



Building a Strong Foundation

# OFFICIAL PARENT HANDBOOK

"The role of the teacher in a Montessori environment is to observe, guide and direct the child towards the fulfillment of their unique needs and their potential. In this atmosphere of acceptance and respect the whole child will be developed, resulting in a more confident, self-motivated personality who pursues knowledge with great joy"

Dr. Maria Montessori

## MESSAGE FROM OUR HEAD OF SCHOOL

Welcome to another fantastic and exciting new school year at Prestige Montessori!

Choosing a school that fits the needs of your child is the one of the most important and most difficult decisions that parents must make. While visiting different schools, the most important question is whether this school fits in with the needs and the expectations you as parents have. At Prestige Montessori, we are constantly striving to be the best at what we do, and that is not only educating your children, but providing a fun, nurturing, and loving environment for all children.

Prestige Montessori's philosophy is based on the Montessori principles, created by Dr. Maria Montessori, and has been used for over 100 years. We teach children to be self-motivated, independent beings that are able to reach their highest potential.

Each child works independently as well as in a group, learning to respect the needs of others as well as their own. A love of nature, as well as a sense of responsibility for others and their environment is an important part at Prestige Montessori. This is achieved by encouraging the children to have fun and develop meaningful friendships.

At Prestige Montessori we believe in "Open Communication" with our parents. We constantly strive to make sure that parents have all of the information needed to support their children. At Prestige Montessori, we provide a safe, environment in which children can explore, create and develop their own creativity, and move at their own pace.

Parents that enroll at Prestige Montessori are encouraged to attend all of the Parent Information Nights, which fosters open communication, which in turn benefits each child.

We have prepared this handbook to assist you with information on our school and the various programs that we offer. Feel free to read through at your leisure. If you have any questions, feel free to contact me at the school at (905) 825-8804.

We are all looking forward to fantastic school year!

Sincerely,

*Claudia*

Claudia Abramowitz

Head of School

## MONTESSORI PHILOSOPHY

Dr. Maria Montessori (1870-1952) developed the Montessori Method in the early 1900's. Her academic background in medicine, psychology, and anthropology combined with clinical observations of children were the basis for the development of her philosophy of education.

Dr. Montessori observed children's natural development and responded by identifying significant and unknown facts about their behaviour. She believed that during a child's early years they pass through "sensitive periods" during which they are particularly receptive to certain stimuli, and are easily able to absorb, learn from the world around them. She developed highly specialized forms of materials that provide a source of satisfaction to the child and promote concentration and co-ordination corresponding to the individual child's rate of progress.

Dr. Montessori insisted that the classroom had to be a child friendly, orderly, and non-competitive place where children are given freedom to choose and indulge their love of work. This was called "prepared environment"

The role of the teacher in a Montessori environment is to observe, guide and direct the child towards the fulfillment of their unique needs and their potential. In this atmosphere of acceptance and respect the whole child will be developed, resulting in a more confident, self-motivated personality who pursues knowledge with great joy.

In Montessori, the preschool level is referred to as Casa. The developmental needs of each child met through role modeling and motivation. The older students provide the younger students with assistance which is mutually beneficial.

## MISSION STATEMENT

BUILDING A STRONG FOUNDATION is the fundamental principle governing Prestige Montessori's approach to learning. The whole child (physical, social, emotional, and intellectual) must be the focal point of our activities so they can develop at their own pace.

Prestige Montessori's aim is to provide:

- A sound, balanced, educational program that is challenging to each child.
- A supportive, caring, safe, nurturing, and prepared environment for each child.
- Creative, stimulating, and challenging activities to suit each child's needs.
- English, Mathematics, Science, Geography, Zoology, History and Botany.
- French, Spanish, Art, Music appropriate to each age group and ability

Prestige Montessori offers

- Low teacher-student ratios.
  - Bright classrooms.
  - Fully-equipped with new Montessori materials in each classroom.
  - Individual lesson plans and instruction to suit each child.
  - Experienced, Montessori accredited, and caring staff.
  - French, Spanish for Upper and Lower Casa students only.
  - Professionally developed programs in music and art.
  - Extended Care (before and after)
  - Close communication with parents.
  - Parent Council
  - Comprehensive student progress reports (semi-annually in December and June).
  - Catered lunches and snacks.
  - Secure outdoor playground.
- \*\*Summer camp available\*\***

- Uniforms for Upper and Lower Casa— mandatory started for 2011-2012 school year, for prices see the administration office.

## PRESTIGE MONTESSORI Program Statement Implementation

### Policy

### POLICY

Prestige Montessori is a full-time full Montessori School, based on the philosophy and teachings of Dr. Maria Montessori.

BUILDING A STRONG FOUNDATION is the fundamental principle governing Prestige Montessori's approach to learning. The whole child (physical, social, emotional, and intellectual) must be the focal point of our activities so they can develop at their own pace.

Our school is divided into three classes being Pre-Casa/Toddler for children from the ages of 18 months to (3) Three years of age, the second class being our Lower Casa program, from the ages of 31 months to (5) Five Years of age, and then finally our Upper Casa class from the ages of 44 months to 67 months of age. We are governed under the Ministry of Education, and abide by the policies and procedures set out below, and how these policies and procedures are carried out in each classroom, including prohibited practices, and the consequences if a staff member is in contravention of any of these policies.

### PROCEDURE

1. The Administrator/Supervisor will make sure that written policies and procedures for all staff are set out.
2. The Administrator/Supervisor will review, at least annually, with each staff member, all of the policies and procedures, set out, before each staff member begins employment. The Supervisor/Administrator will also review with any volunteer or teacher student before they interact with any children at Prestige Montessori

3. The Administrator /Supervisor will keep a log, or written sign-off form record to ensure that all staff will sign-off, and date, that they have read, reviewed and understood the policy before interacting with any child at Prestige Montessori
4. Within those policies, the Administrator/Supervisor will explain the consequences to each staff member, volunteer, student teacher if they are in contravention of any or all of the policies set out at Prestige Montessori.
5. The Administrator/Supervisor will make sure that there is written evidence that each staff member, volunteer, and teacher student has read review and understood all policies and procedures at Prestige Montessori.
6. The Administrator/Supervisor will ensure that each staff member, Student teacher and each volunteer is made aware of any changes in any or all of the policies, and will review with each person the said changes.
7. Each person will then re-sign the sign off page to ensure that they have read, reviewed and understood any changes to the policies.
8. The Administrator/Supervisor will be monitoring to show compliance with the schools Program statement. as well as the Prohibited Practices policy by observing the teachers in their classroom during the school day lesson period, as well as throughout the day. Lesson plans will be submitted to the Supervisor for approval, on a specific date of each month, and once approved then posted in the classroom.
9. Monitoring for the approaches set out in the Program Statement, as well as Prestige Montessori's Prohibited Practices policy will be carried out by observing the classroom, and interaction of each teacher with the children to ensure complete compliance and to make sure that the said policies are being adhered to. The consequences for not adhering to both the Program Statement policy as well as the Prohibited Practices policy will result in corrective action, first being a verbal/written warning, and a review of the said policies. Once reviewed, signed off by both the teacher and the Supervisor/Administrator conducting the review. The Administrator/Supervisor will conduct a follow-up

observation to ensure that these policies are being complied with in the classrooms. These observations will be documented, by the Supervisor. by which the supervisor will be conducting an observation of each classroom teacher to ensure compliance, and will be documented on a Prohibited Practices monitoring form that will be kept in each staff members file and will be monitored annually by the Supervisor. This will ensure compliance. The results will be discussed with each teacher and then signed off on.

#### PROGRAM STATEMENT GOALS AND APPROACHES

1. Prestige Montessori promotes the health, safety, nutrition and well-being of the children by offering a delicious catered meal, and snacks which follows the Canada food guide, and is enjoyed by the children. Milk, not juice, served on a daily basis with lunch and snacks, which promotes good health.
2. Prestige Montessori supports positive and responsive interactions among the children, parents and staff by having monthly staff meetings, and discuss situations that have occurred during the month and how to handle it by role playing the situation.
3. We promote and foster the children's exploration, play and inquiry by encouraging the use of positive language and to respect their classmate's environments, and personal space. We also encourage each child to talk to the other person they have had a conflict to resolve it amongst themselves first before getting the teacher involved.
4. We promote child-initiated and adult supported experiences by encouraging each and every child to explore activities that are provided for them, which can change monthly depending on monthly themes. These activities are first shown to the child as to the correct way in which the activity should be done, and then is repeated with the teacher by the child to ensure it is done correctly.
5. Prestige Montessori plans for and creates positive learning environments and experiences in which each child's learning and development would be supported by each teacher following the child as to their interests and questions and then we try to create that environment to foster that child's area or theme.
6. We incorporate indoor and outdoor play into our daily schedule, in addition to rest and quiet time, and give consideration to the individual needs of each child. By adjusting the daily schedules of

children who are not sleeping or resting, this ensures that the needs of the children napping or resting are respected.

7. With term ending report cards, parent teacher interviews and initial phone interviews relaying progress of each child to the parents this fosters continuous communication and engagement of the progress of each child to the parents. We also involve our parents by emailing monthly newsletters and on-going correspondence in order for each and every parent to be aware of all information about the school.
  8. By involving our local partners, like the local fire department or the local police department, as well as partners such as local restaurants this will allow our school to have the communities support.
  9. At certain times throughout the school year, Prestige Montessori does allow student teachers, provided that they have their paperwork up-to-date, include a vulnerable screening and police check, to fulfill their school student hours in order for them to complete their diploma course. This will always be communicated to the parents before the student teacher starts in order to keep the parents in the loop.
  10. At Prestige Montessori, we are always reviewing our most current policies to the teachers the staff and of course the parents in order for a successful year. These strategies are documented and conveyed in monthly newsletters, so that the partnership of school and parent is seamless. As a group, meaning all of our staff, twice per year attends seminars, which are geared towards Montessori, which shows new and different ways in fostering development in each child.
1. Prestige Montessori uses the parent/teacher interviews as a time to not only discuss their child's progress but to discuss strategies that parents may be able to use at home as well, and vice versa. We are always open to hearing parent's opinions and give us feedback so that we are all on the same page.

Prohibited Practices include the following:

1. Corporal Punishment of any child
2. Physical restraint of children, such as confining for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of

preventing a child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.

3. Locking the exits of Prestige Montessori 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 Prestige Montessori's emergency policies and procedures.
4. 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.
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use clothing or bedding
6. Inflicting any bodily harm on children including making children eat or drink against their will.

Authority: CCEYA, 2014, O. Reg 137/15, 75,76

Revised: January 2017

## PROGRAMS

Prestige Montessori offers variety of educational as well as social programs to help children and their parents.

1. **PRE-CASA / TODDLER:** An introduction to the Montessori curriculum for children from the ages of 18 months to 3 years of age expanding vocabulary, developing memory and matching skills while incorporating the Montessori philosophy including the 5 areas of the classroom. Potty training is NOT mandatory for this program. Teacher to student ratio is 1 to 5

2. **LOWER CASA**

Lower Casa programs are offered to children between the ages of 2 to 3.8 years of age, provided they are potty-trained, and they are academically ready. A full-time program is the only option for this program. Teacher to student ratio is 1 to 8.

3. **UPPER CASA**

Upper Casa programs are offered to children between the ages of 3.9 to 7 years of age. A Full-time program is the only option for this program. The teacher to student ratio is 1 to 13.

## SUPPLEMENTARY SUBJECTS

Participation in all three supplementary subjects cannot be guaranteed for students who attend part-time

### MUSIC

**PRE-CASA / TODDLER-** 1 hour per week

**LOWER CASA—**Group Vocal — 1 hour per week

**UPPER CASA—** Group Vocal — 1 hour per week

**FRENCH ( Upper and Lower Casa only)**

LOWER CASA— Conversational — 1 hour per week  
UPPER CASA- Conversational- 1 hour per week

**SPANISH ( Upper and Lower Casa Only)**

LOWER CASA- Conversational — 1 hour per week  
UPPER CASA — Conversational — 1 hour per week

**PHYSICAL EDUCATION**

PRE-CASA/TODDLER - daily access to outdoor play area, for a minimum of 30 minutes per day (AM&PM recess), weather permitting as well as visits to the park and participation in nature walks.

UPPER AND LOWER CASA — daily access to outdoor play area (AM&PM recess), for a minimum of 30 minutes per day weather permitting as well as visits to the park and participation in nature walks.

**FIELD TRIPS**

All students enrolled in our Upper and Lower Casa are taken (fall and spring) on field trips to exciting, educational and fun places. Field trips are not included in the school's tuition and are in addition to the tuition. Field trips taking place will depend on signing your child up for these trips.

**THERE WILL BE NO SCHOOL, IF THE FIELD TRIP GOES AHEAD.** These trips will always relate to relevant material being studied at the time. Parents are encouraged to participate and accompany their child on these trips. Attendance to field trips is open to all students registered in Prestige Montessori's Lower, Upper, and Pre-Casa program. All field trips will require at least one parent in attendance with your child, as a condition of attendance. If a parent can not attend, you can have a grandparent go in your place. **NO CHILDREN WILL BE ALLOWED TO GO ON THE FIELD TRIPS WITHOUT AN ADULT IN ATTENDANCE. FOOD IS NOT PROVIDED FOR ANY FIELD TRIP, SO WE WOULD ASK THAT YOU PROVIDE A HEALTHY NUT FREE LUNCH AND SNACKS FOR YOUR CHILD, AND YOU.**

## MONTESSORI ENVIRONMENT - PRE-CASA/TODDLER

The Montessori Pre-Casa/ Toddler program for children 18 months to 3 years of age involves a series of activities that are sequential, manipulative, and sensorial. These activities take advantage of the sensitive periods of a child's development, and bridges the gap between concrete and abstract learning. The Pre-Casa/Toddler environment involves five main areas: SOCIAL, PRACTICAL LIFE, LANGUAGE, SENSORIAL, AND MATHEMATICS,

### 1. SOCIAL

Teaching the children about self-esteem, self-care and self-respect is part of the curriculum in our pre-Casa/toddler program. Through the use of songs, games and activities, our program will enable each child to respect themselves and others in their environment

### 2. PRACTICAL LIFE

Practical Life exercises include skills for everyday living that assist the child to master motor functions and offer them the means to take care of themselves and their environment. These exercises are classified under headings of Preliminary Exercises, Care of the Environment, Care of Self, Grace and Courtesy, and Movement. Tasks included are: zipping, shoe polishing, buttoning, and scrubbing tables.

### 3. LANGUAGE

In our new Pre-Casa/Toddler program, we spend time developing the child's vocabulary while building their language skills. Circle time, stories, games and daily activities play an important role in each child interacting with their classmates. Learning to take turns, share, and participate within the circle. Children through involvement and being interested in the areas discussed will stimulate and help them learn quicker when they are at school. These skills learned will help when they eventually learn to read and write.

### 4. SENSORIAL

Sensorial materials enable the child to heighten their senses and perceptions. These materials encourage investigation of visual, auditory, tactile, identification and discrimination of their senses.

The sensorial materials provide a solid foundation for mathematics, geometry, geography, history, botany, art, and music. They have a built-in control of error that allows for individual work and repetition. The materials enable the child to work independently, unafraid of making mistakes, becoming comfortable with the fact that errors are essential in the process of learning. Exercises include are Colour Boxes, Geometry Cabinet, The Pink Tower, Sound Boxes, and Fabric Boxes.

Following these early exercises, academic materials are presented as the child's interest develops.

#### S. MATHEMATICS

Learning to identify numbers, colours and shapes and letters encompasses this area in our pre-Casa/toddler program. They will be introduced to the recognition of basic shapes, numbers and colours through hands-on activities, weekly themes, games, songs and stories. even including art projects. This approach will reinforce everything that is being taught.

## MONTESSORI ENVIRONMENT - Casa (Upper and Lower)

The Montessori program for children 2 to 6 years of age involves a series of activities that sequential, manipulative, and sensorial. These activities take advantage of the sensitive period's of a child's development, and bridges the gap between concrete and abstract learning. The Casa environment involves five main areas: PRACTICAL LIFE, SENSORIAL, LANGUAGE, MATHEMATICS, and CULTURE.

#### 6. PRACTICAL LIFE

Practical Life exercises include skills for everyday living that assist the child to master motor functions and offer them the means to take care of themselves and their environment. These exercises are classified under headings of Preliminary Exercises, Care of the Environment, Care of Self, Oruce und Courtesy, and Movement. Tasks jncjuaed are: zipping, shoe polishing, buttoning, and scrubbing tables.

## 7. SENSORIAL

Sensorial materials enable the child to heighten their senses and perceptions. These materials encourage investigation of visual, auditory, tactile, identification and discrimination of their senses.

The sensorial materials provide a solid foundation for mathematics, geometry, geography, history, botany, art, and music. They have a built in control of error that allows for individual work and repetition. The materials enable the child to work independently, unafraid of making mistakes, becoming comfortable with the fact that errors are essential in the process of learning. Exercises included are Colour Boxes, Geometry Cabinet, The Pink Tower, Sound Boxes, and Fabric Boxes. Following these early exercises, academic materials are presented as the child's interest develops.

## 8. LANGUAGE

Children have an endless capacity to expand and enrich their language, and as a consequence, a desire to read and write. Educators know that language is not something taught by another, but something created by the children themselves. The educator's responsibility is to facilitate the process. Using activities such as Sandpaper Letters, the Movable Alphabet, and Metal Insets the children learn to write and through the use of phonetic sounds learn to read.

## 9. MATHEMATICS

Mathematic material in a Montessori environment give the children a concrete sensorial experience of the abstraction that is the essential element of math, allowing them to store concepts, that later will allow them to deal with those in abstract terms. Children learn Addition, Multiplication, Subtraction, and Division through materials appropriate to their development, thereby achieving an understanding on which to build a strong foundation for their future education.

## 10. CULTURE

This area in a Montessori environment includes caring for plants and animals. It also includes French, Spanish, Science, Botany, Zoology, Geography, History and finally Art. These areas all contribute to the child having a broader knowledge and awareness of the global environment. Activities such as singing, finger plays, arts and crafts the child's creativity is brought out. An essential part of their learning is having fun and be a part of the community of friends within the classroom.

Each child enrolled in this program must be free of diapers. meaning that each child is able to go to the bathroom with very limited assistance as well as being not only age appropriate, and must be academically ready. Diapers and pullups are not allowed.

### SCHOOL HOURS

Our hours of operation will be 7:00 am to 6 pm, and the school will run 12 months a year.

### ARRIVAL & DISMISSAL

At the beginning of either the morning or afternoon program the student must be accompanied to the front of the school and presented to the child's teacher by the parent(s). At no time is the child left to be unattended.

Each student will be encouraged to hang up their coat and change their shoes/boots independently to prepare for class. Regular and punctual attendance is important. Please notify the school if your child is going to be absent by 8:30 am that morning. If the absence is pre-planned please let the school know by telephone or by email 24 hours prior.

The students will be dismissed by their classroom teacher.

No students will be released from school until they are picked up by an authorized adult. If an alternate person is to pick up your child, the School Administrator MUST be notified 24 hours prior. and the person must have identification with or the child can not be released until the alternate is verified by the parent(s). If you wish to have your child dismissed early. the school must be notified in advance. All children not enrolled in our aftercare program must be picked up by 4 pm or a \$50 charge will be applied for the first 15 minutes, and after

that time, Children's Aid will be called. We give you one hour to pick up your children.

### BEFORE AND AFTER SCHOOL PROGRAMS

Programs are provided for all students registered between the hours of 7:30 a.m. and 9 a.m. and 4:00 p.m. and 6:00 p.m. for an additional charge. All students must be pre-registered for all extended care programs.

PLEASE NOTE THAT PARENTS WILL BE RESPONSIBLE FOR THE ENTIRE BEFORE/AFTER SCHOOL PROGRAM FEES ONCE THE CHILD HAS BEEN REGISTERED. ONCE REGISTERED NO CANCELLATIONS WILL BE ALLOWED.

### OUTDOOR RECESS (Weather Permittina)

Outdoor recess is an integral part of the Montessori program, and each class has a scheduled outdoor playtime.

PRE-CASA/TODDLER — Each pre-Casa/Toddler class has a recess period of a minimum thirty minutes per day.

UPPER & LOWER CASA — Each Upper and Lower Casa class has a recess period of a minimum of thirty minutes daily.

All students are expected to participate in outdoor recess daily. Weather appropriate clothing must be brought to school each day, so that each child can be well prepared to participate. During the winter months, boots, snow

suits, mitts or gloves and hats are mandatory. In summer months, a hat and sunscreen is mandatory. Please provide your child with a labeled re-usable water bottle, which can be taken home on a daily basis for cleaning. Any personal items for your child must be permanently labeled.

## LOCATION

Prestige Montessori School is located at 2530 Third Line, Units 1 , 2, 3, Oakville, Ontario 16M OG8

By phone - You can reach us at (905) 825-8804

By fax - (905) 825-2889

By E-mail — [prestige@bellnet.ca](mailto:prestige@bellnet.ca)

Website — [www.prestigemontessori.com](http://www.prestigemontessori.com)

## PARENT COMMUNICATION

Monthly newsletters are sent out to all parents via email to inform parents of upcoming events, school outings, and advise parents of updates to any school policy. Our school hosts two or three Parent Information Evenings to review curriculum and highlight upcoming events. Open communication between home and school is important, and an essential component to monitor your child's progress. Teachers will formally contact the parents twice per school year and will offer either by telephone or in-person Parent Teacher Interviews twice per year.

## BIRTHDAYS

Birthdays are a very special time in a child's life, and we encourage parents to help us celebrate their child's birthday. For these celebrations parents are asked to send in a fruit, vegetable, or cheese platter that can be shared with all of the children in their classroom. Birthday cakes, and/or cupcakes are permitted providing they are in accordance with our Anaphylaxis Policy, and are NUT FREE. The label MUST say NUT FREE on it for us to accept it. Any items given to us that do not have this on the label will not be served, and will be returned to you.

One week prior to your child's birthday, they are asked to bring in a picture for each year of life to date from birth to current. These photos will be used to make a timeline which will be presented to the class during their birthday celebration. and will be returned in a timely fashion.

## EMERGENCY CLOSURES

During the winter months, it may be necessary, from time to time, to close the school early due to inclement weather. Our website will be updated to reflect any closures due to inclement weather. In the event that the traditional schools are closed then Prestige Montessori will also be closed.

Other emergency situations may mandate a School Emergency Closure (chemical spill, power failure).

In all instances, Prestige Montessori's website, or an email will be sent out to all parents which will contain a message notifying you of a school closure.

## EXTRA CLOTHING

Parents are asked to leave an extra set of uniform clothing for their child (ren), in case of an accident or emergency. All clothing will be kept in the classroom and should be in a clear plastic Ziploc bag and must be properly labeled.

Prestige Montessori assumes no responsibility if a child's clothes are lost or stolen.

## INDOOR SHOES

A pair of indoor shoes is required for all children during the academic school year.

## APPROPRIATE SEASONAL CLOTHING

**Make sure to send appropriate clothing for daily outdoor recess time. PLEASE REMEMBER TO LABEL ALL ITEMS. Prestige Montessori assumes no responsibility if a child's clothes are lost or stolen.**

## UNIFORM

Prestige Montessori has moved to requiring a school uniform, for our Upper and Lower Casa program only, which is mandatory. This uniform must be worn to school each day, failure to do so will result in the parent returning with the school uniform. If it continues, the child may not be allowed back to school. We also ask that each student obtains a school hat to be worn on school outings to keep track of all of our children. This hat can be purchased through the school office.

**Parents who have enrolled in our Pre-Casa/Toddler program are not required to purchase a school uniform, however are required to purchase items that are school colours ( i.e. Navy pants, and light blue or navy blue shirts, with no logo)**

## FIRE DRILLS

Prestige Montessori must meet all safety requirements imposed by the fire and health departments. Fire drills are explained and practiced with the students on a regular basis. Fire extinguishers and smoke detectors are checked annually, and fire safety procedures are reviewed with each staff member, and are posted in each classroom.

## LUNCHES AND SNACKS

**PRE-CASA/TODDLER** — A mandatory catered lunch and snack program is provided by the school. All students are mandated to participate as per Ontario Ministry regulations (Day Nurseries Act)

**UPPER & LOWER CASA** — A mandatory catered lunch and snack program is provided by the school. All students are mandated to participate as per Ontario Ministry regulations (Day Nurseries Act)

All parents must abide by these guidelines and they are a condition of enrollment evidenced by the signature of the parent on the school's application form and enrollment agreement.

### FOOD ALLERGIES

In our continued effort to provide a safe environment for all children, Prestige Montessori is a banned zone for nuts and sesame seeds and we request that no child bring products containing these foods to school in consideration of certain students who may be severely allergic to these products, and to which exposure could evoke anaphylaxis reactions which may have serious medical repercussions.

All teachers and staff have information on the allergies of each student and they try to maintain a close supervision of the food that is eaten by the children. However, the school, its directors, agents, and employees accept no responsibility for any accident or illness to a student occurring from any cause.

### MEDICAL/EMERGENCY INFORMATION

If your child is ill or appears to be ill before school, he/she should not attend school. Children have regular contact with each other and infections can spread rapidly. The Public Health act (Sec. 75, SS 1-5) gives the Administration of Prestige Montessori the authority to exclude children who are suffering from a communicable disease. The minimum periods of exclusions are as follows:

Fever	If your child has a temperature of 37.5 degrees or higher they must be absent from school for a period of 24 hours , and can return 24 hours after fever has subsided
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Vomiting	One or more episodes of vomiting within the previous 24 hours. The child can return 24 hours after vomiting has ceased
Diarrhea	24 hours after diarrhea has ceased
Norwalk Virus	48 hours after diarrhea stops
Measles	7 days from appearance of rash
Rubella (German measles)	7 Days from appearance of rash
Rubeola (Red Measles)	At least 7 days after rash begins
Chicken Pox	At least 7 days or until all scabs have disappeared
Mumps	For at least 9 days after swollen glands first appears.
Scarlet Fever	
Strep Throat	until antibiotic has been taken for 1 full day
Whooping cough	until antibiotic has been taken for 1 full day
Pink Eye (Conjunctivitis)	until antibiotic has been taken for 5 full days, or if untreated 3 weeks from onset
	Until the medication doctor prescribes has been Taken for at least 1 full day or until eyes are clear and free of discharge

The Immunization of School Pupils Act, 1982 legislates that all pupils in school be fully immunized against measles, mumps, rubella, diphtheria, tetanus, and polio.

Students without current immunization cannot be admitted to Prestige Montessori without prior health department notification of exemption. The child's family doctor will have to submit evidence that the child has been properly immunized before he/she can be admitted to the school.

If your child has a particular medical condition which could affect him/her during the school the Administration must be informed before the student is admitted to school. It is the parent's responsibility to ensure that all medical forms and records are current so as to enable the school to be able to take the most appropriate action if/when necessary.

If your child becomes ill during school, and it is determined that they have a fever, you will be notified, and it is the parent's responsibility to come and take the child home as soon as possible.

**In the event that your child develops a fever at home, then please do not send in your child, as it may infect other children. They must be fever free for a minimum of 24 — 48 hours, before they can return to school.**

In the event of a serious emergency, the student will be taken to either a doctor, or to the nearest hospital, and it is the parent's responsibility to come and take the child home. If the parent(s) are not available and emergency treatment is required the parent's emergency signature will be used to obtain medical treatment for the child.

### OFFICE HOURS

The school office will be open Monday to Friday from 9:00 AM to 4:00 PM. The School Director and/or Head of School are also available after hours strictly by appointment only.

### PARENT INVOLVEMENT

Parents are of great assistance to both staff and students. Without sufficient adult supervision, some field trips may not be possible. Siblings which do not attend the school are permitted to attend, at a cost, field trips. When required for special events.

Observations of children are encouraged at Prestige Montessori. Parents who would like to observe their child during any given day must make an appointment with the Administration office, to make arrangements, prior to the observation. The observation will only be allowed via the outside viewing window, and provided there is no disruption of the classroom schedule for a period of maximum 15 minutes.

Student teachers and/or volunteers will not be allowed to supervise any children and will not be counted as part of the teacher student ratio. and will be supervised by an employee of Prestige Montessori at all times throughout the school day.

### PROBATION PERIOD

All students enrolled at Prestige Montessori's Upper Casa program MUST be toilet trained. The use of diapers or pull-ups will not be allowed, or accepted at the school, except for our Lower and Pre-Casa/Toddler program. All students must also be independent in maintaining proper bathroom habits. This means that each child must be able to use the toilet independently and must be able to wipe and dress themselves.( Not applicable to our Pre-Casa/Toddler program)

Prestige Montessori reserves the right to dismiss any child from the school if he/she does not seem to be benefiting from the program. or it has been determined that he/she is not toilet trained.(This rule only applies to our Upper Casa program)

### PROGRESS REPORTS & CONFERENCES

Prestige Montessori will notify each child parent(s) with their child's progress. This is achieved through scheduled meetings between the parents and the teacher. Parents are, however, encouraged to raise questions and concerns at any time, either with the child's teacher or the School Director/Principal.

If you have a particular concern or question regarding your child, please make an appointment with the office to set up a meeting with his/her teacher.

Prestige Montessori strongly discourages "classroom door" type interviews, as they are unproductive and quite disruptive. It is important to note that such discussions should never be held in the presence of the child.

Your child's progress is monitored daily by their teacher. Oral reports are given twice a year, usually by telephone in September and February . Written progress reports are issued twice a year in December and June. Parent teacher conferences are held at that time to discuss the reports.

A parent orientation session is organized on either the end of August or the beginning of September, and all parents are encouraged to attend.

Parents are always welcome, by appointment only, to observe their child in the classroom, through the viewing windows.

### STUDENT CODE OF CONDUCT

Prestige Montessori's philosophy is to nurture each and every child, and maximize their potential. Prestige Montessori, also strives to provide a learning environment for our children that promotes a positive relationship with staff, students and parents. It is our goal to meet these high expectations through adherence to our Code of Conduct.

The Code of Conduct outlines our school's expectations of behavior. Every member of the Prestige Montessori community has a right to work, learn and play free from disruption from others. Our school promotes responsibility, respect, civility and academic excellence in a safe, fun, nurturing teaching environment. All member of the Prestige Montessori community are expected to be courteous and considerate, fo use appropriate language and behaviours, and to show respect for the rights and property of others. The school and home must encourage proper behaviours, and discuss rules with the children.

### PROHIBITED PRACTICES

At some point your child may come home with comments about the behaviour of another child. Children's behaviour is influenced by their overall development, their environment, and the adults who care for them. The consistency of behaviour guidance at home and school is very important to your child's welfare.

At school, we talk about our expectations regarding behaviour during "circle time", as well as when we have to intervene. When a child's disorderly action springs from a good motive, we do not always feel we need to interfere. When it does not. we always intervene. At Prestige Montessori, we set limits and rules, not prohibitions.

We encourage each child to deal with the situation by themselves (to aid independence). They tell the offending child that they do not like their behaviour, or that certain actions hurt their feelings. It is amazing how often the strategy

works, however, if an apology is not forthcoming, the child may approach the teacher who will try to promote conciliatory behaviour.

Prohibited Practices Include:

7. Corporal Punishment of any child
8. Physical restraint of children, such as confining for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
9. Locking the exits of Prestige Montessori 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 Prestige Montessori's emergency policies and procedures.
10. 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.
11. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use clothing or bedding
12. Inflicting any bodily harm on children including making children eat or drink against their will.

## SCHOOL VACATIONS

Prestige Montessori will be closed for the following Statutory Holidays & Professional Development Days:

Thanksgiving Monday — October

PD Day - Montessori Conference - November

Family Day — February  
Good Friday — March/April  
Easter Monday — March/April  
Victoria Day — May

In addition, Prestige Montessori will be closed for two weeks during Christmas break, in December, and two weeks for March Break in March. All dates are subject to change without notice. There are also additional PD days that the school will be closed for throughout the year that are also subject to change without notice

### WAIT LIST POLICY

Prestige Montessori does not have a wait list for enrollment for any of our programs.

Presently, the only way to hold your spot for present or future enrollment is by paying the deposit, which not only holds your spot but enrolls you into the program.

### TAX RECEIPTS

Child care Tax Receipts for Pre-Casa/Toddler, Lower & Upper Casa, Extended Programs and Summer Camp programs are issued annually at the end of February.

### TOYS FROM HOME

**Unless requested by the teachers for a classroom activity, students are not permitted to bring toys from home to the school. These are to be kept in the child's backpack at all times.**

## SUMMER CAMP

Depending on enrollment, Prestige will have annually a fun-based weekly Summer Camp Program based at the school, and will **follow a modified schedule that we have during the year.** A Before and After Camp program will be offered at an additional charge. **Lunches and snacks will not be provided by the school for our Summer Camp program,** and MUST follow our school NUT FREE POLICY. This program is a fun-based program which will be different each and every summer and will provide fun for children aged 18 months to 7 years of age. For more information on our program please contact the school office.

## CWELCC

At this point we are not enrolled in the CWELCC program but are on a waiting list to be enrolled.