



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 (herein includes Stratford Montessori EYC and Cornwall Montessori EYC when referenced)

www.peislandmontessori.com

Stratford Montessori EYC

Stratford Campus/Administration

41 Glen Stewart Drive
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Cornwall Montessori EYC

Cornwall Campus

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1. Hours and Logistics

General Rules and Considerations for All Children in our Centres

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 birth date order, as this is our method of controlling ratio for children and staff.

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

EYC Programs

- 1- IMA Program and Policy Guidelines
(Casa and Infant/Toddler, share a form)
- 2- EYC Yearly 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 your respective centre.

Centre Core Hours

IMA's hours are from 7:30 am to 5:30 pm daily. Families will be asked to provide drop off and pick up times to schedule staff shifts each day.

All pickups will require an adult signature acknowledging the pick-up time.

When children are picked up late within the Infant, Toddler, and or Casa programs parents will be billed \$10 for any amount of time within the first 10 minutes, and an additional \$1.00 per minute per child after the initial 10 minutes. If you are going to be late, please contact the centre. As we pay our staff only until closing, this fee will go directly to the staff member. All billing and payment transactions will be handled through our administrator. See **Tuition Fee Schedule and Payment Procedures**.

Please note we follow the *Fairness to Children's Act* which advises that children should not be in daycare longer than 9 hours.

The province of Prince Edward Island – Family and Human Services, offers financial assistance for childcare 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.

After School Program(2:30pm to 6:00pm)

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

- 1- IMA Program and Policy Guidelines
- 2- After School Yearly 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).

Deposit (all children will have this on file when initially registered and accepted into our program) will be applied to your last month of tuition. Each child must be in attendance over 6 months for this fee to transfer to the last month of tuition. Withdrawal from the program must be a written notice to Administration one month in advance.

Our staff members are here to help you with any concerns. If they are unable to satisfy your enquiries, please call your centre -Stratford 902-628-8182 and Cornwall 902-368-8182.

We try to have the children get to the playground everyday, please be sure they have appropriate clothing, footwear, and sun protection.

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

Children not picked up by centre closing will be charged \$10 for any amount of time within the first 10 minutes, and an additional \$1.00 per minute thereafter. 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.

Child Drop-off and Pick-up

Stratford - Parking is available in the parking lot.

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 properties 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 empathetic and kind, that they want to be a good friend, and that sometimes they need some additional information 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 itself must be arranged with a staff member 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

2024/25 Tuition Fee Schedule

Infant, Toddler and Casa (3&4 year olds) Programs

–Cornwall and Stratford run daily at a current cost of \$10 per day.

Fees are calculated by the days in the month. Pre K children are subsidized by \$5 per day.

Program fees \$10 per day due the 1st of each month

Please note IMA requires 1 month written notice of withdrawal from each program.

Cheques for the Infant, Toddler and Casa programs can be made out to Stratford Montessori EYC or Cornwall Montessori EYC (Please write the centre in which your child attends)

Elementary After School

After School - (2:30pm to 6:00pm) \$340.00/month. Deposit \$170.00 (due at yearly registration)

Application Fee \$50.00 (one time per family non-refundable)

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.

Cheques for the after school program can be made out to Island Montessori Academy.

The deposit for the after school program is required to hold your child's place in the centre, payable on acceptance (or as directed by administration) to be credited towards the last month of tuition. This deposit is directly applied to your last month's installment fee after six months of enrollment 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**, and cash is also accepted (please have cash submitted on or before the first of the month). All payments should be deposited in the payment box. Teachers will not be accepting payments or have change for cash transactions. Please include the name of your child with all transactions. If payments are made in cash, please e-mail to advise the

Administration that there is cash in the mailbox and it will be picked up immediately. Only cash payments are required to be submitted in an envelope. Cheques may be put in the payment box without an envelope. Payment for CASA uniforms is due prior to taking the uniforms home. NO EXCEPTIONS

If you have any concerns in this area, please speak with your campus Director.

3. Policies and Procedures

Children's Sick Days, Holidays and Extended Absences

Please call your centre if your child will be absent and inform the 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.

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 unable to guarantee space if you choose to return. Deposits for the after school program will be applied to the last month of fees only after 6 months attendance in our program and written notice is received.

Pre-K Subsidy: Children that are absent over two consecutive weeks in the Pre-K program will no longer qualify for the \$5/day subsidy and will be required to pay the difference to maintain their child's space.

Holidays

Fees will be charged on all statutory holidays and other noted days. IMA observes: New Year's Day, Islander Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Gold Cup and Saucer, Labour Day, Truth and Reconciliation, Thanksgiving, Remembrance Day, and Christmas and Boxing Day. Please note that IMA is closed between Christmas and New Years.

Professional Development Days

Professional Development Days hosted by the ECDA during the Fall (November 2 days- tbd) and the Spring (May one day- tbd), Conferences will be attended by all certified staff and is a mandatory attendance for them under our EYC Designation. These conferences allow 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. Daily fees will be charged to families to allow the staff to attend these professional development days. Additional unpaid closed days will be at the director's discretion and are subject to change.

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 EYC Yearly Family Information Form and the After School Family Information Form unless a court order is provided to indicate differently. Tax receipts will include all payments for childcare within our centre core hours.

Letters of Reference and Attendance Documents

When letters and documents are needed for government agencies there will be a charge of \$50 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. Please note that your account must be current for your letter to be released.

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 for the after school program.

Storm/Closure Days

In case of snowstorms or inclement weather both campuses will follow the Public School Board Closures. In the case of a one hour delay we will also delay until 9AM. If the schools cancel, we will also cancel. If schools open after the delay, we will be open at 9AM. We will inform local radio stations such as CBC-96.1, Hot 105.5 and Ocean-100.3 with our closure. Storm closures will be posted on our website when possible.

Lastly, if 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 your centre Director to clarify whether IMA is open.

Sickness and Emergency

If 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.** Once contacted it is the parents responsibility to arrange immediate pick up of children.

If a child becomes injured, IMA staff will immediately administer first aid. If the incident requires immediate medical assistance, we will contact 911 and then a parent/guardian. If necessary, IMA may need to contact your family doctor and /or bring the child to the hospital.

In the event that neither parent or guardian can be reached, IMA will contact the designated emergency contact.

Note 1: IMA staff members are required to have current First Aid Training. Note 2: It is essential that parents leave all contact addresses and phone numbers with IMA staff to ensure that we can contact parents / guardians if need be. Any changes in this information, must be updated immediately and is the responsibility of the parents - see “EYC Yearly Family Information Form” and “After School Yearly 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 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 LICE 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 epipen is current and available to our staff.

If your child is absent due to a contagious illness or infection (contact your doctor if you are unsure), immediately notify IMA with the particulars and your physician's name and number. IMA will endeavour to inform other parents as soon as possible to what exposures a child may have been susceptible to. IMA relies on you, the parent, to monitor your child's health and keep them away 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 or participate fully in our programs, 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 with delayed notification, please contact IMA immediately. Please be informed that the affected 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.

Sexual Abuse & Harassment Prevention Plan Policy

IMA declares zero tolerance for sexual abuse, harassment, molestation, corporal punishment, or neglect.

IMA declares an “open door policy” with children and staff.

Guidelines for responding to incidents of alleged abuse or harassment.

- completion of written incident report
- reporting to child protective agency
- assure serious and compassionate response to allegations, without admitting legal liability or making public statements without legal council
- confidentiality for alleged victim and perpetrator
- immediately suspending alleged perpetrator pending outcome of investigation - consultation with lawyer and reporting to insurance company

Emergency Procedures: Fire Drill, Lock down, Evacuation

Fire Drills

All IMA campuses practise monthly fire drills, with different scenarios, times, exits and document such practices each time. During each practice children are escorted outside to designated areas. A Staff leads children outdoors, another Staff follows each set of 10 children, another staff follows the last child out with attendance, phone and child files. Attendance is taken. Last Staff checks the building and rooms, ensures that they are empty and takes out the 1st Aid kit. Extra staff are disbursed with children at time of drill.

Meeting locations:

Stratford Campus- Grass area in front of the front playground fence.

Cornwall Campus - Green space near fire hydrants beside parking lot or further field closer to Westwood School

Lock Down

All IMA campuses have discussed and implemented a lock down procedure within each centre, with different scenarios, exit strategies and pick up protocols. If needed, all children will be housed in our upper level, away from windows and doors, with staffing as required. Doors and windows will be locked and not opened to anyone other than parents/guardian/authorized person. Parents will be contacted to pick up their children immediately.

Evacuation

When Evacuation is the only option we will follow our Fire Drill procedure with our destination being set as above for each campus. When sheltered venues are required, as follows:

Designated Sheltered locations:

Stratford Campus- TBD

Cornwall Campus - TBD

Currently a designated location is not available, IMA will make the best choice available and contact parents as soon as possible for immediate pickup. Local sheltered venues are all claimed by local schools which can not be shared with our centre.

Free Play

A toy or comfort item is welcome at the centre (preferably 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, after the centre is locked for the night it cannot be reopened 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 member for directions. When the container becomes overflowing we display items for a week, and whatever is not claimed is donated locally.

Snacks and Meals

IMA will provide 2 Snacks and lunch. Our 2-week menu will be posted at each centre. If changes to the menu are required, a note will be made documenting the changes on the menu. We provide healthy choices of fruit, vegetables, dairy and whole grains, as directed by the Canadian Food Guide and our menus are approved by the PEI Child Care Facilities Board. If your child will not eat the provided food, please send a lunch of your choice. 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. **As per Health and Safety guidelines, all food carrying containers brought from home MUST be clearly labelled with the child’s name.**

Food Allergies

Limited food products that have adverse effects 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 requires full disclosure on any food allergies.

⊙ 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 encounter 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.

Casa Birthday Celebration

All the children's birthdays will be celebrated. Parents can bring in a store-prepared (or individually packaged) 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. 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 or we have an ipad and we are happy to email a few photos to you within the week.**

Also note that the distribution of party invitations is done by staff. Any invitations will be passed out directly to parents.

Outdoor Environment

Outdoor exploration and play are integral to the Montessori philosophy generally, and to IMA specifically. 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 each 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 be sure to label ALL of your child's 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 nonslip. Please no plastic dress up shoes. All shoes should be easy for the child to manipulate themselves.

Family Legalities

If family dynamics change before or during the year, please inform Administration of changes to payment structure, receipts, billing, pick up, or emergency contacts based on new parent roles and/or schedules. The “**EYC Yearly Family Information**” and “**After School Yearly 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 household to ensure that payment and fees are mutually agreed to by both parties. Each parent is responsible to provide a new Emergency Medical Form, Program Policy and Guidelines Form (each program has their own form).

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
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Gold Cup and Saucer Day
- Labour Day
- Remembrance Day
- Truth and Reconciliation Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Please note that IMA will be closed for three days, so our staff can attend the Early Childhood Development Association annual Spring (1 day) and Fall (2 days) Conference. Attendance is required to keep their certification current. The dates will be confirmed each year once they are announced by the Early Childhood Development Association. These

professional development days are included in the fee schedule.

4. Casa (3 & 4 year olds) Uniform Policy

IMA has a mandatory uniform policy in place for our Casa Program. Our uniform consists of crested pants, t-shirts, skorts, jumpers, and sweatshirts. A complete list of items and sizes are available at each centre. Parents should make every effort to ensure that the children adhere to the uniform policy. Tote bags 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, nonslip, non marking, rubber soled shoes are preferred (not to be worn outside of the centre)
- An extra set of clothes including socks and underwear in case of spills/accidents, etc. For those new to using the toilet, please provide several changes of clothes.
- A container of **FLUSHABLE** wipes
- Winter items; extra mitts, hats, socks, and snow pants
- Spring items; sunscreen, hats and splash pants/muddy buddy, 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.

5. New Children

New children may be introduced to a Montessori classroom at various times during the year, providing space is available. We encourage all new parents to talk to the IMA Director 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 (by appointment only). This is a good opportunity to choose uniforms (one piece per day, IMA bags are a part of their uniform requirements). We will show your child around the class pointing out enjoyable and interesting items.

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 early if transitions will be an issue.

6. 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 initialed 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 your convenience, we hope you will honour the schedule you set up as we have arranged staffing to cover ratios within the day. 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 because of late pick ups unless there is an emergency. If your child is to be picked up by someone other than a familiar face, please send a note, and 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.

7. Sharing

Children should be discouraged from bringing money, jewellery, and "special" toys to the centre. Books, if clearly marked with your child's name, are welcome, as are special discoveries or things of interest to the class, e.g., artifacts, 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. **Please discourage your child from bringing large, soft material (plush) 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.**

8. 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 on Montessori theory and application is advised. 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

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

❖ <http://www.montessori-namta.org/>

❖ <http://www.ccma.ca/ccma/index.htm>

❖ <http://www.montessori-ami.org>

9. 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 your Campus Director and we will make every effort to answer your questions or concerns. In cases where situations arise additional policies may be enforced and posted within the centre.

Note:

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

Please sign and return a copy of the **IMA Infant/Toddler/CASA Program and Policy Guidelines** or **IMA After School Program and Policy Guidelines**. We require this on file with your child's enrollment 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 (Stratford Montessori EYC and Cornwall Montessori EYC) thanks you for enrolling your child with us.

If you have any questions or concerns, please contact us. www.PEIslandMontessori.com

September 2024