Fairview Glen Montessori

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Parent Handbook

Our Mission:

Our focus is to provide students with a stimulating and academically challenging education that is deeply committed to the Montessori principles, so that they may reach their full potential with integrity and trust.

Welcome

We would like to extend a warm welcome to everyone as the new school year begins. This handbook has been provided to give you information on the school and its policies. They have been implemented for the safety and welfare of the students and staff in the School. Please take the time to read the handbook carefully and contact us if you have any questions or concerns.

Fairview Glen Montessori School is an independent, co-educational school opened in 2007 administered by a Board of Directors. Fairview Glen is committed to individual student achievement with a strong culture of high standards and expectations.

Fairview Glen provides a Montessori education for children from ages 18 months to 12 years old. Our philosophy of both early childhood and elementary education is founded on the Montessori method of education as developed by Dr. Maria Montessori.

Our Montessori Philosophy

At Fairview Glen Montessori School, each child is respected as a unique individual and treated with dignity. Special learning styles are identified; policies, procedures and practices are in place to actively promote child integration and eliminate all forms of discrimination. As Montessori teachers and Early Childhood Educators, our role is to guide, nurture, discipline, facilitate and encourage children as they grow and learn.

High quality care of children involves careful preparation of the environment, where children feel safe and have a sense of belonging. The environment provides children with both indoor and outdoor activities required for complete development. Children need to develop language, social, emotional, creative, cognitive, aesthetic and physical skills, as well as the foundation for work habits and academics. We model and provide an environment based on love and respect for children.

Our Children's House or "Casa" Program

When children are provided with concrete, developmentally appropriate materials and activities, they use their senses to discover and experiment with all aspects of their world. Children also learn by observing their environment and the people in it.

Each child develops at his or her own pace in the prepared Montessori Environment with specially designed Montessori materials. Activities cover all aspects of child development; intellectual, physical, and social. Each activity is complete in itself and activities are inter-related. We provide the students with achievable challenges throughout their time at the school so that self-esteem is nurtured and they are encouraged to even greater exploration and learning.

Practical Life

Young children have a strong urge to become independent. Practical Life Activities help them to perfect the skills they need in daily life. Whilst learning essential life skills, the children are also developing hand-eye co-ordination and the capacity to focus their attention for the entirety of an activity. Successful completion of such tasks gives children a real sense of their own achievement and this builds their self-confidence.

Sensorial Exploration

Children are vividly aware of the world, constantly exploring it and taking in impressions through all of their senses. The Sensorial Materials encourage children to order and classify the physical properties of the world they live in. These activities stimulate and develop the senses, refining children's powers of observation, perception, exploration and communication.

Our Staff

Our staff work together towards the same goal; to provide the best care and education for children that is non-discriminatory, sensitive, inclusive and appropriate. We believe that our teachers are positive role models for our students. Our goal is to create programs that provide equity in an environment where childhood can flourish, where children are free to sing, dance, play, explore, create, and make mistakes. Our final goal as teachers is to guard the rights of all children. Procedures are in place to address complaints and incidents of racism or bias. Being teachers also means being an advocate for children's rights.

Mathematics

Montessori Mathematics Materials enable even a very young child to achieve a natural appreciation of mathematical concepts through his or her own efforts. This avoids the mental blocks, which so often occur in children faced with purely abstract concepts. Specially designed equipment helps children to grasp concrete ideas along with sensory experience of numbers, quantities and mathematical operations. Gradually children can move confidently to complete abstract mathematical problems. Many Montessori educated children develop a genuine love of numbers and mathematics.

Language

At Fairview Glen Montessori School, children are encouraged to express themselves. The freedom offered to the children creates many opportunities for them to communicate with their peers and adults. We emphasize the development of vocabulary based on real experiences and the early preparation required for reading and writing. Advanced activities take the child well beyond the basic skills into reading and writing for interpretation, creativity, and pleasure.

Cultural Exploration

The Montessori approach covers a wide range of subjects, which reflect the broad interests of young children. The Montessori Environment stimulates these interests and extends knowledge and understanding of art and crafts, geography, history, music and science and the natural world. Cultures from around the world are explored and celebrated.

How Does Learning Happen?

Ontario's Pedagogy for the Early Years as it Relates to the Montessori Method of Education at Fairview Glen Montessori School

It is our belief that the Montessori philosophy complements and enhances the Ministry of Ontario's pedagogy around learning in the Early Years. The document *How Does Learning Happen? Ontario's Pedagogy for the Early Years, 2014* outlines the four foundations of how learning happens.

There are four foundational conditions stated in the document *How Does Learning Happen'* which align with our Montessori curriculum, as they are conditions that children naturally seek for themselves. These four foundations are: *Belonging, Well-Being, Engagement* and *Expression*. These foundations lend themselves well to a Montessori classroom.

Belonging: Children in Fairview Glen Montessori classrooms are encouraged to help one another and engage in group learning. When one child sees what another child is doing, they ask for explanations. The other children are happy to teach what they know. In mixed age settings, children of different ages help one another. The teacher as a facilitator, not as a director, encourages the children. By allowing the children to form relationships with others and make contributions to the classroom community, they gain a sense of connectedness to others and a sense belonging in their classroom environment.

Well-Being: This foundation addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills. We believe that the Montessori curriculum demonstrates this foundation through many of its exercises as well as its approach to learning. Practical Life exercises are introduced to children in stages. The aim of these exercises is to help the child gain control in the coordination of his/her movements, and to help the child gain independence and adapt to his society. The Practical Life exercises focus on Preliminary Exercises, Care of Person, Grace and Courtesy and Care of the Environment. With an emphasis on 'teaching, not correcting', children learn to become independent members of their community with a healthy sense of self. Montessori education is established upon the philosophy of helping each child become a disciplined individual who is "master of himself, and can, therefore, regulate his own conduct when it shall be necessary to follow some rule of life" (Montessori, 1964, p. 86).

Engagement: The very heart of the Montessori pedagogy lies in a child's willingness and interest in their surroundings. Engagement in an activity is when learning happens. Montessori education is established upon the philosophy of helping each child attain self-mastery and independence. This level of autonomy supports intrinsic motivation and engagement of children.

Expression (or communication): Children learn to express themselves in a variety of ways. Children develop these capacities through exploration in an environment that supports creativity, problem solving, mathematical behaviours and language-rich learning environments. The Montessori environment encourages creativity and exploration. According to Dr. Montessori, as a child grows up in this world, self-exploration and discovery is important to forming their being. Montessori stated that this self-discovery and exploration is achieved through the child answering these internal questions: *What is out there? What might I do with what is there? How can I carry out my abstract ideas?* This exploration and abstract thought is what allows children to be creative. Communication is not only expressed through written and spoken language, but also through symbolic language. Montessori supports this independence as a means to creativity and communication. The Montessori curriculum of Sensorial Exploration, Mathematics and Language encourage children to express themselves and develop their communication skills through creativity and self-exploration, with the emphasis on intrinsic motivation.

Moving Through the Programs at Fairview Glen Montessori

As children transition from the Toddler program to the Children's House program and then to Elementary, the Montessori curriculum continues to be introduced and practiced with a standardized approach from all teachers. Teachers meet to discuss how each child is progressing on a regular basis. When the children are ready for the next program they have scheduled visits, called "Phasing-In", to familiarize them with their new environment.

The Montessori Elementary Program (6-12 years)

The Montessori Elementary Program is the most logical succession to your child's experience in the Children's House. It is marked by an explosion into the Cultural studies and an intense curiosity for the world. It allows for continuity of the remarkable gains your child has made in their academic, social and emotional development. The cornerstones of the philosophy, including concrete materials, self-direction and freedom within limitations continue to be applied in the Lower and Upper Elementary programs.

Lower and Upper Elementary classroom are categorized by 3-year age spans (6-9 and 9-12 years respectively) to optimize the community atmosphere. Children of various of ages and strengths are guided to work cohesively and respectfully, according to their own personal plan. Responsibility and leadership opportunities are emphasized to engage student to develop a mature attitude, concentration and dedication.

Math and Language lessons continue to progress at the rate of the individual, however students at similar stages may be grouped together. Culture lessons including History, Botany, Zoology, and Geography are grouped by level and students engage in "Follow-up" tasks to support their learning. Throughout a topic, students support one another's learning by collaborating, peer tutoring and human kindness. Independent projects offer a chance to explore one's own areas of interest while honing researching, composition and presentation skills.

Our specialty program includes instruction in French, Music, Fine Arts, Phys-Ed as part of the weekly routine. Students learn to balance their core subjects with a diverse curriculum to develop a broad spectrum of learning and interest. Students in Level 3 begin recorder instruction and progress to choosing a band instrument in Upper Elementary. In addition to Phys-Ed., students entering the elementary program are sorted into Houses for Intramurals activities. Each of our four houses, Terra, Aqua, Aeris and Ignis, included students from Levels 1-6 and offers immense opportunities for mentoring, strategy planning, problem solving and leadership.

Students in Level 3 and beyond take part in yearly standardized testing. On the whole, this empirical evidence further supports the success of the Montessori student's performance and independent learning.

Events and trips are an important part of the school community and a rite of passage for the Elementary child. There are overnight excursions for outdoor education in addition to day trips. It is recommended that all students attend to gain a collective experience that bonds the group. Upper Elementary students also take part in downhill skiing lessons and a 5-day destination excursion. In the past, classes have travelled to the Maritimes, Ottawa, Quebec, and Washington.

Students experience intense depth to learning while at school. Homework is limited to Novel Study reading, spelling words, and at times work not completed in appropriate time parameters. Upper elementary students may have corrections to make, occasional research or quiz preparations. It is important to give students opportunities to develop responsibility so they are prepared for their next level of learning. We appreciate your support to help your child stay abreast of their studies and come to school prepared.

Admission

The following must be completed and returned to the school prior to admission:

- Registration Agreement/ Financial Contract
- Application for Enrollment Form
- Medical Form & Copy of Immunization Record
- Copy of Birth Certificate or Passport
- Media Release & Disclaimer
- 2 Signed and completed Emergency Cards including Consent for Emergency Medical Treatment
- Deposit Fee
- Pre-authorized debit agreement (tuition, gym, catering)

A Waitlist will be started once the desired program is full. There is no fee to be added to the waitlist, however all paperwork, save financial, must be completed in order to be added to the waitlist. Families with student enrolled in the school will be granted priority on the waitlist. We will advise you your position on the waitlist. Once a spot is available, we offer families 48 hours to accept admission.

Fee Structure

Upon enrollment, you will be required to provide the school with a DEPOSIT cheque and POST-DATED cheques for all fees owing for that calendar year. When you enroll your child, you are committing to paying the tuition for the entire academic year. Refunds will not be given for early withdrawal. Even if you pay through monthly installments, you are undertaking to pay the full tuition. If you withdraw your child early, any outstanding tuition for the entire school year is expected one month prior to withdrawal.
Any cheques that may return from the bank as NSF are subject to a $40.00 charge. No further cheques will be accepted for that payment. The NSF payment will have to be made by certified cheque, money order or cash.

Your Child's First Day

We require our new students to participate in the "Phasing-In" period prior to school start. Plan to stay for a short period of time on your child's first morning. Your child will have a chance to explore their new surroundings. Make sure your child understands why he/she is attending school, when you are leaving and that you will be returning. Share any background information with your child's teachers that will help him/her make an easier adjustment. Some children feel comfortable immediately, while other children take a few weeks. If you have any concerns please do not hesitate to call and find out how your child is doing. Your child's teacher will provide a daily schedule, noting the work-cycle and outdoor times at the first parent evening.

School Uniform

All students must arrive in their school uniform daily and ensure that it is clean, ironed and fits well. Girls should wear their hair tied back or pulled back from their face with a colour-coordinated hairband or headband. A well cleaned and smartly turned out uniform is a wonderful way to show the world how proud we are to be a part of the Fairview Glen Community.

Items to Bring to School

Your child will need the following items at the school:

- Two complete changes of clothes clearly marked with your child's name
- A blanket for sleep time for Toddlers and 1st Year students (the blanket should be taken home on Friday to be washed and brought back Monday morning)
- Black dress shoes-kept at school (Casa & El.)
- Indoor running shoes with non-marking soles- ALL STUDENTS Toddler-El.
- Appropriate attire for outdoor play (in all weather) labeled with name.
- Outdoor running shoes or boots for outdoor play (Crocs, flip-flops, and other sandals are NOT permitted for outdoor play)
- Pull-ups/Diapers and wipes for Toddlers
- Toddlers & Casa T must wear comfortable, non-restrictive clothing (navy & white colour scheme)
- Casa & El. students provide cutlery for daily catering
- All Casa & El. Students bring a placemat for lunch time.

Communication Between School/Home

We require that all parents sign up for our Remind text messaging service, a fast and convenient way to receive messages and reminders from the school. Please ask the office for instructions on how to sign up.

In the event of an unscheduled school closure due to unforeseeable circumstances, such as bad weather, a Remind text message will be sent. Parents are also asked to check the school website, and our school Facebook site for information. Please do not phone the school during these times as the office is often unattended if there is an unscheduled school closure.

Arrival and Departure

The operating hours of the school are from 8:30 am to 4:00 pm. It is strongly recommended that children arrive at school by 8:50 a.m. each morning. We offer an optional before school program at 7:00 am and we have an after-school program from 4:00 pm to 6:00 pm for an additional fee. The Montessori work cycle is an important part of your child's education. This work cycle begins at 9:00 am every morning. To gain the full benefit of the program you should ensure that your child arrive by 8:50 every day.

Upon your child's arrival in the morning, it is essential that a staff member receive your child and document the time of arrival on the attendance record. Please either drop your child off personally to the before-school room, or to the child's classroom after 8:30 am, (Toddler 8:00 a.m.) and ask your child to shake his/her teachers' hands as soon as they enter the room. We recommend Casa students be escorted to their classroom by one of our staff members from the arrival queue. The school will assume no responsibility for a child who has not been directly brought to the school by the parent or guardian and delivered directly to the care of a staff member.

When picking up your child, make sure to draw the attention of the staff to your child's departure. A staff member will sign that you have picked up your child and note the time on the attendance record that you have arrived for pick-up and when your child was released into your care.

We ask that you notify the school if your child will be absent or arriving/leaving later than usual. School doors are locked from 9:00 am to 4:00 pm every day to ensure the safety of the children. If you arrive unannounced during this time, you will need to buzz for admittance.

Late Pick-Up

In the event of an emergency that prohibits you from picking up your child before the school closes, please make other arrangements and notify the staff as soon as possible. The school closes at 6 pm daily. Please arrive well before closing to ensure a comfortable pick up for your child. We encourage you to maintain open and continuous communication with the staff. Please allow sufficient time for this to occur at arrival and departure times.

For those parents who have paid for after-school care, if your child is not picked up from the school by closing, you will be charged a late fee of $1.00 per minute for every minute after 6 pm. For example, a child picked up at 6:13 pm will be subject to a late charge of $13.00. **All payments must be made in cash** and you will be invoiced at the end of every month for outstanding late charges. For those parents who have opted not to have after care, you will be charged a late fee of $1.00 per minute every minute after 4:00 pm. (Toddler 5:00 p.m.)

Our late pick up policy is in effect for emergency situations only. Abuse of this policy will not be tolerated. Any parent or guardian found repeatedly picking up their child late would be given a written notice. Continuous abuse may lead to termination of the enrollment agreement. Please be considerate to our staff.

Pick Up/Drop Off Policy

It is important that you understand our policy for releasing children is for the safety of your child.

∗ We release children only to parents/guardians who have authorization to pick up their child. If there is a custody agreement in favour of one parent/guardian, the school requires a copy of the agreement for our files. Without a copy of this agreement, staff cannot deny a parent/guardian access to a child.

∗ We will only release children to a person authorized by parents to pick up, as per the emergency information completed at the time of registration.

∗ If a person is unfamiliar to staff, the staff will check the emergency information provided and ask to see photo identification before releasing the child. The name on an official ID should correspond to the name on the emergency information provided. The picture should correspond to the person.

∗ We will NOT release a child to anyone under the age of 18 years.

As previously stated, children will not be released to any person other than those whom you have previously specified in writing on your emergency information or a letter received by us at drop off time. **If you have arranged with other adults to pick your child, ensure that the staff is notified**.

Note: No person will be given the benefit of the doubt when they arrive to pick up your child. If in doubt we will choose the safest action, by not releasing your child to anyone unless all the conditions are met. The staff have been instructed by the Principal to check the ID of any unfamiliar persons.
By following this policy together we can ensure a safe environment for your children.

Photographs/Media

At Fairview Glen Montessori, we believe in telling the story of our School to our parents and families. We encourage the celebration of success through photographs and video. These photos and videos are the property of the School and will not be used in any promotional advertising without prior parental consent. They may, however, be displayed throughout the school in various classrooms, or uploaded onto our websites or homeroom. We occasionally upload a photo celebrating a child's success on our Facebook page. It is assumed that, after signing the media consent form, parents have no objection to their child being photographed or videoed by the school staff or a fellow parent in the event of a special occasion being celebrated at the school.

Parental Involvement

Parent communication and involvement are essential to providing an excellent school program and is a vital part of the success and co-operative spirit of the school. We will provide parents with a twice-yearly report card detailing their child's progress at the school. An opportunity will be provided for parents to discuss their child's development through parent-teacher interviews. We encourage parents to feel free and confident to discuss with us concerns regarding their children.

There will also be many events throughout the year where parent participation would be very welcome. Our Parents' Association is an excellent way to get involved and meet other members of our school community. These events include crafts or outside excursions. Please note, all parents or volunteers having direct contact with children in the school must have a clear criminal reference check.

Supervision Policy

Fairview Glen Montessori School is committed to providing a high quality, safe and secure environment for all children enrolled in our programs. Ensuring the safety and well-being of every child in our care is our highest priority. The Child Care Early Years Act provides that every operator shall ensure that every child who is in attendance in a licensed child care centre is supervised by an adult at all times. As such, it is our policy that no child in our care be left unattended and unsupervised by an adult. Volunteers and students will not be counted in ratio.

All staff are required to review the organization's policies, procedures and practices regarding the supervision of volunteers, participating parents, and students at our schools. Staff will review their roles and responsibilities when directly supervision and working with volunteers, participation parents and/or placement students in their classrooms annually.

The principal is responsible for ensuring that volunteers, participating parents and students are provided an orientation to the organization and appropriately trained for their roles within our schools. Supervised volunteers, participating parents and students have a responsibility to contribute to their orientation by seeking information, asking questions and for assistance as required.

All volunteers participating parents and placement students must agree to follow all policies and procedures of the school. They must also agree to follow and support the directions and guidelines provided by the staff and management of the school.

All students and volunteers, including participating parents having direct contact with children in the school must have a clear criminal reference check. Volunteers and participating parents and students will not be counted in ratio and will not have unsupervised access to the children. A Vulnerable Sector Check is required from all third-party individuals.

Emergencies

All our staff are required to have standard first aid training with child and infant CPR component. If a serious accident or illness occurs to a child enrolled in our school, the teacher on duty will promptly: obtain and/or administer emergency medical assistance and notify the parent/guardian of the child. An emergency medical treatment authorization is required prior to enrolment as part of the Medical Form and emergency Cards. We must be informed promptly of any change affecting emergency contacts. If you change your cell, home, or work telephone number please let us know so that we can update the information on your child's emergency card.

Smoke Free Policy

As per the Smoke Free Ontario Act, parents, staff, students and volunteers are prohibited from smoking in the school, the parking lot, the playground area and any area of the surrounding property whether the hildren are present or not.

Health Policy

Prevention of illness is the basis of our Health Policy. To ensure the best possible environment for each child's development, we must insist that all parents strictly adhere to our school's health policies. Prior to admission, each child must be immunized as recommended by the local Medical Officer of Health, and must also submit a record of immunization.

Children who are ill must not be brought to school, as the day is too demanding for a sick child. Parents must find alternative care for a child who is ill or who has a contagious disease. Young children are still building their immunities. A child who is not well is especially prone to infection and communicable disease.

Upon your child's arrival at school, the teacher will carry out a regular health inspection of your child. As requested by the Department of Health, the teacher has the right to refuse admittance if your child appears sick. If the child has been admitted and is showing signs of illness that may affect the health of others, parents will be contacted immediately and will be required to pick up their child as soon as possible. In the interim, the child will be isolated.

Tiredness is also a health concern. A tired child is prone to infection and communicable disease. Please ensure that your child has adequate rest and a reasonable length of time at school. Although we are open from 7:00am to 6pm, we suggest that your child's day be not much longer than your own working/school day.

Two signed and completed **Emergency Cards** must be presented on the first day of school. **NO CHILD WILL BE ADMITTED WITHOUT THESE CARDS.** It is required that the children play outdoors every day. If your child is too ill to participate in the outdoor program, he/she is too ill to be at school. Our health policy regarding fever and vomiting is as follows:

Fever: Children who experience a temperature of 38C or more, for a period of 30 minutes or longer, may not remain at school. Parents will be notified and asked to pick up their child as soon as possible. Children should remain at home for 24 hours ***after the fever has cleared*** and must be well before returning to school (i.e., they must be able to participate fully in the indoor and outdoor daily program).

Vomiting: Vomiting is a sign of stomach irritation or communicable disease. Parents will be asked to come and pick up their child from the school if he/she has vomited more than once in that day. Children should remain at home for 24 hours ***after vomiting has stopped***. The child must be well before returning to the school (i.e. must be able to participate fully in the indoor and outdoor daily program). During an outbreak at the school, the child will not be admitted to the school until 48 hours after vomiting has stopped.

Contagious Diseases

Any child who shows signs of the following contagious illnesses must be withdrawn as soon as possible and may not return without a doctor's written consent.

Diarrhea is a sign of infection or irritation in the digestive tract. If a child is suffering from diarrhea (bowel movements that appear watery or greenish and/or are much more frequent than usual) he/she must be kept at home. If a child experiences two loose or runny movements at school, he/she will also be sent home. The child will not be admitted to the school until 24 hours after he/she is symptom free or a doctor determines he/she is not infectious. During an outbreak in the school the child will not be admitted to the school until 48 hours after he/she is symptom free.

Pink Eye The signs and symptoms of pink eye are as follows: ∗ Redness & swelling of the eye(s) followed by a copious discharge of pus. ∗ Swelling may be followed by an itch, which may cause discomfort. ∗ One or both eyes may be affected. Any child who shows signs of this contagious illness must be withdrawn from school as soon as possible and may not return until discharge is no longer present and until 24 hours after start of treatment. A doctor's note is required for readmission.

Rubella: The signs and symptoms of Rubella or German Measles are: ∗ Low-grade fever (38.5C) ∗ Headache ∗ Cough, runny nose and swollen glands at the back of the neck. ∗ Red eyes ∗ The rash appears as mottled or tiny raised spots, which spread from the face and the neck to the entire body over 12-24 hours. This disease is most communicable for 7 days before and 4 days after the rash appears. A child may return to school on the 7th day after the rash appeared with a doctor's note stating that the child is no longer able to transmit the disease to others.

Mumps: The signs and symptoms are: ∗ Enlargement of the salivary glands. Possible swelling of the cheeks and face. The swelling usually begins on one side then may start on the other side in 2 or 3 days or may not develop at all. ∗ Chills, headache, fever and abdominal pain may occur. The child will be re-admitted 9 days after the onset of swelling. A doctor's consent for return to school will be required.

Impetigo: The signs are symptoms are: ∗ The appearance of small fluid filled blisters leading to brownish crusts, especially around the mouth and nose, but may occur anywhere on the body. A secondary infection may develop from scratching. A child may return to school after 24 hours of receiving treatment and lesions on skin must be covered. A doctor's note is required.

Chicken Pox: The signs and symptoms are ∗ A fever and headache followed by rash, which is described as crops of blisters turning into scabs which appear over several days. The child experiences itching for about 4 days. The child may remain in school providing they are well enough to participate in the full program. A doctor's note will be required.

The above is only a sample of the many contagious diseases. For a full list, please refer to the Public Health list of reputable diseases that is posted for your information. Exclusion of your child from school may be necessary, as deemed by Public Health. It is our policy to abide by and adhere to all Public Health recommendations.

Administration of Medication

Our staff will administer prescription drugs to children in their care in accordance with provincial legislation. This will require all parents to provide the following:

∗ Written authorization, including dosage and times, for any medication that is to be given.
∗ Medication in the original container clearly labeled with the child's name, name of drug, the dosage, the date, and the instructions for storage and directions for administration of the drug.
∗ No expired medication will be administered to the child.
∗ The child's parent must fill out a form and the parent must hand the medication to a staff member directly.
∗ The staff cannot administer cough medicines, vitamins, decongestants, aspirin or any other non-prescription medication. In special circumstances exceptions to this policy may be made, but only on the written instructions of a doctor. Doctor's notes are valid for six months; a new one must be obtained after this time to continue administering ongoing medications
∗ All children require written consent from a parent for the administration of Sunscreen and Medicated Diaper Rash Cream
*Unused medication or empty containers will be returned to the parent to dispose of when the cycle is complete.

All parents are responsible for the safety of the children in the School and medication is not to be left in the child's cubby, lunch box, or classroom. We are aware that parents are often in a hurry in the mornings, but since the staff is bound by these regulations, medicine will only be given if all of the above instructions are followed. A form can be obtained ahead of time and filled out at home if this is more convenient. A form may be obtained from the office or your classroom teacher.

Accessibility

In accordance with the Ontario Regulation 429.07 Accessibility Standards for Customer Services, we are dedicated to ensuring our programs and services are accessible to all of our students and their parents. Services will be provided to clients with disabilities in a manner that promotes and respects their dignity, independence, integration and equal opportunity.

Whenever possible, we will endeavour to integrate our services to enable students with disabilities to participate fully in our programs. In the event that an alternate measure is necessary, we will work with our families to effectively meet their needs through alternate forms of communication and training on assisted devices that may be required.

Inclusion

Canada is a multicultural, multiracial and multi-faith society and has people of all levels of ability. Our school reflects this reality daily. We are committed to the principles of antiracism and inclusion. All of our policies, guidelines, and operations demonstrate our ongoing commitment. We must all strive to provide a culturally appropriate, racially sensitive and non-discriminatory environment for the children, staff, parents, volunteers, the community and all service providers. Our objective is to eliminate racial, ethno cultural biases, and any other form of discrimination in all policies, guidelines, and day-to-day practices. We aim to foster an environment where children and staff have strong self-esteem, high expectations, and make continued progress. Our School will simply not tolerate racism or biases of any kind.

Nutrition/Dietary Needs and Allergies

A catered mid-day meal and snacks are provided to all Toddler and Children's House students in accordance with the guidelines of the Canada Food Guide. Catered lunch is available to all Elementary students. Catering fees are outlined in the fee schedule. Children's special dietary needs and allergies will be posted in the child's classroom. We will do our best to substitute food on the days that the child can't eat what is being served. Children are encouraged to try all foods that are served, but they will never be forced to eat them. School age children have the option to bring a bagged lunch from home.

Bagged Lunch Guidelines, as per the CCEYA

Ministry guidelines stipulate there is to be NO OUTSIDE FOOD permitted unless it is a lunch/snack that follows the guidelines below, in accordance with "Sabrina's Law, 2005."

- **ONE** serving from milk and milk products- 250 to 375 millilitres
- **ONE** serving from meat and alternates- 60 to 90 grams
- **ONE** serving from bread and cereals- 1.5 to 2.5 slices or 175 to 450 millilitres
- **TWO** servings from fruits and vegetables- 2 to 2.5 whole fruits or 250 to 300 millilitres

Please keep these guidelines in mind when you are packing your child's lunch. It will be brought to your attention if we do not feel these guidelines are being met. If a child does not have a lunch, catering will be provided and parents will be invoiced $5.00.

Due to the increasing number of children suffering from Anaphylactic Allergies, all lunches and snacks must be **NUT FREE.** Parents are required to check all labels. Snacks that contain or "may contain" nuts will not be given to your child and will be sent home or disposed of. Please ensure your preparation area and utensils are free from any nut transfer by thoroughly cleaning them prior to packing the lunch.

Do not send in food for the class on birthdays or special occasions. It will not be served or distributed.

Anaphylactic Allergies: Parents of children with Anaphylactic Allergies must complete an individual action plan upon enrollment or upon discovery of the allergy. They must also provide the school with a doctor's note detailing the symptoms and treatments for their child's specific allergy. In addition, the child must have a valid Epi-Pen with them at all times. The Epi-Pen must be registered in the child's name and be current. A label from the doctor/pharmacy must be attached directly to the Epi-pen itself, not the box. It is the parent's responsibility to ensure that all staff have been properly trained on how to administer the Epi-Pen, should it be required. If a parent does not provide the school with an Epi-Pen, fails to replace an expired Epi-Pen, or fails to renew their action plan annually, their child will not be permitted into School, as stipulated by the Ministry.

Child Abuse

If abuse of any kind is witnessed or suspected by staff at the school, a call to the Children's Aid Society will be placed. These calls are confidential and the release of any information, either to a parent or to any other staff members, will be carried out as per the directions of CAS. As teachers, it is our legal obligation to report any and all incidences of suspected or observed abuse. Any parent in the school should place a call to the Halton Children's Aid Society in the event that they witness any behaviour they feel is abusive in nature.

Prior to beginning working with children, each staff member, student, and volunteer is required to sign a Prohibited Practice Policy, which includes the following:

* No form of corporal punishment will be allowed at any time, including hitting, spanking, pushing, shaking, pinching, biting, grabbing, or slapping.
* A child must not be humiliated either physically or verbally, through sarcasm, taunting, teasing or degradation.
* A child must not be confined or locked in any room alone or with another child.
* A child must not be deprived of basic needs for clothing, shelter, or bedding.
* Food must not be used as a punishment or threat at lunch or snack.
* A child must not be punished or reprimanded in any way for failing to use the toilet.
* A child must not be punished in any way for failing to fall asleep at rest time.
* Any adult who observes mistreatment of any child must contact the Principal of the school immediately. This is a legal responsibility.

The behaviour of every staff is monitored on a frequent basis by the School Principal. Should a violation occur, the School Principal would review the infraction with the person involved and outline acceptable methods to be used. If further incidents occur, or if intentional harm is caused to any child, it will result in immediate dismissal from the School.

When Children Have Difficulty

Fairview Glen Montessori School understands its obligations under the Ontario Human Rights Code with respect to accommodating children with special needs. Every child in our school has the right to an educational environment that is safe and conducive to that student learning.

We recognize students who require substantial support and assistance within our programs and give them the same opportunity to learn as much and succeed in school as all of our other students. Accommodations can be maintained, provided they do not compromise the integrity of our Montessori philosophy and programs, and do not deprive the other students of their educational opportunities. Appropriate accommodations are provided up to the point of "undue hardship."

This is accomplished by observation of individual children and the entire group, gathering additional information from parents/guardians, teachers, and other professionals and implementing appropriate accommodations to meet the needs the individual child. The Principal will provide contact information to specialized programs and additional resources within the Region wherever possible. Parents who collaborate with outside professionals are required to sign a release of information to ensure full communication with the school.

There may be situations in which our program cannot meet the needs of the child or family. The Principal reserves the right withdrawn a child or family from a program. In the event that a decision to withdraw a child is made, it will be done with the consideration of the best interest of the child and the well-being of the entire group. The Principal will provide as much information to the family as possible, to find an alternative placement for the child.

Notice of Withdrawal/Termination Policy

Fairview Glen Montessori School is committed to delivering high quality care, and education to all children and their families. There may be times when we are unable to meet the needs of a child. Should such a situation arise, we reserve the right to terminate any contract of school attendance.

The following procedure will be followed:

1. Behaviour is documented over a period of time by the teaching staff. Teachers and parents communicate daily regarding the child's behaviour. Parents provide the school with pertinent information that may help staff support the child's development.
2. The teachers submit a written formal report to the Principal.
3. The Principal and teachers meet to discuss the concerns. Strategies are discussed, documented and then implemented. A trial period for the suggested strategies is established.
4. On completion of the trial period, the teachers and the Principal meet to discuss documented observations of behaviour and strategies implemented. If additional support is required, a meeting is arranged with parents, teachers and the Principal. The following steps will then be followed: a) Identify the concerns and reasons. b) Discuss implications for the child and other children involved. c) Discuss ways of involving community resources (notify any other outside agencies).
5. Contact community resource and discuss behaviour, strategy implemented and results reviewed. Results are again committed to writing and signed by all parties. Refusal to sign papers will indicate a lack of cooperation and may lead to immediate termination.
6. If the school staff determine that the child's needs cannot be met, a recommendation of withdrawal will be forwarded to the parent/guardian, as well as an invitation to attend a meeting with the Principal in order to put their position forward.
7. If the parent/guardian does not attend the meeting, or if after attending, the Principal decides that it is in the best interest of the child that he/she be withdrawn from the program, a written 2 week notice of withdrawal will be given.
8. Any parent choosing to withdraw from the school will be required to provide a 2 week written notice to the Principal.
9. **Fairview Glen Montessori School reserves the right to terminate a parent's contract on the following grounds:**

    1. Non-payment of fees (1 month in arrears)
    2. Contravention of the Code of Conduct
    3. Continuous late pick-up

Code of Conduct

The following expectations are intended as a guide to maintain the atmosphere at our school as a comfortable and safe place to be. The Code of Conduct applies to the entire school community.

Adults and Children at all times shall:

- Be courteous to others
- Use acceptable language
- Conduct themselves in a manner which allows each child, parent and staff member to feel safe from physical abuse
- Resolve conflict in a peaceful manner
- Respect the building and equipment as well as personal property of all others
- Show respect for all individuals through his/her behaviour and words

Please note that our faculty is to be treated on a professional level at all times. Fairview Glen Montessori teachers and staff are providing a quality education for your children and will not accept treatment that is disrespectful. Please deal with discrepancies in private (away from the children and other adults) as it creates a negative atmosphere. We will not accept slanderous or negative school/teacher/parent talk on the premises, including the parking area and hallways, or virtually through social media or otherwise at any time. Failure to follow the Code of Conduct may result in the termination of your child's enrolment.

Any questions, concerns or grievances should be addressed to the Principal. Any matter that cannot be resolved at this level will be directed to the Executive Director by completing a Feedback Form, located in the main foyer. At absolutely no time should there be a confrontation in front of any children. Failure to adhere to our Code of Conduct may result in the termination of the enrolment agreement (upon discretion of the School.)

Activities of Premises

On occasion, field trips are planned to enhance the programs. An additional trip consent form will be required in order for your child to participate in excursions requiring vehicular transportation. Alternative care arrangements are to be made by parents/guardians if children do not participate in field trips. Supervision in not available for student that do not attend field trips.

Throughout the year, elementary students (Gr. 1 and above) may participate in physical education or intermural programs in school neighbourhood and nearby park. Particular modules, for example Cross Country Running, require greater space. By signing the "Statement of Release Disclaimer" you consent to your child's participation and indemnify and save harmless and release and forever discharge Fairview Glen Montessori School and all persons connected with all the school's activities, including without limitations, field trips and outings: from any claims, actions, demands or liabilities, for damages, loss or injury howsoever arising, that may result from your child taking part in school activities.

Parking Lot Courtesy

When you pick up/drop off your child, please be considerate of other parents who are attempting to gain access to the parking area. Space is limited, therefore we ask that you quickly pick up your child and not spend time visiting with other parents or allowing your child to play on the school grounds.

We must insist that all families refrain from parking at the neighbouring businesses, and do not drive through the plaza parking lot when approaching or leaving the school.

Always make a left turn onto Commerce Court when exiting the parking lot and proceed to the intersection at Fairview Street.

Playing on the green space or parking area is strictly prohibited. This is dangerous and Fairview Glen accepts no responsibility for children once they are released into the care of their parent.

Please use caution and keep the safety of all of our children in mind.

www.fairviewglen.com

2015-2016

Fairview Glen Montessori School

3508 Commerce Court

Burlington, ON L7N 3L7

(905) 634-0781

info@fairviewglen.com

Quick Reference Guide:

- ***If your child is sick***: email the office at admin@fairviewglen.com as soon as you know your child will not be attending school.
- ***School Closure***: a text will be sent out via ***Remind*** text messaging service if the school is closed due to unforeseeable circumstances. Please also check our website and Facebook account.
- ***Remind:*** Please join the text messaging service at the start of the school year to receive correspondence from the office. If you have not received an invitation to join, please contact administration.
- ***Homeroom:*** Please join your child's Homeroom message service to received correspondence from your classroom teachers.
- ***Classroom Websites:*** Please visit your classroom website as directed by your teacher.