



## August 2019 Newsletter

Dear IMA Parents,

It's hard to believe that summer break is about over and we are preparing for a new school year. Once again, it is time to finalize paper work for the upcoming September 2019/20 school year for all our programs (Casa, Toddler, After School and Enrichment). Please review the **Parent Handbook** on our website prior to starting the new school year. We have made some updates since last year.

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](mailto:sharon@peislandmontessori.com) so immediate pick up arrangements can be made.

This coming school year we plan to continue to offer varied specialties to our students. Our previous efforts have been well received by our children and parents. Our Piano and Dance programs have been very successful, providing children with the much enjoyed extra-curricular experience. We feel that these programs, coupled with our tried, tested, and proven curriculum provide Island children with an exceptional start to their academic career. These extra-curricular activities are billed separately in quarterly instalments. For those interested, there will be more information posted in September.

We continue to offer a weekly afternoon enriched music program. Michael Pendergast (The Music Man) will be back to visit each centre one morning a week as well. We will continue to offer French and Yoga, and basic Mandarin! Depending on scheduling, some of these programs will only be offered in the afternoons, therefore only accessible to those children enrolled in the full-day program.

All June deposit cheques have been applied to your accounts. This deposit will be credited towards your LAST tuition instalment payment for June 2019. Deposits will be applied after 6 months of enrolment in our programs.

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.

**Cubby Extras:** Please provide at least one complete change of clothes, a package of **flushable** wipes, sunscreen, indoor shoes (white soled, non scuff and easy for the child to manipulate) and (optional) sun hat; all these items are stored in their cubbies to use as needed. Each child will also bring their IMA tote/backpack and a new Calendar (available at our used uniform sale or on the first day of school). Toddlers will 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 familiarize yourself with your Parent Board, and 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. Any Casa children with birthdays in September will have a birthday celebration letter sent home. 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.

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 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.**

We provide 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 \$28.00 per month is required.

**Before-School Program** is available for any child already enrolled in any after school program for an additional fee of \$28.00 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 to a limited number of children. 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 14 & 15 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. Please watch at your centre for the sign up sheet which will be available on the first day of school - September 6<sup>th</sup> - on a first-pay to reserve your spaces.

Due to the overwhelming response to our PD Program, and space (licencing) limitations, we are only able to offer 15 PD spaces at our Stratford location. To try to make it as fair as possible, we are asking that any interested Stratford families provide payment in full for the PD days ASAP the first week in September. The first 15 payments received by staff will be given spaces. Payments may be handed to Sharon Devos, centre Supervisor or any afterschool staff who **will be able to** confirm if space is still available. The cost of this program is \$25 per day per child: to reserve these spaces, payment received in full for the first 15 spaces from Stratford and the first 30 spaces from Cornwall will be secured.

**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.

# Our 2019/20 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	690.00
Reduced Hour Tuition	630.00
Half Day Tuition	470.00

## Toddlers (22 months and over )

Half-day	Monday-Friday Tuition	470.00
	M/W/F	300.00
	T/Th	200.00

## After School Fees (Monday to Friday)

Elementary After School	275.00
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### Plus if required

Elementary Before School	28.00
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## Enrichment – all grades

Monday – Friday	280.00
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### Plus if required

After 4:30 Care	28.00
Before School	28.00

**PD Day Care** 25.00 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](mailto: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 Day Requirements:**

**Please note, new forms are required every year.**

1. **10 Post-dated cheques**, (9 cheques– September to May, will be for full monthly fee 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](mailto: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.
7. 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. We have a microwave for heating food if required. Please review centre food restrictions based on allergies.

**Forms we require for each child are available on our website**

**[www.PEIslandmontessori.com](http://www.PEIslandmontessori.com) in the IMA September 2019 Forms Section.**

**These new forms are required for all new and returning children each new school year, and need to be provided by each family household.**

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

\*\*Thank you for choosing IMA\*\*

## **IMA - 2019 - Important Dates to Remember:**

<b>Thursday, September 5 -</b>	<b>New Casa Children Orientation at Their Campus</b> 9:30 to 11:00am. Staff will be available at their centres to welcome and meet new Casa children only. NO SIBLINGS PLEASE.
<b>Thursday, September 5 -</b>	<b>Used Uniform Sale at Stratford Campus</b> 1:30 to 3:00. Cash and cheques are accepted. New uniforms, totes and calendars will also be available this day. All staff will be at Stratford Campus.
<b>Friday, September 6 -</b>	<b>First Day for IMA children</b> = all programs <b>(Tuesday/Thursday Toddler start September 10)</b>
<b>Friday, September 6 -</b>	First day of After School and Enrichment Program.
<b>Friday, September 27 -</b>	PD Day for A/S programs – see your centre for availability
<b>October 8, 9, 10 -</b>	Fall pictures – campus days TBA
<b>Friday, October 11 -</b>	PD Day for A/S programs – see your centre for availability
<b>Monday, October 14 -</b>	Thanksgiving – IMA closed
<b>November 8 -</b>	PD Day for A/S programs – see your centre for availability
<b>November 11 -</b>	Remembrance Day – IMA closed
<b>November 14 &amp; 15 -</b>	<b>IMA Casa closed for the Early Childhood Conference - no classes –</b>
<b>November 14 &amp; 15 -</b>	PD Day for A/S programs – TBD -see your centre for availability (IMA staffing needs to be determined before PD day coverage is offered)
<b>December 6 -</b>	PD Day for A/S programs – see your centre for availability
<b>December 20 -</b>	Last day of classes for 2019
<b>December 23 – January 5 -</b>	<b>IMA closed for the Holidays - no classes</b>

## **2020 - IMA Important Dates to Remember:**

<b>January 6 -</b>	Back to school
<b>February 17 -</b>	Family Day – IMA closed - no classes
<b>February 28 -</b>	PD Day for A/S programs – see your centre for availability
<b>March 6 -</b>	P/T Interviews – (K-9) -A/S programs only – see your centre for availability
<b>March 16 -20 -</b>	March Break – IMA closed - no classes
<b>April 3 -</b>	P/T Interviews – (K-9) - A/S programs only – see your centre for availability
<b>May 1 -</b>	P/D for A/S programs – see your centre for availability
<b>May 18 -</b>	Victoria Day – IMA closed- no classes
<b>June 23 -</b>	Last day for Casa/Toddler programs
<b>June 26 -</b>	Last day for A/S programs