



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

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2022/2023 Year

***Please note that some of our contents have had Restrictions put in place due to 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 opening schedule and other pertinent information. Please be sure to look for it every year. 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 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 with this form we will require \$100 supply fees for each child.
- 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. Your 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 respective centre.

Casa (Children's House) 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 enable 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, Casa programs parents will be billed \$1.00 per minute per child for after hours. 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 “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.

After School (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, 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.

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

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*.

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, prepayment 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 there after. 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 contact your campus for details.

When the School Board cancels a PD Day due to weather, IMA is closed. 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.

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

***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 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 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.

*** Restrictions put in place see our Covid-19 Operational Plan.**

***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

2022/23 Tuition Fee Schedule

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

–Cornwall and Stratford run daily at a current cost of \$25/day.

Fees are calculated by the days in the month. Pre K children are subsidized by \$14 per day.

Program fees

\$25 per day due the 1st of each month

Deposit	\$300 due at registration to be applied to last month (see terms)
Supply fee	\$100 per child due each year

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

Elementary After School

After School - (2:30pm to 6:00pm)	\$340.00	\$17.00 (daily rate)
Deposit	\$170.00	(due at yearly registration)
Application Fee	\$50.00	(one time per family non-refundable)
Professional Development Days	\$35.00	(spaces limited, more info in September)

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) to be credited towards last month of tuition. 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 your centre director. 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 advise your Director that there is cash in the mailbox and it will be picked up immediately. Casa uniforms will be billed as ordered and due upon receipt of invoice. 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 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.

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 program and written notice is received.

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 charges to families to allow the staff to attend these professional development days.

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 Yearly Pre-School and After School 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.

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 delau 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.

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

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 any 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 nor 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 "Yearly Pre School-Application Form" and "Yearly A/ S 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 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.

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 or police
- 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 practises each time. During each practise children are escorted outside to designated area. 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 building and rooms that they are empty and takes out 1st Aid kit. Extra staff are disbursed with children at time of drill.

Meeting locations:

Stratford Campus-	IMA Signage at front of Building or Pine tree at edge of Parking lot.
Cornwall Campus -	Field by Apartment building 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 child 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.

*** Restrictions put in place see our Covid-19 Operational Plan.**

***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 overflowing we display items for a week, whatever is not claimed is sent to charity.

Snacks and Meals

IMA will provide 2 Snacks and lunch. Our 2-week menu will be posted at each centre. 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. **Please be sure to label your child's lunch box and snack containers.**

Food Allergies

Limited 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 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.

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.

*** Restrictions put in place see our Covid-19 Operational Plan.**

***Casa Birthday Celebration**

All 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 or we have our own camera 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 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. 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 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 nonslip.

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
- July and August (reduced staff) (Watch for Summer Camps in May)
- Gold Cup and Saucer Day
- Labour Day
- Remembrance Day
- Truth and Reconciliation
- 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 day will be announced in new school year early September.

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 sweat suits, skorts, jumpers, green golf shirts (long sleeve and short), green rugby pants and t-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 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.
- Please provide extra shirts as we are not able to use aprons currently.
- 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.

5. New Children

New children may be introduced to a Montessori classroom at various times during the year, providing space is available. We insist that all new parents 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 and Calendar are 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 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 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 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.

* Restrictions put in place see our Covid-19 Operational Plan.

***7. 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 if time allows. **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. 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>

❖ <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.

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 Casa/Toddler Program and Policy Guidelines** or **IMA After School 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 (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

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