

IMA Pre-School Program and Policy Guidelines

All Parents/Guardians must read the following, sign in the space provided on page 3, and return. One form per family household. Please note that our **Parent Handbook** is available on line, or each centre has a paper copy for any additional information, please read and review. The following is a condensed version of some important considerations.

1. **NOTE:** All children must be signed in and out of their program by an adult at the door.
2. Should your child be hesitant to leave you when taking him/her from the car, be confident that almost always a child will become happy within minutes after a parent has left. The staff is trained to meet your child's needs with great sensitivity. If your child continues crying more than 15 minutes after you have left, we will call and advise you.
3. Children are provided their lunch daily. A beverage of milk or water is included
4. Please bring a complete change of clothes, in a zip lock bag. Please include your child's name on all articles belonging to them.
5. Each family is asked to contribute a box of **flushable wipes** for their child's use.
6. Casa Uniforms are mandatory daily (one piece is all we require), and please send indoor shoes, that will not mark our floors, these indoor shoes will stay at the centre, one pair only. Please label all your child's belongings.
7. No backpacks please. Information and work will be sent home in your child's **IMA bag**. Our cubby space is limited and is designed to hold IMA bags.
8. Please discourage your child from bringing toys. IMA is not responsible for lost or broken items.
9. Please check "Lost and Found" on a regular basis for personal belongings.

10. Please talk to a staff member if your child will be absent or if there is a change in dismissal procedure involving your child (do not leave a message on phone or email as they may not be retrieved in time).
11. Please call your Campus Office with any inquiries or concerns: Stratford Campus is Sharon Devos 902-628-8182 or email sharon@peislandmontessori.com. Cornwall Campus is Tarahlyn McKinnon 902-368-8182 or email CornwallEYC@gmail.com.
12. Birthdays will be celebrated for all the Casa children. You are welcome bring a simple healthy snack, which should be store made and ready to serve and easy to manage. No drinks, and no cake or cookie treats. You will be provided a Birthday Celebration Notice prior to your child's birthday. IMA does it's best to maintain "NUT free" facilities - Please DO NOT SEND any foods which list any nuts in the ingredients. Please observe if any other allergy postings are made within your centre.
13. If you find that your child has brought an object home from school (i.e. puzzle pieces, objects, blocks) never feel embarrassed about returning one of our odds and ends. We love to have things returned.
14. Do not bring a sick or infested child to school. If your child contracts a contagious illness (other than a cold) or head lice, please inform the school so that other parents may be advised. Children who have a fever, earaches, vomiting or diarrhea at school **will be sent home**. A child who has any of these symptoms the previous day or night should not be brought to school and when recovering should be kept home for one full day after symptoms subside. If your child is sent home with any lice detection we require them to be lice free before returning.
15. Only prescription medication may be given to children at school by staff. A Medicine Administration Form must be filed out at the respective centre for each prescription.
16. Late pickup, after 5:30 will be charged. After hours late pickup will be charged at \$10 within the first 10 minutes and \$1 per minute thereafter. Please call if you will be late, staff are paid to closing times. After hours fees will be paid to the staff that was required to stay late.
17. Snow/Emergency School Closures Policy: In case of snow storms or inclement weather, IMA will follow school board closures. When school board delays by an hour IMA will be delayed until 9:00 am. If school board closes after the delay, IMA will also be closed. In the event that the weather forecasted is for a sudden/violent storm, IMA will contact you if children must be sent home early. Canceled days are not made up.

18. After reviewing the Program and Policy Guidelines, which are also available on-line at www.peislandmontessori.com, parents must sign and return this document on or before the first day at IMA.

Important – Respect Policy Notes

19. Payments: There will be a 10% service charge applied to accounts where tuition payments are late. Please provide post-dated cheques for the first of each month in October. Cash payments must be provided on or before the first of the month. A NSF charge of \$35/incident will be added to accounts as required. Accounts and additional billings are payable upon receipt.
20. Tuition rates are based \$25.00 per day per month. Start and end dates are at the sole discretion of IMA Administration.
21. Refunds: All fees and tuition payments are non-refundable. One month written notice is required when terminating enrolment in our centre. Deposits will be applied to last month tuition after 6 months of enrolment in our program.
22. I/we understand and agree that Island Montessori Academy is a business with specific needs related to the provision of services to young children. As a result, I/we understand that the Island Montessori Academy must retain control over activities on the Academy's premises, and must protect the viability of the business enterprise. Consequently, I/we understand, acknowledge and agree that IMA has a strict Respect Policy for ourselves and others, and may terminate immediately the provision of services to me/us and my/our child/children in any of the following events:
 - 1) non-payment of account (accounts are payable upon receipt);
 - 2) payment by cheque, which is returned for insufficient funds;
 - 3) disruption of activities at IMA's premises in any manner which is determined by IMA as unacceptable;
 - 4) behavior which is disruptive, intimidating or threatening to anyone as determined by IMA; or
 - 5) physical violence.

I/we also understand and agree that in the event that any of the above events occur, services may be terminated without advance notice to me/us, and no recourse or right of appeal will be available from IMA 's decision in the matter.

23. The right of Island Montessori Academy to terminate services for reasons not identified above is unrestricted, and will depend on the circumstances. I/we have read the full Parent Handbook which covers all our Policies and Guidelines. I/we have read the above Program and Policy Guidelines –Respect Policy Notes and do hereby agree to the terms and conditions set out above.

Signed: _____
(Parent/Guardian)

Date: _____

Child's Name/s: _____ Campus: _____.