



Parent Handbook

“The child is endowed with unknown powers, which can guide us to a radiant future. If what we really want is a new world, then education must take as its aim the development of these hidden possibilities.”

Maria Montessori

Island Montessori Academy Limited

www.peislandmontessori.com

Stratford Campus

Administration

41 Glen Stewart Drive
Stratford, PE
C1B 2W8
(902) 628-8182

Charlottetown Campus

81 Highland Avenue
Charlottetown, PE
C1A 2H7
(902) 894-4142

Cornwall Campus

169 Meadowbank Road
Rt. 19, Cornwall, PE
C0A 1H0
(902) 368-8182

2020/2021 Year

***Please note that some of our contents have had Restrictions put in place due to our Covid-19 Operational Plan.**

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1. Hours and Logistics

General Rules and Considerations for All Children in our Centres

An August Newsletter is posted to our website outlining any notices which includes our used uniform sale, opening schedule and other pertinent information. Please be sure to look for it every year. It is always posted by the last week in August. New school year forms are available at the same time, as mentioned below.

IMA requires all children to be signed in and out of each program **by an adult**. Please note that all computerized child lists are listed in birthdate order, as this is our method of controlling ratio for children and staff.

At the beginning of **every new school year** your child's file must have the following forms **newly completed**:

- 1- IMA Program and Policy Guidelines
(Casa and Toddler, share a form)
(Enrichment and After School, share a form)
- 2- Update Family Information Form – when information changes through the year please inform staff, one form per family
- 3- Medical Emergency Form, each child requires their own form
- 4- Epipen Administration Form - if an Epipen is required for your child, please include this form with the Epipen (please note expiry date and replace when necessary).

Our staff members are here to help you with any concerns. If they are unable to satisfy your enquiries please call administration at 902-628-8182.

Casa (Children's House) Core Hours

IMA's core hours are from 9:00 am to 11:45 am half-day (HD) (firm pick up), 9:00 am to 2:30 pm reduced hour day (RH) (firm pick up) and 9:00 am to 3:30 pm full-day (FD). The full-day (FD) program is the only program that has after school hours available, these hours are 3:30 to 5:30 daily. Due to the nature of the Montessori method, we do not offer a partial week options for children in this program. Families of Casa children that require early care can drop off your children any time after 7:30 am.

Island Montessori Academy Limited is an educational institution and, as such, we are not equipped to offer a traditional daycare setting. Due to the importance of children developing consistent relationships with peers and teachers, we only encourage full week programs that run from Monday to Friday.

Please be advised that half-day (HD) and reduced hour (RH) children must be picked up by program closure: these are firm pick up times. Our teacher/child ratio is affected by *late* pickups within our HD and RH programs: as delayed lunches of the FD children and teachers negatively affect our program. All pickups will require an adult signature acknowledging the pick up time.

When children are picked up late within the Toddler, Casa Half Day and Reduced Hour programs parents will be billed \$10 per hour per child in increments of 15 minutes for extra time. These programs have firm pick up times as we transition into staff lunch time and after school pick up and do not have extra staff to cover increased ratio. If you are going to be late please contact the centre.

The province of Prince Edward Island – Family and Human Services, offers financial assistance for “child care” to qualified families. Please contact that department for more information or visit the Child Care Registry where you will find a table that you can calculate your eligibility

See **Casa Before and Casa After School Program** for full day procedure.

Casa Before and Casa After School Program 7:30 am to 5:30 pm at Stratford, Cornwall, and Charlottetown.

IMA does not charge a fee for Casa before school care, however, due to the increased staff requirements Casa after school care (3:30 pm to 5:30 pm) is provided at \$5.00 per hour/family (billed in 15 minute increments) and billed at the beginning of the month following usage.

If time after 5:30 pm is required (Stratford and Cornwall), please contact Administration. Please note: we follow the *Fairness to Children’s Act* which advises that children should not be in daycare longer than 9 hours.

For children not picked up by centre closing, parents will be charged \$10.00 for the first 10 minutes and \$1.00 per minute after that. As we pay our staff only until closing, this fee will go directly to the staff member. If you are running late, please call the centre. All billing and payment transactions will be handled through our administrator see **Tuition Fee Schedule and Payment Procedures**.

Elementary Before / After School and Enrichment Program Before School (7:30am to 8:00am) and After School (2:30pm to 6:00pm) at Stratford and Cornwall Campuses, After School (2:30pm to 5:30pm) at Charlottetown Campus.

Homework time is provided at each centre during the after-school program. Use of this time is encouraged yet remains the parent’s responsibility to ensure that homework is done to your satisfaction.

We make an effort to have the children get to the playground everyday, please be sure they have appropriate clothing and footwear.

When the English/French Language School Boards close or cancel classes, IMA before and after school programs *are not offered*.

When Public School is closed because of Professional Development and In-House Days (PD days), IMA offers, on a pre-registered basis, daily care for a maximum number of children. Because of

limited space, pre payment is required for available spaces. When enrolment is under 8 children, this service will not be available. (See next note)

Children not picked up by centre closing will be charged \$1.00 per minute until the centre is able to close. As we pay our staff only until closing, this fee will go directly to the staff member required to stay late with your child. If you are running late, please call the centre.

PD Days and Cancellations *

IMA will pre bill for all PD days and if you wish to secure spaces you will be required to pay in full in advance. As these spaces are limited, they will be reserved on first come first served basis. Please provide your centre with prepayment in September to be added to this program. If any spaces are left they will be made available the week before the PD day. Cancellations will be refunded only if we can fill the space.

Please remember that you must provide lunch and snacks. **Friday** lunches are available for a cost of \$5.00. See **Pizza Lunches**, if you wish to have this lunch provided for your child. Orders must be in and paid for by Tuesday night prior to the PD day. Pre-orders are welcome. Please provide individual order form and payment to guarantee Friday lunch for each child.

When the School Board cancels a PD day due to weather, IMA is not necessarily closed. Please check our website as we try to stay open as much as weather allows. If the PD day changes due to School Board policies or storm closures we may not be able to offer care on the alternate day as staffing has to be pre-arranged. We will attempt to accommodate the additional day if possible to do so.

On PD days please dress your child for both outdoor and indoor activities.

If IMA is unable to offer the PD day care we will refund your fees. If we close, IMA will post the closure on our website. If we remain open your child is welcome to come as we have the staff reserved especially for these days. When in doubt call your centre.

The **Enrichment Program** runs Monday to Friday until 4:30 pm. Stratford and Cornwall instruction time is 3:30 pm to 4:30 pm each day, due to staffing and bussing, Charlottetown instruction runs from 3:00 pm to 4:00 pm, with free time until 4:30 pm. IMA uses the Jump Math Lessons as part of our program. These books will be ordered for your children at a cost of approximately \$12.00 each (each grade level has two books per year). Families that require after 4:30 pm care can arrange to pay the additional \$30.00 per month flat fee required for this service. Children who are not picked up by 4:30 pm will be billed for additional time, at a fee of \$10.00 per hour, billed in 15-minute increments.

Child Drop-off and Pick-up *

Stratford - Parking is available in the parking lot.

Charlottetown - We ask that parents please obey the municipal “No Parking Signs” on Highland Avenue. There is parking available on the other side of the street and room for approximately four

vehicles in the driveway (bottom end). Please be considerate if you are blocking another parent in the driveway. If you are going to be in the school for any length of time, please utilize the top of the driveway, so that the bottom driveway is available for quick pick-up and delivery. Please do not use or block any neighbour's driveway.

Cornwall - Parking is available in the parking lot.

We respectfully request that all vehicles be turned off while unattended in our parking areas. Please do not leave children unattended in vehicles or in the parking lot. Also note that our parking areas are non-smoking.

Child Discipline Policy

IMA believes in redirecting inappropriate behaviour exhibited by children enrolled in our centres. We remind children that all actions have a subsequent reaction (consequence) and discuss all situations with direct reference to "empathy" (how did that [?? action] make the other child "FEEL?", "How does that make you FEEL?" etc.) IMA believes that all children are naturally empathic and kind, that they want to be a good friend, and that sometimes they need some additional information in order to make appropriate/good decisions.

IMA has a Peace Table that we use as a tool for redirection by providing tasks to be completed by children as necessary. We also use the book/program "How Full is Your Bucket?" to teach children how their actions can be/are perceived. We encourage Kind Hands and Voices, we will not tolerate pushing, hitting, gunplay and spitting.

Visitation and Observation of the Classroom *

"Observing" means "to be attentive to", "to show respect for", "to be dedicated to", and "to celebrate". The enduring value of Montessori education remains in its observing the spirit of the child. Montessori education encourages children to discover their potential through accepting them for who they are and not what we adults would like them to be. Children are treated with respect. Their activities in the classroom are given proper status: play becomes their work. Children are treated as important contributing individuals and, as such, children's sense of personal value is deepened. Learning is enjoyable, challenging, and absorbing. Children are encouraged to finish a task once started. The classroom structure itself ensures that successes are many, failures few.

Parents may observe the class at any time through the doorway and/or windows leading to the classroom. Please make every effort not to disturb the class in their endeavours. Visitation within the classroom/music room itself must be arranged with the Head Directress or office in advance. Children typically will find themselves engrossed in the classroom environment soon after arriving. Please be as considerate as possible if you drop by during the core school hours. Children inherently love to learn and as a result, we strongly advise that you come by and observe your child in the classroom setting. When observing within the classroom keep in mind that the best way to observe a class is as if you are not there, that is, unobtrusively. If children engage you in conversation, answer them briefly and direct them away from you. Avoid making eye contact. Save questions and comments for afterwards.

Children should not be performing for the parents who are watching the class but rather carrying on with normal activities. Free choice of work is encouraged, please refrain from suggesting activities to the children. It is their spontaneous activity that reveals their true interests and personality growth.

If the unobtrusive approach upsets your child, participate quietly in your child's activity, allowing him/her to show you what he/she is doing. If your child refuses to do anything, simply watch the other children.

When observing, be aware of the emphasis placed on:

- Freedom for the child within the limits of the “prepared environment”
- Ordered learning exercises which are self-correcting and motivate the child to active and concentrated participation
- Self-directed activities which nurture a child's individual needs and interests
- Cultural awareness through contact with nature, science, the fine arts, literature and the history of mankind
- Social growth through sharing and cooperation with peers, through developing respect for others' rights and personhood, through being introduced to diverse cultures.
- All of which promote harmony and a spirit of community

2. Tuition Fee Schedule and Payment Procedures

2020/21 Tuition Fee Schedule (for most current fee schedule call IMA Administration 902-628-8182)

Programs – Charlottetown, Cornwall and Stratford

	<u>10 Monthly</u>	<u>Daily Rate</u>
<u>Toddler</u>		
22 months - 3 years (8:30am to 11:45am)	\$495.00	\$25.00
Application Fee (one time per family non refundable)	100.00	
** flex time options also available (two families share a full week/morning spot, options M-W-F and T-Th) call Administration 902-628-8182 for availability and cost		
<u>Casa (Children's House)</u>		
Full-day (FD) - (8:30am to 3:30pm) (open at 7:30am if needed)	\$725.00	\$40.00
Reduced Hour (RH) (8:30am to 2:30pm) (firm pick up)	665.00	35.00
Half-day (HD) - (8:30am to 11:45am) (firm pick up)	495.00	25.00
Application Fee (one time per family non-refundable)	100.00	
Casa After-school - (3:30pm to 5:30pm-\$5.00/hour, billed in increments of 15 minutes)		
<u>Elementary After School</u>		
After School - (2:30pm to 6:00pm)	\$300.00	\$15.00
Before School - (7:30am to 8:20am-available with A/S enrolment only)	30.00	1.50
Application Fee (one time per family non-refundable)	50.00	
<u>Enrichment After School</u>		
After School - (2:30pm to 4:30pm – Monday to Friday)	\$300.00	\$15.00
After 4:30 pm - (4:30pm to close)	30.00	1.50
Before School - (7:30am to 8:20am-available with A/S enrolment only)	30.00	1.50
Application Fee (one time per family non-refundable)	50.00	

Payment Requirements - IMA Tuition billing is based on 41 weeks, and collected by 10 post-dated monthly instalments, due by the first day of each month.

Application Fee - Due at acceptance of application (non-refundable and not included in tuition fees)

10 Monthly tuition instalments = (9 instalments for September to May plus June which is less your pre-registration deposit)

Payment is due on the 1st of each month, beginning September (or first month of enrolment) via post-dated cheques or cash.

NSF or Returned Cheques Fees = \$35.00 EACH instance

IMA relies on prompt payment to cover operating costs for the centres. Post-dated cheques are the preferred method of payment for IMA. Receipts for cash payments will be given if paid at the Stratford Administration Office, or if requested through an email when dropped at your centre.

The deposit is required to hold you child's place in the centre, payable on acceptance (or as directed by administration), for the school year. This deposit is directly applied to your last month's instalment fee after six months of enrolment and is non-refundable if, at anytime, you decide to withdraw earlier.

Payment Procedure *

IMA relies on prompt payment to cover operating costs for the centres on or before the first day of the month. **Post-dated cheques are encouraged**, (equal monthly instalment cheques) and cash is also accepted (please have cash in on or before the first of the month). All payments should be made through Sharon Devos, Administrator. Teachers will not be accepting payments or have change for cash transactions. There is an outside secure payment box available at each centre for parents use, please include the name of your child with all transactions. If payments are made in cash, please e-mail: sharon@PEIslandmontessori.com and let me know that there is cash in the mailbox and it will be picked up immediately. Casa after school fees, uniforms, and supplies will be billed as needed and due upon receipt of invoice.

Piano classes will be billed quarterly and due upon receipt of invoice. One month written notice is required to withdraw from program.

Scholastic Book Club is available monthly, please make cheques payable to IMA as we are required to pay for books before they are shipped.

If you have any concerns in this area, Sharon will be able to address any issues. She is available at the Administrative Office located at Stratford Campus, 902-628-8182.

3. Policies and Procedures

Children's Sick Days, Holidays and Extended Absences

Please call your centre if your child will be absent, and inform a staff of any medical considerations that may affect others in our centre.

We are unable to reduce the cost of fees due to child absence. Due to child/staff ratios that must be adhered to, we must have staff present for each day of the week.

Fees will be charged on all statutory holidays. IMA observes: New Year's Day, Islander Day, Good Friday, Easter Monday, Victoria Day, Thanksgiving, Remembrance Day, and Christmas Holidays. Please be aware that IMA is also closed for one week in March, which corresponds with the provincial Elementary school March break as set by the Department of Education and Early Childhood. We will give a minimum of two weeks notice when required to close for teacher's conventions or professional development days.

PLEASE NOTE: Monthly Fees are expected in cases of extended absence, such as family vacations, as this maintains your child's space within our ratio. When a child withdraws from our program, we are then unable to guarantee space if you choose to return. Deposits will be applied to last month of fees only after 6 months attendance in our programs.

Professional Development Days

IMA will be closed November 12th and 13th (can vary from year to year- see School Calendar) so our staff will be able to attend the Early Childhood Development Conference hosted by our Association. This conference allows our staff the opportunity to receive professional development and training hours as required by the Early Learning and Child Care Board and Early Learning and Child Care Act.

Tax Receipts

Tax Receipts will be provided on or before February 28, following and covering the previous taxation year. Tax receipts will be provided to the person indicated on the update form unless a court order is provided to indicate differently. Tax receipts will include all payments for childcare within our centre core hours, this does not include Music lessons.

Letters of Reference and Attendance Documents

When letters and documents are needed for government agencies there will be a charge of \$30 per requirement. IMA will need a copy of the request letter and requirements, current address and phone number and correct spelling of names required on the documents. Letter will be provided within 5 business days.

Termination of Space

IMA requires **one month written notice** if your child is leaving any program. In lieu of notice, parents will be billed for the month following the child's departure from the program. Deposit will be applied to the last month of tuition after 6 months of attendance.

Storm/Closure Days

In case of snowstorms or inclement weather, for children enrolled in our daytime programs (**Casa and Toddler**) we will endeavour to remain open depending on road conditions. It is IMA's policy to have parents use their own judgement in dropping their children off during storms. If it is bad enough not to drive, then in the spirit of safety, it is probably not safe for your child to be at the centre. When IMA makes the decision to close or delay due to a storm or emergency **we will update our website, Island Montessori Academy www.peislandmontessori.com with the applicable information.** We also inform local radio stations such as CBC-96.1, Hot 105.5 and Ocean-100.3 with our closure. When closing due to a storm all three of our Island Montessori Academy campuses are closed. You can also check with your centre by phone to see if anyone is there. In the unlikely event that you are without power or phone due to inclement weather, chances are that the centre will also be without power and phone and will be unable to operate. Please use your own judgement.

For the **Elementary After School and Enrichment Programs** we follow School Board Closures, Delays and Storm Days (if your child's school is cancelled, closed, delayed and or terminated early,

IMA follows the same procedure). PD day concerns are addressed in the Elementary Before and After School section.

Lastly, in the event that the weather forecasted is for a sudden/violent storm, IMA will contact you if children must be sent home early. It is YOUR responsibility to make sure each location has updated and accurate emergency numbers.

Any parents who encounter any other closure scenarios please call Administration to clarify whether IMA is open.

Sickness and Emergency (Also see our Covid-19 Operational Plan for Covid-19 Screening Procedures)

In the event that a child is sick or uncomfortable it is IMA's policy to contact parents immediately to arrange for their pick-up. Please be respectful of the other families in the school and keep your child home if they are unwell. Children will be sent home immediately with a temperature at/or exceeding 100 degrees, with excessive cold symptoms, with stomach upset or diarrhea. **Children sent home must remain out of the school for 24 hours.** If a child becomes injured, IMA staff will immediately administer any first aid (if required) and contact a parent. If necessary, IMA may need to contact your family doctor and /or bring the child to the hospital.

In the event, that neither parent nor guardian can be reached IMA will contact the designated emergency contact.

Note 1: IMA staff members are required to have First Aid Training.

Note 2: It is essential that parents leave all contact addresses and phone numbers with IMA staff to ensure that we have the ability to contact parents / guardians if need be. Any changes in this information, must be updated immediately and is the responsibility of the parents - see "Update Family Information Form"

Note 3: We teach and encourage children to wash their hands with soap, before and after eating, coughing, sneezing, when they arrive at the centre etc., in effect reducing theirs and others chances of obtaining the flu and colds. Please reinforce this practice with your children at home.

Lice

Any child that shows evidence of live lice will be sent home for treatment. IMA has a Lice Procedure List that may be helpful to any parents who experience this nuisance. We kindly ask that children be NIT FREE before returning to IMA.

Administration of Medicine and Special Medical Information

Any child required to receive any prescription medication will be required to have a parent sign, date and time, and record dosage amount on our Medicine Administration Form. These are available through a staff member. Parents will also be required to sign the Waiver portion of the form, allowing IMA to administer medicine to your child. No medicine or medical treatment (application of ointments, etc.) will be administered without authorization through this form. No medicine will be given if it is not in its original container or bottle and includes proper measuring

tools. Directions on the container or bottle must be followed exactly. IMA requires detailed instructions from parents in the administration of any medicine or special medical related requests. **Only prescription medications will be administered.** No over the counter medicines will be administered, please do not send them to the centre.

An **Epipen Form** is required for all children that have anaphylactic allergies. Parents are responsible to ensure that the pen is current and available to our staff.

If your child is absent due to a contagious illness or affliction (contact your doctor if you are unsure), immediately notify IMA with the particulars and your physicians name and number. IMA will endeavour to inform other parents as soon as possible to what exposures a child may have been susceptible. IMA relies on you, the parent, to monitor your child's health and keep them from the centre in the likely event that they have contagious ailments such as the flu (or flu-like symptoms), chicken pox, measles, etc. If your child is not well enough to go outside please keep them home.

In addition, notify IMA immediately if your child has been in contact with any surface / skin irritants such as impetigo, ringworm, any other contagious infections or head lice, etc. If your child or anyone from your family has had exposure danger, please contact IMA immediately. Please be informed that the afflicted child's confidentiality will be respected, if/ when informing other parents of medical conditions or potential medical conditions within our centres. IMA will only inform parents that their child may have been exposed to a contagion and that for further information they should contact a public health nurse.

Free Play *

A toy or comfort item is welcome at the centre (not stuffed or cloth items), however this item must fit in their IMA tote bag and cubby. Please do not send an item that can be used aggressively or send an item that is considered irreplaceable/valuable as mishaps occur. If they are forgotten, once the centre is locked for the night it cannot be re-opened until the next morning.

Lost and Found *

Stray items are stored in a "Lost and Found" area for your convenience, usually near the main doors. Please check this area regularly. If unable to locate the "lost and found", please ask a staff and they will direct you. When the container becomes over flowing we display items for a week, whatever is not claimed is sent to charity.

Snacks and Meals

Snacks and meals are to be sent for your child. We have snack time at 9:00 am and 3:00 pm. Healthy choices of fruit, vegetables, dairy and whole grains, as directed by the Canadian Food Guide, are recommended by the PEI Child Care Facilities Board. Please be aware of any food allergies at your centre; each centre has their own special considerations posted. All our centres are peanut and nut free, and other allergies are listed at the parent information board. **Please be sure to label your child's lunch box and snack containers and provide utensils.**

Food Allergies

Banning of food products that have adverse affects on children and staff may vary from year to year based on individual requirements. Please be sure to check at your centre for these alerts. **Peanut and Tree nuts are banned from all our centres.** Other restrictions are on a need basis.

⊙ IMA NUT Policy ⊙

There are children enrolled in our centres that are Anaphylactic to various kinds of nuts. This means that these children require the administration of an epipen to open their airways for breathing if they come INTO CONTACT with any form of nuts.

We have had children arrive at the centre with remnants of peanut butter, and other foods which include nut products, on their faces, hands etc. If one of these children transfers ANY peanut butter to one of the children that are allergic, that child WILL go into anaphylactic shock and require an immediate trip to the emergency room.

We are asking ALL parents to PLEASE ensure that any child having nut products for breakfast has washed his/her hands, face, brushed their teeth etc. before arriving at our centre. Please be sure to check their clothing for traces of nut products.

Thank you very much for your attention to this most important issue. We all must do our best to ensure that the children in our care stay safe.

In keeping with the Montessori philosophy, IMA strongly encourages parents to involve their children with food preparation for their lunches and snacks. Please keep food offerings to healthy alternatives, as good nutrition is the building block for learning. IMA requires full disclosure on any food allergies. **We suggest that you provide a large zip lock bag in each lunch as we require the children to take home all refuse to allow parents to see what their children are actually eating. Juice boxes will be drained and returned to you for disposal.**

Classroom parties for Halloween, December Holiday and Year End will have a party food sign up sheet posted the week prior to the event. All party foods must be **in unopened original packages, or prepared by a grocery store (fruit/vegetable trays)**, this is directed by Health and Safety Regulations. Valentine's day is celebrated in the morning only and we ask that you send valentines without specific names, as the distribution of individualized cards is very difficult and time consuming.

Pizza Lunches – (prepaid)

Most Fridays we offer a pizza lunch for the cost of \$5.00. The payment must be included with the order and order forms are required for each week. Pizza lunches offer fruit and vegetable selections as well as choice of apple, orange juice or bottled water. Monthly orders are encouraged, but all orders must be in and paid for by Tuesday morning. If you need to cancel a pre-ordered lunch this must also be done by Tuesday morning as well. This lunch option is only offered if there is enough interest to do so.

Casa Birthday Celebration *

All of the children's birthdays will be celebrated. Parents can bring in a prepared nutritious snack for the event if they want to. Please check with IMA staff to determine the number of food items required for the number of children in attendance. If you would like to join your child during the celebration, you are more than welcome. A birthday celebration letter will be sent home one week before the celebration, so you can prepare for the special event. **Any pictures taken during this celebration will be taken by an IMA staff if a camera is provided by the parents.**

Also note that the distribution of party invitations is done by staff. Any invitations will be placed in your child's calendar or passed out directly.

Outdoor Environment

Outdoor exploration and play are integral to the Montessori philosophy generally, and to IMA specifically. Full-day children will spend time outdoors every day, except when inclement weather does not permit us to do so. Please ensure that your child is dressed for the season. It is a good idea to send along extra socks, underwear, hats, mittens, sunscreen etc., for each child to keep in their cubby. Be aware your children **will get dirty and wet**, their outdoor clothing and footwear should be suited to this fact.

Please ensure that your child's name is affixed to clothing and boots/shoes, especially uniforms and all outerwear due to the similarity of this clothing to other children.

If you feel your child is not well enough to participate in outdoor activities, they should be kept home for the day.

We require that children have separate outdoor and indoor footwear. Indoor footwear must remain at the school. Indoor footwear must be "rubber soled" non marking and non slip.

Family Legalities

In the event that family dynamics change before or during the year, please inform Administration if changes to payment structure, receipts, billing, pick up, or emergency contacts based on new parent roles and or schedules. The yearly **Update Family Information** forms provide a space to identify the recipient of the yearly tax receipts, please be sure to provide this information.

We will require new forms yearly from each parent to ensure that payment and fees are mutually agreed to by both parties. Each parent is responsible to provide a new Update Family Information Form, Emergency Medical Form, Program Policy and Guidelines Form (each program has their own form) and pickup schedule if necessary.

When and if these forms have not been renewed each parent must agree in writing to procedures pertaining to the child/children to change any prior documentation on file.

When and if mutual written agreements from each parent can not be provided to IMA we will need a valid copy of Court Orders, Separation Agreements, Parent Plan and or any other Court Documents pertaining to Child Custody and Child Support to validate Child Care Receipts.

If any scenarios not mentioned above will affect IMA's obligations to our families, please contact Administration.

Statutory Holidays and IMA Closures

Island Montessori Academy Ltd. complies with employment contracts and adheres to the following holidays:

- New Year's Day
- Islander Day (2nd Monday In February)
- Spring Break (same as school board)
- Good Friday
- Easter Monday
- Victoria Day
- July and August (closed for the summer) (Watch for Summer Camps in June)
- Labour Day (IMA is closed until after Labour Day)
- Remembrance Day
- Thanksgiving Day
- Boxing Day

Please note that IMA will be closed for two days, so our staff can attend the Early Childhood Development Association annual Fall Conference. Attendance is required to keep their certification current. The day will be announced in new school year early September.

4. Yearly Progress Report Process

At the end of June of each year, parents will be given a written review of their child's progress, for children still enrolled in our programs.

Casa Report Card will be detailed and include progress in respect to the five areas in the classroom.

Toddler and Enrichment children will also receive a report card, focusing on your child's participation in their respective program.

At any time, you may review your child's progress with an IMA staff member by arranging a meeting or via telephone call between 1-2 pm at the campus. Directresses will only contact you if there is something they wish to discuss.

5. Casa Uniform Policy

IMA has a mandatory uniform policy in place for our Casa (Children's House) Program. Our uniform consists of crested sweat suits, skorts, jumpers, green golf shirts (long sleeve and

short), green rugby pants and tee shirts. A complete display is available at each school. Parents should make every effort to ensure that the children adhere to the uniform policy. Tote bags and yearly calendars are considered part of the uniform policy.

You may store the following items at the school for your child's use throughout the year:

- Indoor footwear, non slip, non marking, rubber soled shoes are preferred (not to be worn outside of the centre)
- Yearly calendar available at each centre at the cost of \$5.00 each
- An extra set of clothes including socks and underwear in case of spills/accidents, etc.
- Please provide extra shirts as we are not able to use aprons at this time.
- A container of **FLUSHABLE** wipes
- Winter items; extra mitts, hats, socks and snow pants
- Spring items; sunscreen, hats and splash pants, rubber boots.

Children should have clothing that they can manipulate themselves; for example, pants without belts that can be taken off easily when using the bathroom. **All possessions should be marked clearly with your child's name.** Children will be going outdoors on most days, so be sure they are adequately dressed. We encourage all children to be independent in dressing.

6. New Children *

New children may be introduced to a Montessori classroom at various times during the school year, providing space is available. We insist that all new parents talk to the IMA Administration and arrange a visit and tour of the centre.

When introducing your child to school please keep this in mind:

- Keep discussion of our centre with your child casual in tone.
- The child should feel that this new experience is a natural part of their growth and an extension of home life.
- Be calm and positive, your child will sense this and feel going to IMA is a positive experience.

Just a few days prior to your child's first day, visit our classroom. This is a good opportunity to choose uniforms (one piece per day, IMA bags and Calendar are part of their uniform requirements). Show your child around the class pointing out enjoyable and interesting items. The library and art easel seem to be very popular with new students.

On your child's first day, bring him/her to the centre main door. A staff member will greet your child and take him/her into the room. Say a friendly good-bye once, and then leave. Do not return for any reason nor accompany your child into the room. Be assured that our staff have experience in helping the child make this transition. Your confidence in their ability will make the child's adjustment much easier. Your child's first few days should end at 11:30 am, even if enrolled in the full-day program if transition will be an issue.

7. Daily Routine

Consistency in your child's routine and your attitude toward this routine are vital to their feeling of

security. If your child leaves home with positive feelings, they will be eager and able to get the most out of their day.

Please leave your child cheerfully. An apprehensive child transmits that apprehension to their activities during the day. Do not leave your child until a staff member has greeted him/her. A sign in/out sheet is to be initialled at drop off and pick up, by an adult.

We would like to emphasize the importance of your child's timely arrival in the classroom. The child should arrive no earlier than 7:30 am and no later than 9:00 am. Too late an arrival tends to make the child feel like an outsider because work has started before the child has arrived.

The children will be ready for dismissal at 11:45 am, 2:30 pm or 3:30 pm (reflecting your child's program choice). Any child in our Full Day program is eligible for Casa After school program and will be automatically recorded for this program if not picked up promptly by 3:30 pm. Your prompt arrival shows by example that you honour your commitments just as you expect the child to honour theirs. Do not place your child in a position of anxiety unless there is an emergency. If your child is to be picked up by someone other than your regular driver, please send a note and put it in your calendar that morning, also please be sure that your child is aware of any changes. Please remember that the children who benefit most from the environment are those who attend consistently. When picking up your children please allow them time to tidy their work/play area, as this is an important part of the work/play cycle.

8. Sharing *

Children should be discouraged from bringing money, jewellery, and "special" toys to the centre. Books or CD's (audio) if clearly marked with your child's name are welcome, as are special discoveries or things of interest to the class, e.g., artefacts, objects from a vacation, materials or tools with which you work. Your child needs to understand that what they bring to IMA that day may or may not be shared with the whole class, depending on the activities of the day. The child may set up a display of items for individual children to look at. **Please discourage your child from bringing large or aggressive items to our centre as we have very limited space and like peaceful interaction, we do not like to enforce restrictions, please do so at home.**

9. Readiness for the Casa Full-Day/Reduced Hour Program

The purpose of the FD/RH program is to give the child the opportunity to work continuously at a lengthy exercise and/or to provide sufficient time to work in more areas of the classroom.

The Head Directress in concert with the child's parent (based on the child's physical, emotional, and academic readiness) can determine a child's ability to attend the full-day program. The child should be attending the extended program at 4 years old, this allows for a positive transition to Kindergarten.

10. Extra Curricular Activities – Piano Lessons *

The following activities are posted at each parent bulletin board at the beginning of the year. If enough interest is expressed we will follow up with registration and staff scheduling for the Extra Curricular Activities. All programs require a minimum of participation before offered, please contact Administration if you have any questions or suggestions.

Options that we offer at our centres vary. The following are some that have worked over the past few years:

Each centre has offered **Private and Semi-private Piano Lessons** at the cost of \$15.00 for private and \$10.00 for shared lesson per half hour. We are happy to explore other options if interest warrants.

The above programs are billed quarterly in advance and due upon receipt of invoice. Once registered, cancellation of above lessons require one month written notice. Supplies such as music books (lesson and practise books are approximately \$15.00 each) are billed as needed, prices may vary without notice and due upon receipt of invoice.

If our staff is not able to do the lessons the class charge will be credited if we are not able to do a make up class. If your child misses a lesson due to illness or School Board closures (A/S and Enrichment programs) we **will try** to make up the class if a time becomes available, these classes will not be refunded. School Board closures are beyond our control.

11. Parent Participation *

Education is reinforced in many ways. The most important contribution being made by the parents themselves is in the family environment. Therefore, reading in the field of Montessori theory and application is advised. Montessori books and magazines may be borrowed from the office.

IMA is only as effective as its parents and staff. Our centres are based upon the principles of constant support, education in Montessori theory and philosophy, and active participation in and outside the classroom. It is this support that will allow IMA to provide educational excellence for your child.

Suggested Reading: (Stratford Campus will provide a lending library for the books we have)

Lillard, Paula Polk -	<u><i>Montessori: A Modern Approach</i></u>
Standing, E.M. -	<u><i>Maria Montessori: Her Life Her Work</i></u>
Montessori, Maria -	<u><i>The Secret of Childhood</i></u>
Montessori, Maria -	<u><i>The Discovery Child</i></u>
Montessori, Maria -	<u><i>The Absorbent Mind</i></u>
Briggs, Dorothy Corkill -	<u><i>Your Child's Self-Esteem</i></u>
Coloroso, Barbara -	<u><i>Kids are Worth It</i></u>
Dreikurs, Rudolph -	<u><i>Children: The Challenge</i></u>
Packard, Rosa Covington -	<u><i>The Hidden Hinge</i></u>

- <http://www.ccma.ca/ccma/index.htm>
- <http://www.montessori-ami.org>

12. Other Concerns

IMA has attempted to cover and address most areas of concern for most parents, however if you can think of any scenario that we have not covered please contact us, (902) 628-8182 at Administration, and we will make every effort to answer your questions or concerns.

Note:

Please be assured that any communication in regard to your child by any staff member of IMA will be held in the strictest confidence.

Please sign and return a copy of the **IMA Casa/Toddler Program and Policy Guidelines** or **IMA After School/Enrichment Program and Policy Guidelines**. We require this on file with your child's enrolment in our Programs. Please take note of our **Respect Policy Notes** at the end of those forms. New forms are to be completed for every year your child is in attendance; we require this paperwork per household. All forms are available on our website.

Island Montessori Academy thanks you for enrolling your child with us.

If you have any questions or concerns, please contact us at (902) 628-8182.

www.PEIslandMontessori.com

September 2020