals are mandatory at a cost of \$4.00 per day for all children 3.8 years and younger. All orders must be made to our administration offices to administer this.

The hot lunch menu is posted on the school website

Remember, all toddler students have their hot lunch provided for no charge.

Snacks

Snacks are provided for all children. A sample of our snacks would be: orange slices, apple slices, carrots, or cucumbers. If your child is enrolled in the Casa program you may provide snacks for your child if you wish. We would like to ask that snacks be of a nutritious nature without sugar or salt additives.

If your child will be using the morning care or after care program we ask that you provide your child with additional snacks and drinks for these periods, as the school will not be able to offer food or drink during these programs.

MAPLE HILL MONTESSORI SCHOOL IS NUT FREE!

Life-threatening peanut or nut allergies are a very real concern. Please do NOT send food products to school that contain or "may contain" peanuts, nuts and bi-products of nuts.

ANAPHYLACTIC ALLERGY! BE CONCERNED! HELP US BE PREPARED!

If your child has an anaphylactic allergy Maple Hill is unable to register him or her until our employees have been trained regarding their allergy. Make us aware of signs, symptoms and first aid treatment. We will schedule you for an onsite session with our employees. During the staff meeting we will discuss your child and their allergy. Please confirm that your child's epi pen is not expired!

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Illness and Accident:

Parents should keep children who are ill at home until they are sufficiently healthy to benefit from the school program. The Simcoe County Health Unit now requires each illness be reported to the school. Therefore, if your child is absent from school we ask that you contact the school to notify them of the symptoms.

All illnesses and their symptoms reported to the school will be emailed to the parents on a daily basis from the office of your campus. It is important that there be clear communication when it comes to illnesses/symptoms and where they originated.

The following symptoms are clear indicators that your child should not attend school, but recover at home:

- Children with respiratory conditions may continue to attend provided they are well enough to participate fully in all activities. Children with streptococcal pharyngitis (strep throat) or bacterial conjunctivitis should receive 24 h of antibiotic therapy before returning to child care.
- Children with diarrhea should be excluded if their stool cannot be contained in a diaper, cannot be controlled by a toilet-trained child or if there are signs of bacterial enteritis (with fever, or blood or mucus in the stool).
- Children with vomiting or a fever within 24 hours of attendance should be excluded
- Children with soar, red, tearing or crusty eyes (pink eye)
- Children with extreme congestion in combination with thick yellow/green phlegm
- Children with Head Lice

Should your child contract a communicable disease, you must advise the Administration immediately; some diseases must be reported to the Health Unit immediately. The school shall not be held responsible for illnesses that occur with children enrolled at the school that are not vaccinated.

Children who are found with any of the above signs or symptoms or become ill at school will be removed from the classroom to

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avoid spreading the illness. The parent or emergency contact will be notified to come and pick up the child. If the child cannot be picked up immediately, then he/she will be resting in the school administrative office until pickup can be arranged. Please remember that sick children will not be happy at school and pose a threat to other children's health. It is the parent or guardian's responsibility to keep sick children at home.

In the case of a minor accident at school, parents will be notified at the end of the school day. The incident will be documented and parents will be asked to sign a form of acknowledgment. In the case of an emergency where the child requires medical attention or needs to go home, the parent(s) will be called immediately. In the event that the parent cannot be reached, the emergency number provided will be contacted.

In the case of a serious emergency, the child will be sent to the Royal Victoria Hospital via ambulance. Parents will be notified immediately.

Upon registration the parent must notify the school with respect to any medical, physical, and/or emotional challenges the child may be facing. If the school agrees to accept the registration it will be the parent's responsibility to hire and reimburse an educational assistant if required. Three week assessments are done on each new enrolment. A follow-up meeting will be arranged to summarize this evaluation, if necessary.

Medications:

If your child requires a medicine provided through a medical prescription, the medicine must be provided in the original container, labelled with the child's name, the dosage, and the date of the prescription, the expiry date, and the dosage instructions. The instructions must also be communicated verbally to the Directress, the Supervisor, or the Administrator. Medication can not be administered, unless it is a marked



prescription. Students in the full-day programme will be given their medication, providing that the parent(s) sign the Medication Book, located in the office.

Potty Training:

Potty training is reviewed with all children within their class at the beginning of each year. This is done to identify the knowledge and ability of each child. It is important to note that it is natural for some children to regress with this process due to changes within their lives; an example of this would be, going to a new school. The teacher take their entire class to the washroom and run through the bathroom routine on an hourly basis, this helps to institute consistent bathroom routine.

We understand that at the entry level of 18 months up to 3 years of age may pose some challenges with respect to potty training. It is expected by the staff of Maple Hill that occasional accidents may occur. With aggressive toileting training between parents and school the parents can be rest assured that children at our school will complete toilet training within the two months of registration, but if the child is not progressing to this point, we may suggest that your child take part in Junior Casa (toddler) program.

Fire Drills and Code Drills

Fire drills and Code Drills take place on a monthly basis at various times. The instructors make sure the students are very familiar with specific routines & exits, therefore daily footwear is mandatory.

Emergency Evacuation Site:

In the event of emergency evacuation, children will be taken offsite, to a scheduled facility that has granted permission for evacuation if one should occur. Please contact your schools administration for details regarding this facility. Parents will be contacted as soon as possible, should an emergency event occur.

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Celebrations and Special Events

Birthdays:

Birthdays are special at Maple Hill Montessori. We celebrate without the need for materialistic items.

Each student on or near the special day may enjoy their celebration of holding the Canadian Flag for the group to sing our National Anthem. Then the group will sing Happy Birthday to your child! Remember to deliver your child before 8:55 for them to take advantage of this very important exercise. This becomes very important for each child.

The school has instituted a "Birthday Board". This bulletin board is always located at the main entrance of our facilities. This bulletin board is to be used by our families to celebrate their child's special day. If you are so inclined you may decorate a Bristol board with your child's and family member's photos. This is a way for our school to celebrate with your child as well as getting to know your family.

You may wish to provide a special snack for the child and appropriate classmates on his or her birthday. Snacks will be eaten during afternoon snack. Rice Krispie Squares are preferable, as the sugar is limited.

Please remember to avoid all products that contain or may contain nuts or traces of nuts. Parents, if your child has a special allergy that would prevent him or her from enjoying a typical party snack, please feel free to provide your teacher with a substitute to have on hand, we will label a special snack with your child's name on it so that throughout the year your child will be able to celebrate with their friends without the dangers of allergy symptoms occurring.

School Photographs:

Arrangements for this are usually done in October every year. Your child's photo will be taken along with their class. Sibling shots are offered as an option. Families can purchase their photos in November. There is no obligation to purchase.

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Calendar of Events, Speakers and Trips

Our calendar of Events will be posted in the Parents Section of our website each month. The special events including trips will also be listed in your monthly newsletter one month prior to the event.

In Preparation for School

Backpack or School Bag

It is a good idea to have a knap sack or similar baggage to carry daily belongings in. We would also suggest a simple bag to hang at our child's hook to hold additional clothing and needed items. *(Please mark all items with permanent marker or sewn labels on each of your child's items).*

Clothing

When Toilet Training:

- 2/3 pair of pants, 2/3 pair of underwear, 2 pair of socks, diaper wipes
- Indoor shoes are mandatory: slippers or crocks work best (we will lead you into Velcro/buckles and laces when they are ready). Work boots and fancy laced shoes are cute but very difficult to manage.
- We ask that each child have a change of clothes. The clothing should include: pants/shorts, top, underwear (2 pair for a young child), socks (2 pair for a young child). Indoor and outdoor shoes must be provided daily. It is also recommend that Velcro shoes be sent in unless your child is capable of tying their own laces. Crocs or sturdy slippers work best.

We like to suggest that you keep the following at school during each season:

Winter:

- a spare snow suit for play, nylon mitts, hat, winter boots, extra pair of pants, 1 pair of underwear

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Fall and Spring:

- A spare snow suit or rain suit for play, nylon mitts, hat, rubber boots, extra pair of pants, 1 pair of underwear, bug spray or sunscreen.

Phys Ed Clothing

Phys Ed will run (for the most part) on Friday afternoons. Please have your child dress in comfortable, roomy clothing this day. The children will not be changing their clothing for any gym programs. If, however, there are special clothing requirements for skating, skiing, swimming etc., you will be notified via the school newsletter.

Toys

Children have access to a world of shared Montessori materials while in attendance at the school. Toys coming from home will be put in their backpack upon arrival. Labelled outdoor play equipment is an exception (basketballs, skipping ropes, hoola-hoops etc) can be utilized during recess times, but the school is not responsible for loss or damage.

Summer Camp

Maple Hill Montessori Summer Day Camp has brought children together for memorable summers of fun and Montessori learning. We know each child has specific interests our camps are developed with this in mind. That a busy child is a happy child, so our qualified, fun instructors offer an exciting programme that will engage, amuse and challenge every child for children 2.5-10 years of age in their area of interest. Consistency is the emphasis for our children 18 months-2.5 year old children. These children remain with a toddler teacher each week that they are in programme. Their routine and program virtually remains the same.

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Policies and Procedures for Students and Families of Maple Hill

Each parent and child needs to be familiar with the school's Policies and Procedures and confirm that they will follow this contract. The document includes our concentrative efforts towards a peaceable society, what is acceptable and unacceptable behaviour at Maple Hill Montessori School. This document needs to be signed by parent and discussed with child. Your child may sign our policy (*if your child is a minimum of 4 years old*) The school required the last sheet of the policies to be signed, dated, and returned back to the school before classes commence (please keep your policy book for future reference).

Discipline:

Rest assured that Maple Hill Montessori School is sensitive to the needs and emotions of all its students. Your child will be guided to understand why his/her action was incorrect for the situation, and be given the tools to make better choices in the future.

- Students will not use poor language when speaking to others.
- Students will not misuse school equipment, toys or materials.
- Students will not harm themselves or their friends
- Students will not harm their environment
- Students will not assault another child, teacher or adult.
- Students are expected to listen & communicate when spoken to.

If a child is in conflict, with any of the five missions listed above, the school staff will take the following steps:

1. Teacher will discuss the concern with the child. Verbal communication on how each situation could be handled correctly.

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2. If the challenge continues, the teacher will re-direct the child
3. If the challenge continues, the child will be put on time out, if warranted an incident report is completed
4. If the child continues to create a challenge, the child will be
 - a. directed to the office
 - b. the parents will be contacted, incident report will be written up
5. If this behaviour continues, the same day or the days following:
 - a. The child may be excused from classes for a day
 - b. The child may be put in detention for a specific amount of time

Maple Hill Montessori School is proud to offer a peaceable setting to its children. Therefore children agree to conduct themselves appropriately; this will ensure the ongoing welfare of all students and staff of the school. Maple Hill asks that each family make their child aware of the Code of Conduct. If a child is 4 years +, the child will be asked to sign a copy of the Code of conduct such that they take "ownership" of and responsibility for the rules.

Defining Montessori

The Montessori Method of teaching aims for the fullest possible development of the whole child, ultimately preparing him for life's many rich experiences. Complemented by her training in medicine, psychology and anthropology, Dr. Maria Montessori (1870 - 1952) developed her philosophy of education based upon actual observations of children.

Children pass through *sensitive periods* of development early in life. Dr. Montessori described the child's mind between the time of birth and six years of age as the "absorbent mind". It is during this stage that a child has a tremendous ability to learn and assimilate from the world around him / her, without conscious effort. During this time, children are particularly receptive to certain external stimuli. A Montessori teacher recognizes and takes advantage of these highly perceptive stages through the

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introduction of materials and activities, which are specifically designed to stimulate the intellect.

Encouraged to focus her attention on one particular quality, the child works at her own optimum level – in an environment where splendor and orderliness are emphasized and appreciated. A spontaneous love of "work" is revealed as the child is given the freedom (within boundaries) to make her own choices.

Montessori teachers are trained facilitators in the classroom, always ready to assist and direct. Their purpose is to stimulate the child's enthusiasm for learning and to guide it, without interfering with the child's natural desire to teach him and become independent. Each child works through his individual cycle of activities, and learns to truly understand according to his own unique needs and capabilities.

Everything in a Montessori classroom has a specific use or purpose. There is nothing in the prepared environment that the child cannot see or touch.

A quality Montessori classroom has a busy, productive atmosphere where joy and respect abound. Within such an enriched environment, freedom, responsibility, and social and intellectual development spontaneously flourish!

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Our family has read, and was informed on the school's policies during the school Orientation night. We will confirm that we understand accept the outlined Policy and Procedures established by Maple Hill Montessori as it is outlined in this book, for my child/ren and our family.

Family Name: _____

Student's Name: _____

Signature

Date

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