

## **Heritage Montessori Inc.**

[www.heritagemontessori.org](http://www.heritagemontessori.org)

1289 Marlborough Court, Unit 20, Oakville, ON L6H 2R9

Tel: 905-842-3061 Fax: 905-819-1331

# **POLICIES AND PROCEDURES**

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This parent information package includes an overview of our school and its programming. By ensuring that the following information is understood and followed, we can provide a safe, reliable, well-managed, high quality school environment.

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## **OUR AFFILIATED ORGANIZATIONS & THEIR RESPECTIVE LOCATIONS:**

### **Bright Scholars Academy Inc.**

[www.brightscholarsacademy.com](http://www.brightscholarsacademy.com)

24 Falconer Drive, Mississauga, Ontario, L5N 1B1

Tel: 905-826-3595 Fax: 905-819-1331

### **Bright Scholars Montessori**

[www.brightscholars.ca](http://www.brightscholars.ca)

5920 Montevideo Road, Mississauga, Ontario, L5N 3J5

Tel: 905-542-1895 Fax: 905-819-1331

## **WELCOME!**

Congratulations on choosing Heritage Montessori Inc. where our goal is to nurture your child's curiosity, creativity and imagination in a carefully prepared environment that fosters independence, self-confidence, respect and a life-long love for learning. We are committed to excellence in Montessori education. Our school provides high quality, universal, inclusive early learning for young children.

This parent information package outlines the policies and procedures that are important to maintaining a supportive learning community at Heritage Montessori. We ask that this parent information package be read carefully and that it is referred to throughout the school year. If you have any questions regarding the information in this package, please do not hesitate to contact the school's Administrator. We look forward to working with you to give your child a fulfilling and enriching experience.

## **PHILOSOPHY**

Heritage Montessori Inc. follows the educational method developed by Dr. Maria Montessori. The Montessori philosophy seeks as its goal an independent, self-directed child. Our program fosters the development of responsibility, collaboration, co-operation and an enjoyment of learning. Specially designed Montessori materials are integrated with other developmentally appropriate activities to provide the child with progressive learning in the areas of Practical Life, Sensorial, Mathematics, Language Development and Cultural Activities. The Montessori philosophy recognizes that children have a natural desire that inspires them to reach their potential.

## **CURRICULUM**

Our program provides a total curriculum which allows for the optimum growth of children from the ages of 18 months up to and including 5 years old in all areas of social, emotional, physical, intellectual and cognitive development. The children are supported in a safe, nurturing and stimulating environment that promotes self-esteem and emphasizes child-selected and child-directed activities. Each home, child and family is recognized as being unique. Family styles, values, cultures and traditions are respected and reflected in the curriculum.

## **MONTESSORI EDUCATORS**

Our dedicated Montessori educators are child advocates who respect each child's individuality, and are committed facilitators who strive to educate the whole child. They are nurturing role models that awaken the child's spirit and imagination. The role of the Montessori educator is to support, assist and encourage the child towards independence. Each child progresses at his/her own pace and rhythm, according to his/her individual capabilities, and is inspired to learn with wonder and confidence. The basic aim of the Montessori educator is to provide each child to grow in knowledge, seek truth, assess values, develop socially, emotionally, physically and intellectually, as well as, find his/her place as a happy and productive member of society.

Heritage Montessori believes that there is a strong partnership between the school and the home, and we strive to maintain close contact with parents through daily communication (verbal and/or written) and formal meetings throughout the school year.

## **PROGRAM HIGHLIGHTS**

The program offered by us is a blend of the following structured and unstructured activities. A daily schedule outlining specific curriculum areas is posted.

- **Montessori Education**
  - Practical Life
  - Sensorial
  - Mathematics
  - Language Development
  - Cultural Activities
- **Academics**
- **French**
- **Creative Arts**
- **Music**
- **Drama**
- **Computers**
- **Optional Programs (at an extra cost):** Martial Arts & Dance

## **SCHEDULE OF SERVICE**

The school will be open Monday to Friday, 7:00 am to 6:00 pm, from September to June. Heritage Montessori Inc. offers a fun-filled Summer Program during the months of July and August which is offered on a weekly basis.

## **SCHOOL CLOSURES**

- Labour Day
- Thanksgiving
- Christmas Closure, which includes New Year's Day – 2 weeks
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday

## **EMERGENCY SCHOOL CLOSURES**

We will notify you in writing regarding the exact dates of the above school closings and of any special or planned events. The school may also close due to circumstances beyond the school's control, i.e., severe weather conditions, etc. The school will always be closed when the Halton School Board closes due to severe weather conditions. Please listen to local radio and television stations for updates on school closures. Before heading out during severe weather conditions, always phone the school at 905-842-3061 to listen to the message on the answering machine to hear whether the school is open or not. The NEW message stating directly that the school is closed will try to be put on the machine by 6:45 am.

## **ARRIVAL AND DEPARTURE**

### **FULL DAY: 7:00 am to 6 pm**

Children are to be picked up by 6:00 pm or a late fee of \$1.00 per minute will be charged.

### **AM HALF DAY: 9:00 to 11:30 am**

Half Day morning children are to be picked up by 11:30 am or a late fee of \$1.00 per minute will be charged.

### **AM HALF DAY PLUS LUNCH: 9:00 am to 12:30 pm**

Half Day morning children who have paid to stay for lunch are to be picked up by 12:30 pm or a late fee of \$1.00 per minute will be charged.

### **PM HALF DAY: 1:00 to 3:30 pm**

Half Day afternoon children are to be picked up by 3:30 pm or a late fee of \$1.00 per minute will be charged.

### **EXTENDED HOURS: AM: 7:00 to 9:00 PM: 4:00 to 6:00**

(Pre-registration for extended hours is required)

Children are to be picked up by 6:00 pm or a late fee of \$1.00 per minute will be charged.

## **AFTER HOURS LATENESS**

If a child has not been picked up by 6:00 pm and the school has not been notified, Heritage Montessori's staff will stay at the school until 7 pm. After 7 pm, if there still is no contact from the parent, it is the responsibility of our staff to contact the police.

## **PUNCTUALITY**

Please arrive and depart with your child as close to the arranged time as possible in order to minimize classroom disruptions and to begin our program promptly. To ensure your child's safety upon arrival, please accompany your child to a staff member and remain with your child until the staff has assumed responsibility for supervision. Your child's arrival and departure must be recorded by staff prior to you leaving the premises. Therefore it is just as important that a staff member is aware of your departure when picking up your child. If a parent is unable to pick up their child, parents are asked to provide a list of adults (found in the registration package) authorized by the parent to pick up their child. We will ask for photo identification before letting your child leave with anyone other than you. If you are consistently late in picking up your child, you may be asked to withdraw him/her from the school.

## **ABSENTEEISM**

If your child is ill and will not be attending school, please notify the school. It is important that the school be made aware of any lengthy absences other than scheduled holidays.

Also, take a few minutes at the beginning or end of the day to let us know about any special or unusual events at home that may be affecting your child or the way they approach the program. We will also tell you about any highlights or upsets in your child's day.

## **DAILY PARENT COMMUNICATION**

Each classroom has a parent message whiteboard. The purpose of this whiteboard is to provide ongoing communication between parents and teachers. Please always read the whiteboard.

## **HEALTH / MEDICATION**

The Medical Officer of Health requires every child attending a licensed child care facility to have up-to-date immunization. Immunization exemptions will be allowed only when a qualified physician signs a 'Statement of Medical Exemption' or when a parent presents a 'Statement of Conscience of Religious Belief' affidavit. The school is required to keep on file medical reports regarding your child's immunization.

## **ALLERGIES**

It is imperative to let staff and the school's Administrator know of all allergies your child may have and what reactions to expect. Although we cannot change the entire environment of the centre because of allergies, every effort possible will be made to minimize contact with the offending substances. **Please note that our centre strives to be nut and allergen free.** We do not allow outside food(s) other than our own into the school due to severe anaphylactic reactions and life-threatening allergies that exist.

## **ILLNESS**

Communicable or prolonged illnesses must be reported immediately to the school. A physician's note may be required, stating that your child is free from infection before they will be permitted to return to the school.

Children showing signs of illness (e.g., fever, excessive fatigue, vomiting, diarrhea, and discharge from the eyes, etc.) must remain at home for their own well being and for the protection of others. If your child becomes ill during the day, you (or your emergency contacts) will be called to arrange for your child to be picked up immediately. All ill children that were picked up from the school will only be accepted back to school after a 24 hour period. This will help us to control and reduce the spread of illness.

When children are at the school, it is expected that they are able to participate in the group schedule, including active participation in both indoor and outdoor play.

## **MEDICATION**

We will only administer prescribed medication which is in the original container. A parent's written authorization must also be given.

Please ensure that all proper medical forms are current, and inform the office if any change in vital medical information occurs. All medical concerns (e.g., epilepsy, asthma, etc.) must be reported promptly to our school's Administrator and your child's teaching staff in order that our school can take the appropriate measures in the event of a medical emergency.

## **MEDICAL EMERGENCIES**

In the event of an emergency requiring a hospital visit, your child will be immediately taken to the closest hospital where you can meet your child and the supervising staff.

## **LUNCH AND SNACKS**

- Heritage Montessori Inc. will provide a nutritional lunch as well as morning and afternoon snacks daily to full-time students only, and morning and afternoon snacks daily to half-day students only.
- An alternate lunch or snack will be provided for any food restrictions or allergies.
- Weekly menus are posted in the centre in order to provide a good overview of your child's daily nourishment.

## **BEHAVIOUR MANAGEMENT**

Children appear to learn best when they are given reasonable limits and freedom to choose. Limits are rules that provide the boundaries for children's behaviour and safety. Children feel secure knowing the limits, and with them they learn to manage their behaviour. Our limits are relevant, developmentally appropriate and consistently applied. Discipline is planned to assist the child to become self-disciplined through the use of choices and logical consequences. Consequences are the end result if a child's behaviour is not acceptable. Consequences may include:

- Discussion with the child about their inappropriate behaviour and possible solutions.
- Redirection of the child to another activity or to a quiet area with teacher support.

The School WILL NOT permit the following disciplinary methods:

- Corporal punishment
- Derogatory comments
- Confinement in a locked room or structure as a form of punishment
- Deprivation of food, clothing or shelter

Our school environment should always be a positive one for our students. In cases where a student consciously and repeatedly rejects the guidelines set out by the school, the parents will be contacted and strategies will be developed in order to encourage a positive outcome. Should this fail to be effective, we reserve the right to dismiss any child from Heritage Montessori Inc. at any time during the school year.

## **FIELD TRIPS**

Throughout the year, there may be field trips (at an added cost) to special places of interest. A notice will be sent home well in advance of the excursion, informing you of the destination, time, date and cost. It will also include a separate consent form to be signed and returned. Parents are always welcome to join us.

## **INCLUSION**

It is the philosophy of Montessori to accommodate and integrate students with physical, intellectual / developmental disabilities or social / emotional needs where possible. Evaluation and learning resource support will be provided. An individualized teaching plan will be designed with long and short-term goals for the child. If, however, the needs of the child exceed the support that the school is able to provide, you may be asked to withdraw him/her from the school.