



Island Montessori Academy
Cornwall Montessori / Stratford Montessori
#L 4496/ #L 4480

After School Program and Policy Guidelines

All Parents/Guardians must read the following, sign in the space provided, 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 out of their program by an adult at the door.
2. IMA does its best to maintain a nut free facility. Please do not send any foods that include or may contain nuts or nut products. Please observe if any other allergies are posted within your centre.
3. Children are provided snacks daily.
4. Please discourage your child from bringing toys. IMA is not responsible for lost or broken items.
5. Please check "Lost and Found" on a regular basis for personal belongings.
6. Please talk to a staff member if your child will be absent or if there is a change in dismissal procedure involving your child no later than 2:00pm (do not leave a message on phone or email as they may not be retrieved in time).
7. Please call your Campus Office with any inquiries or concerns: Stratford Campus is Lori Ann McEwen 902-628-8182 or email loriann@peislandmontessori.com. Cornwall Campus is Tarah McKinnon 902-368-8182 or email CornwallEYC@gmail.com.
8. 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.

9. Only prescription medication may be given to children at the centre by staff. A Medicine Administration Form must be filed out at the respective centre for each prescription.

10. Our after school hours at Stratford and Cornwall are Monday-Friday 2:30-6:00pm. We pick all children (excluding Francois Buote) up at their school at a designated area assigned by the school. No before school care is available at our centres. We do not offer PD day care. Late pickup, after 6:00 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 until closing time. After hours fees will be paid directly to the staff that was required to stay late.

11. Snow/Emergency School Closures Policy: In case of snow storms or inclement weather, IMA will follow school board closures. In the event that the weather forecasted is for a sudden/violent storm, IMA will contact you if children must be sent home early. Cancelled days are not made up.

12. 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

13. Payments: Please provide post-dated cheques for the first of each month upon starting or **Cash payments** must be provided **on or before the first of the month**. Rates are \$340/month. A NSF charge of \$35/incident will be added to accounts as required. Accounts and additional billings are payable upon receipt. Daily interest will automatically be accrued on account for late payments.

14. Refunds: All fees and tuition payments are non-refundable. One month written notice to administration is required when terminating enrolment in our centre. Deposits will be applied to the last month of tuition after 6 months of attendance.

15. 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) **late or 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) behaviour 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.

16. 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:_____ Print:_____ Date:_____

Child’s Name/s:_____ Campus:_____