



August 2020 Newsletter

Dear IMA Parents,

Welcome to the “COVID-19 version” of Island Montessori Academy. We are all busy preparing for another exciting and varied new school experience. Once again, it is time to finalize paper work for the upcoming September 2020/21 school year for all our programs (Casa, Toddler, Before School, After School, Enrichment, and the PD program). Please review the **Parent Handbook** on our website prior to starting the new school year. All handbook modifications will be found in our Covid-19 Operational Plan (eg. “Visitation and Observation of the Classroom” is currently suspended due to covid restrictions). We have completed our current Operational Plan which is available for viewing on our Website. Please be sure to review – it contains MANY changes to our business. We would like to stress that policies will be strictly adhered to as per our “Directive on Licensed Child Care Centres” based operational plan.

Sharon Devos is responsible for administration at all three locations. The Administrative office is located at the Stratford Centre and the office number is (902) 628-8182. Please call if you have any questions or concerns. A mailbox is available at each centre for payments. Please be sure to include your child’s name with any paperwork you may deposit in the mailbox, with reference to what the payment is for (ie: tuition, scholastic, after school, uniforms etc.). When paying by cash, please email sharon@peislandmontessori.com so immediate pick up arrangements can be made. A locked black mailbox will be available outside each campus for payment drop-off. This will be labelled “internal mail” so you can easily identify “which” box is secure.

Due to the CPHO directive, for now we are unable to continue to offer varied specialties to our students. While our previous efforts have been well received by our children and parents, at this time we are suspending all extra-curricular programs other than Music. Our Music program has been very successful, providing children with the much enjoyed extra-curricular experience. Mrs. Hutchinson has been working on a safe and effective operational plan for the music program. If you are interested in reserving a private music lesson space with her for your child, please speak with a staff member and Mrs. Hutchinson will contact you directly with information.

All deposit cheques have been applied to your accounts. This deposit will be credited towards your LAST tuition instalment payment for June 2021. Deposits will be applied after 6 months of enrolment in our programs. Those families with credit on their accounts will receive a September Statement of Account 2020-21 which will outline any carryover credits and tuition due.

Please note that any child attending IMA must be **completely toilet trained** (able to look after their own toilet needs) unless enrolled in our toddler program.

*****ALL ITEMS BELONGING TO STUDENTS MUST BE CLEARLY LABELLED WITH THEIR COMPLETE NAME***** (As a convenience, non-iron labels will be available for purchase at each centre for \$3.00/sheet of 18 labels.)

September Cubby Extras: Please provide at least one LABELED complete change of clothes, extra shirts (as we will not be using aprons at this time) a package of **flushable** wipes, sunscreen (if you require your child to use), indoor shoes (white soled, non scuff and easy for the child to manipulate) and sun hat; all these items are stored in their individual cubbies to use as needed. Each child will also bring their IMA tote/backpack and a new Calendar (available at your campus the first week of school) daily. Toddlers will also need a spill proof cup, extra clothing for toilet training and a supply of diapers and wipes as needed.

Casa Programs (ages 3 & 4) run Monday to Friday. Our Half-day program runs from 8:30 to 11:45am (firm pick up), Reduced Hours runs from 8:30am to 2:30pm (firm pick up) and full day is until 3:30pm (children requiring longer daycare will be added to Casa A/S as needed and billed as such) see Casa A/S note below. Each centre is open at 7:30 am. Casa children must wear at least one piece of the IMA uniform while in our centres. Please note and discuss our uniform policy with your child before classes start. Let the children know that they will be afforded choice with regards to shirts under jumpers, socks, shoes, etc. The uniform provides all children equality and a shared sense of community. Please help us by getting your child excited about their “special” school clothes, and by providing them each day.

Please make note of any allergies that may be associated with your centre. All our centres are Peanut and Nut Free, and we require all families to please read food labels to ensure that items sent with your child adhere to these restrictions. Please send a snack for your Half day child. Reduced hour and Full day children must have a lunch and two snacks sent each day.

Snacks/Lunch: Please provide healthy options for snacks and lunch. We encourage children to eat their main food first. Please be sure to provide needed utensils daily, we encourage reduction of wasteful materials such as plastic spoons. IMA does NOT have utensils at the centres - please remember to keep a clean set in your child’s lunch. Please provide a water bottle daily.

The **Casa After-School** (ages 3 & 4) will continue to be billed monthly as utilized by parents; \$5.00 per hour, billed in 15 minute increments. This program is available from 3:30 to 5:30pm daily.

Toddler Programs run Monday to Friday, from 8:30 to 11:45am (firm pick up time); this is considered a Full-time spot. We do offer Flex-mornings, which allows two families to share one Full-morning space. Availability is limited as we offer Monday/Wednesday/Friday as one option and Tuesday/Thursday as another. These shared enrolments are determined by Administration and need to be arranged through the Stratford Office (902) 628-8182. Please send your child a nutritious snack they can independently consume daily.

Note: Please complete the **IMA Casa and Toddler Program and Policy Guideline Form** for the above programs. The **Update Family Information and Emergency Medical Form**, forms are also required for the Casa and Toddler Programs.

After School Programs

For all After School Programs, please contact your centre if a child will be absent. Please call prior to 2:00 pm: Do not leave messages on the phone or e-mail as these messages may not be collected in time. We ask that you please talk to a staff member. This procedure is of utmost importance as we will have limited interaction with schools due to new directives.

We provide a light snack for A/S programs. If your child has any dietary concerns or preferences, please let us know, if we can accommodate we will, if not you are asked to supply a snack for your child. Please note any allergy listings at your centre.

Elementary After School Program runs from 2:30 to 6:00pm daily at our Stratford and Cornwall Campuses. Charlottetown Program runs daily from 2:30 to 5:30pm. A bus from West Kent School will drop children off in front of IMA Charlottetown Campus. Francois Buote buses will drop children to the front of our campuses. Buses drop at the street so there will be a short walk to our doors.

Enrichment Program runs Monday to Friday and is finished at 4:30pm promptly. If parents require additional care after 4:30pm, the additional charges of \$30.00 per month is required.

Before-School Program is available for any child already enrolled in any after school program for an additional fee of \$30.00 per month and starts at 7:30 am. Charlottetown does not offer the Before-school option.

Our PD day Program is available at Cornwall (30 spaces) and Stratford (15 spaces) Campuses can only offer a limited number of spaces. Charlottetown does not offer the PD day program. These limits are based on our licencing capacity at each centre. There will be 8-10 (actual days TBD) PD days which we hope to be able to cover. Please note that the November 12 & 13 are our conference days: If we have staff available we will offer a PD program for these days but this will be announced at a later date.

Note: Please complete the **IMA After School and Enrichment Program and Policy Guideline Form** for the above programs. The **Update Family Information** and **Emergency Medical Form** forms are also required for the After School and Enrichment Programs. Please provide each of these forms per family household.

Please feel free to contact us via email or phone for any questions or concerns. This is a challenging time, with many changes. Thank you to everyone for remembering to be kind, patient and understanding during these new transitions. We are working hard to ensure a safe, enjoyable start to the new school year!

Welcome to IMA.

Our 2020/21 Fee Schedule for all IMA Programs

We will require **10 post-dated cheques in September** reflective of the 10 instalment tuition payments payable on the first of each month - September to June. This amount is based on a 41 week school year for Casa and Toddler, and the posted PSB school year for the After School and Enrichment Programs. Please see the following Fee Schedule to calculate your monthly cheque payments. Post-dated cheques, made payable to IMA dated for the first of each month are required as follows: September to May (9 cheques) full tuition plus June (1 cheque) is less your deposit made with registration.

Casa Classroom (3 & 4 year olds)

	Monthly Fees
Full Day Tuition	725.00
Reduced Hour Tuition	665.00
Half Day Tuition	495.00

Toddlers (22 months and over)

Half-day	Monday-Friday Tuition	495.00
	M/W/F	315.00
	T/Th	210.00

After School Fees (Monday to Friday)

Elementary After School	300.00
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Plus if required

Elementary Before School	30.00
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Enrichment – all grades

Monday – Friday	300.00
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Plus if required

After 4:30 Care	30.00
Before School	30.00

PD Day Care

30.00 per day (prepaid) there will be 8-10 PD days that we hope to be able to cover.

Families with multiple children attending IMA can write one cheque per month to cover above Programs. Cash is also accepted, but if you choose this method, please have the cash dropped off on or before the first of the month and follow up with an email to sharon@peislandmontessori.com that your cash is at your centre. Immediate pickup will be arranged.

Thank you.....Let's have a great year!

Summary of First Week Requirements:

Please note, new forms are required every year. (available on our website)

1. **10 Post-dated cheques**, (9 cheques– September to May, will be for expected monthly fees and 1 cheque –June, will be less depending on initial deposit) please include your child's name on each cheque. Families with multiple children attending IMA can write one cheque per month to cover above Programs. Cash is also accepted, if you choose this method, please have dropped off on or before the first of the month. Please send an email to Sharon@PEIslandmontessori.com that cash has been deposited into the in house mail box and we will make sure to pick up and then provide an email receipt. Staff will not be able to provide change or receipts.
2. **Update Family Information**, one per family household but please list each child. If changes occur through the year please let the staff know so we can keep all information current. Please be sure to complete the **Recipient of Child Care Receipts** section.
3. **IMA Casa and Toddler Program and Policy Guidelines**, per family household for children enrolled in these programs.
4. **IMA After School and Enrichment Program and Policy Guidelines**, per family household for children enrolled in these programs.
5. **Emergency Medical Form** for each child, per family household.
6. **Cubby Extras** - be sure to label all your child's possessions with their name All children to take a daily nutritious snack and Full day children require a packed lunch including all utensils and large zip lock bag for waste. Water bottles sent daily (no hot beverages). We have a microwave for heating food if required. Please review your centre food restrictions based on allergies.

Forms we require for each child are available on our website

www.PEIslandmontessori.com in the IMA September 2020 Forms Section.

These newly completed forms are required for all new and returning children each new school year, and need to be provided by each family household for your child's 2020/21 school year file.

*** We look forward to seeing all of you! ***

Thank you for choosing IMA