Innisfil Montessori Academy
Policies and Procedures Manual
for Parents and Guardians of Innisfil Montessori Academy

2021-2022
Montessori Education:

“Montessori” is a comprehensive educational approach based on children’s natural learning tendencies. Children absorb what they observe in their surrounding environment. Thus, Maria Montessori coined the phrase “the absorbent mind”. Given this fact of “absorption” it is essential that the children be placed in a prepared environment. This environment is one that invites children to engage in learning opportunities of their own individual choice. Special materials are used to facilitate this process. Each child uses the materials and develops at his or her own pace.

Program Description: Casa and Kindergarten Program

The casa program is for children who are 2.5 years of age to 6 years of age. We offer a part time and full day Casa Program. The Montessori classroom is organized into five main areas.

1. The practical life activities are familiar tasks that they have encountered in their daily lives, such as pouring, spooning, sweeping etc. These tasks help the child to develop gross and fine motor skills, while increasing independence and self-reliance. The items in the Casa classroom are scaled to fit the child and allow for them to master each task independently.

2. Sensorial exercises allow for the children to discriminate and order the impressions that have entered through each of his senses. Scientifically designed materials that isolate each sense facilitate in the development of the intellect through hands-on exploration. The child learns to separate, classify forms, colors, textures, sounds and smells. The exercises in this area refine the senses and develop skills in thinking, judging, concentrating, comparing and sequencing. The materials offer unlimited opportunities for the development of vocabulary and the essential development of dexterity that will lead to reading and writing.

3. Language Curriculum focuses on listening, speaking, reading and writing. The curriculum is designed to meet the young child’s innate need to acquire language. Significant emphasis is placed on building vocabulary and oral competency. Through the use of the Montessori materials, children acquire a rich vocabulary for labeling, describing, comparing and contrasting their environment and the objects within it.

4. The Montessori Math curriculum is firmly based on learning though experience. Children use a wide variety of carefully constructed materials to lead them to an
understanding of the value and sequence of numbers. The children are introduced to the operations: addition, subtraction, multiplication and division at a concrete level so that they experience what these activities really mean. The program has the advantage of being able to meet each child's individual learning style and pace of development.

5. Culture. The cultural unit contains, botany, zoology, geography and science. The children have the opportunity to continue with the hands-on approach. Experiments are a major part of the cultural program, allowing the child to make predictions, test and draw conclusions. The geography area allows the child to learn about where they live and their place in the world.

Toddler Program

The Montessori toddler curriculum is a unique classroom environment, beautifully designed to appeal to the child's natural curiosity and meet the diverse and special development needs of children aged 18 months to two and half years. It is a period characterized by the need to explore everything, move and develop large motor coordination and strength. We believe at this age there is huge expansion into language. They develop a capacity to create symbols, images and concepts and become aware of him/herself as a separate and independent person. This classroom experience is often a very delicate time for the child as well as the parent. Therefore, patience, observation, and gentle encouragement are provided to make this transitional step into Montessori.

The first three years of a child's life are the most formative. During this period, children absorb innumerable impressions from their surroundings as their inner development takes place. They thrive on routine, external order, encouragement and respect for their individuality. Our toddler program is a harmonious community that allows each child to reach his or her full potential. The teachers gently guide the children through each successive level of development and achievement, always encouraging and supportive. Socialization, toileting, separation, waiting one's turn, sharing and patience are all important lessons that each child learns.

Admission Requirements

- Entry at age 18 months – 2.5 years, at the child's time of readiness
- walking securely
- developmentally ready, as assessed through an interview
- IMA can enroll 2 children under 18months who meet the above criteria.
A Gradual Phasing-In Period Ensures Comfort, Confidence and Happiness

Toddlers routinely join the program throughout the year when they reach the age of 18 months. It is paramount to ensure each child's feelings of well-being as they join the class. To ensure that the separation of a parent and child is gradual and gentle, we encourage a few short visits (1 hour), followed by some half days before the child joins us for their full day program. Both parents and teachers will work together in determining when the child is ready to make that transition. IMA teachers understand that the child must feel secure and ensure this by allowing the child to explore the classroom environment with the parent present to provide emotional support.

Children in Toddler and Children's House Programs Benefit Greatly from Programs That Are Five Days A Week.

The consistency of a five day a week program allows students to experience the order and predictability necessary to empower a high degree of learning. In addition, we know that the concentration, confidence, knowledge, skills and understanding developed in the Toddler and Children's House classrooms provide essential support for all aspects of a student's educational experience in elementary school, high school and beyond.

Practical Life Fosters Independence

Practical Life activities include many of the everyday task’s children observe their parents doing at home. Young children enjoy and take pride in caring for their environment, themselves and each other. These skill developing activities are specially designed to fit in a toddler's hand and allow the child to spoon, sweep, button and wash. Each task allows the child to gain independence and to develop a sense of order, responsibility and coordination of movement.

Language Development

Children between birth and three years are in a critical period for the development of language. By providing an environment rich in oral language, each child has the opportunity to increase their receptive and expressive language. Formal language lessons are given each day using vocabulary cards, classified objects, books, poems, songs and finger play activities. Informal language lessons are an integral part of our program throughout the
day's lessons and activities. Children learn pronunciation, inflection, grammar and vocabulary from interacting with the individuals around them. The children delight in the acquisition of language and thrive in this vocabulary-rich environment.

**Sensory- Fine Motor Development**

Children learn by interacting with the world around them. The classrooms contain a full complement of manipulative activities for fine motor development including exercises such as bead stringing, cutting, puzzles, sewing and sorting. These activities assist the child in refining eye-hand coordination, using both hands together, strengthening the muscles of the hand and refining the pincer grasp, laying the foundation for later motor skills that require this strength when writing with a pencil. Through repetition the child develops the capacity to concentrate for longer periods of time.

**Gross Motor Development; a Solid Base for a Healthy and Active Life**

Development of coordination, balance and strength is an important component of our Toddler Program. The toddler classroom invites children to explore and delight while developing control of their bodies. The classroom contains a sandbox, climbing equipment, water play, balls, hoops and beanbags. At IMA we believe that young children need to explore the outside world in order to develop their innate connection with nature. Our students go outside to our playground each morning and afternoon where they further develop and refine their gross motor skills.

Our Academic Day Programs which will include:

- A nutritious snack twice daily
- Indoor free play
- Structured programs
- Gross motor activities
- Outings
- Group and individual activities
- Washroom routines
Staff Qualification:

Our dedicated staff is chosen carefully, and all our head directresses hold either a Montessori Teaching Certificate, a Bachelor of Education degree or an Early Childhood Education degree or have otherwise received director approval from the Ministry of Education. They have personal qualities of friendliness, warmth and the ability to relate openly to children and adults. Continuous evaluation of staff and programming ensures the ongoing high-quality care for your child.

IMA Child Care Supervision Policy for Volunteers and Students States:

- No child is supervised by a person under 18 years of age.

- At Innisfil Montessori Academy, only employees will have direct unsupervised access to children. Volunteers and students may not be counted in the staffing ratios. Volunteers and students are supervised by an Innisfil Montessori Academy employee.

- The Roles and responsibilities of the operator are to ensure all policies and procedures have been read, understood, and signed off on, on at least an annual basis. The operator will ensure the staff member assigned to supervise, orientate and mentor the volunteer or student is comfortable and capable of such duties.

- Expectations of volunteers and students are to aid in the educational instruction and assistance of the classrooms and play yard in a positive manner.

Serious Occurrence Policy:  In the event of an incident reported to the Ministry of Education as a serious occurrence a letter will be posted at the school indicating the details of the event and steps taken to rectify the situation.

Prohibited Practices Policy:

In accordance with the CCEYA, the programs shall NOT permit:

1. Corporal punishment of a child by any employee or by another child or group of children.
2. Physical restraint of the child, such as confining the child to a stroller or other device for discipline in lieu of supervision, unless the physical restraint is for preventing a child from hurting himself or someone else and is used only as a last resort and only until the risk of injury in no longer imminent.
3. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate a child or undermine a child's self-respect, shame or frighten the child.
4. Deprivation of a child of basic needs including food, drink, shelter, clothing or bedding, sleep or toileting.
5. Locking the exits for confining the child or confining the child in an area without adult supervision.
6. Inflicting any bodily harm on children including making children eat or drink against their will.

Teachers are to always use gentle re-direction as a means of helping a child who may be having a difficult time in group settings. Teachers are to focus on the positive behaviours rather than the negative behaviours.

**Mission Statement:**

Innisfil Montessori Academy is a privately funded school dedicated to helping young children meet their potential. We specialize in educating the very young, 18 months to 6 years of age. Graduates emerge fully prepared for public school with core education that includes French and Music instruction from the earliest age that exceeds ministry guidelines. We believe in providing the very best education and a Montessori program does just that. The young child has a natural love of learning. Maria Montessori developed a system that would prove to best draw out this natural love of learning, tapping into the full potential of the child.

**IMA Gives:**

Innisfil Montessori Academy believes in making an impact both locally and globally by donating to charities that we believe in. Whenever possible, we involve our students in the process. Working to instill empathy in our children is an important and vital task. Maria Montessori believed that it is the duty of every person to work toward and be part of something great which not only serves individual interests, but those of humanity. Empathy, or the ability to understand the thoughts or feelings of another, helps us to live more fulfilling happier lives. At IMA we strongly believe “Giving is not just about making a donation. It’s about making a difference” - Kathy Calvin

Innisfil Montessori has proudly sponsored the following youth sport teams:

- Innisfil Soccer Club
- Innisfil Baseball Club
- Innisfil Minor Hockey
- Barrie Minor Hockey
- Barrie Sharks Hockey
Within the community we support the following charities which are dear to the hearts of our IMA staff members and families, such as:

South Lake Cardiac Care  
Heart and Stroke Foundation  
Innisfil Police Community Outreach  
RVH Youth Mental Health  
RVH Neonatal Unit

Each year at our holiday concert we ask for donations or non-perishable food items in lieu of an admission fee. To date we have collected 3878 pounds of food which has been donated to our local food banks!

“Knowledge, like air, is vital to life. Like air, no one should be denied it” – Alan Moore

To commemorate our 10th anniversary, we committed to building a classroom in rural Kenya through the charity “Village Impact”. The cost was $16,500 and we were thrilled to meet our goal! We raised the majority of these funds through our Silent Auction Gala which was held on February 9th, 2019. Our kindergarten student became very passionate about this project, making all center pieces for tables and programs for the event. The children quickly became “experts” on Kenya, as their teachers explained the differences in our learning opportunities and living conditions. Children truly are our future, if at the age of five their efforts contributed to the building a classroom in Kenya and providing education that these students might otherwise not receive, imagine what they will be capable of and will have their hearts open to when they are adults!

“Within the child lies the fate of the future” - Marie Montessori

Any fundraising efforts are voluntary on your part. Please know that a child bringing in a toonie that they have earned through chores is a wonderful opportunity to teach compassion as well as promotes conversations about helping those in need. Children are capable of tremendous compassion and with a little help and direction can make a big impact in their community.
School Administration

Registration and Re-enrollment:

Parents are to complete the registration forms in their entirety. In order to begin classes, the following must be submitted:

- Registration package and admission forms
- Completed health forms
- Immunization history (Required by ministry)
- Current photo of student
- Signed policies and procedures
- Information release form
- Neighborhood walk permission form
- Sleep preference form
- Non-refundable $75 registration fee. This is a onetime fee and includes a school shirt

Students who are Canadian citizens:

- Photocopy of birth certificate

Students who are NOT Canadian citizens:

- Passport information or equivalent and/or birth certificate
- Canadian immigration papers or Visa Application

Wait List Policy

At Innisfil Montessori Academy at wait list will be started when all childcare spots are filled.

In order to have your child added to our waiting list, parent and child must first have a tour of IMA to ensure we are a ‘good fit’ for the family. There is no fee to have your child placed on our waiting list. We collect the completed application form from the parent which includes the birthdate of the child and days requested as well as contact information for the parents.
Children will be accepted into the program on a first come first served basis when spots become available in the required age group. Priority is established by the date of the tour/application, however siblings of children currently enrolled in our program will be given priority status.

When a spot does free up, we match that spot with the first child on the list who matches that criteria. For example, if a toddler Tuesday/Thursday spot frees up we would contact the first toddler on the list requesting a Tuesday/Thursday spot.

When a space becomes available, the family at the top of the waitlist, with a child of the required age, will be contacted and invited to accept a childcare spot. If the family accepts the offer, we move to the next step. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot will remain on the list in the same sequence unless they request to be removed from the waiting list. At times, we may call several families in one day to offer one spot.

Once a spot has been offered, the family does need to confirm immediately, and we will hold the spot for up to two weeks to allow the family to give notice at another center if necessary. At this time the non-refundable registration fee will be collected.

Parents are welcome to call Mrs. Barnard and/or the assistant supervisor at any time for a verbal update of their child’s status on the waiting list. We are not able to share the list as we must ensure the confidentiality of others on the list.

**Children’s Records**

The child’s record is confidential and kept at Innisfil Montessori Academy for five-year period. This file includes registration form, consent form, medical form, observation sheet and child’s report cards, accident reports and any other pertinent information. The parents may have access to this file at any time. If the child has left the school, the file goes into storage.

**Immunization:**

Completed immunization forms are mandatory for your child to attend Innisfil Montessori Academy and must be on file before the child attends classes. If a family chooses not to immunize their child, they must complete a statement of Conscience or Religious Belief form available from the health unit.
**Withdrawal:**

One month’s prior written notice is required, without refund for our toddler and Casa program and 60 days written notice for our kindergarten program. All postdated cheques will be returned to the parent /guardian once all outstanding balances have been paid. If a student is in breach of Innisfil Montessori Academy’s Code of Conduct they will be asked to withdraw from the program and will be refunded for services not rendered.

**Fee Payments:**

**Monthly Fees:**

Tuition fees represent the yearly cost to attend IMA divided into 10 equal payments (September to June). Tuition fees are due on the 1st day of each month. Payment can be made in full on the 1st or split into two equal payments payable on the 1st and 15th. Innisfil Montessori Academy accepts cash, cheques, credit card (fee applies) and email transfer to innisfilmontessori@rogers.com or pre-authorized debit (forms available from the office)

If you require different payment dates, then those outlined above please speak to Ms. Barnard

There will be an NSF service charge of $20.00 (cash) to the parent on any notice of a returned payment received from the bank.

**Late Fees:**

A charge of $20.00 will be added to your account if tuition fees are not received to the school on time. You may also receive notice that childcare services may be terminated by the fifteenth day of the current month. If a parent needs more time to pay or consideration for financial hardship, they must contact Mrs. Barnard as soon as possible, preferably before fees are due, to arrange a scheduled payment plan and make an immediate payment towards their outstanding account within two (2) business days. Failure to set up a payment plan or meet the conditions of your payment plan may result in termination of services.

**Additional Fees:**

Before and aftercare Fees: apply to children receiving care prior to 8am and after 4:45pm. The cost is $5 per use and will be invoiced at the end of each month. Once the invoice has
been received you have one week to make payment. **A reissuing of an invoice due to failure to pay will included a $10 processing fee.**

You are required to pick up your child(ren) by 6 p.m. After 6:00 p.m. The fee for the time late is $1.00 per minute/per child payable in cash to the staff who has stayed with your child. The clock in the classroom is the time used to determine the late payment. Late fees not paid within 48 hours are added to your statement with an additional $5 service charge. If late six times in any seven-week period, the family faces removal from the center.

Field trips: are never mandatory. If you choose for your child to participate in a field trip payment and permission form MUST be received by 4pm the day before, to ensure a spot for your child.

**Temporary Absences and Vacations:**
Monthly fees are the same amount each month regardless of the number of school days, or holidays, that fall during that month. Parents are expected to pay fees for all the days their children are registered for. Please note that an absence from IMA will not reduce your fees e.g., sick days, vacations or school closure.

**Receipts:**

Childcare receipts will be issued to Parents/guardians in February. The receipts are issued in the name of the individual paying the funds to the school.

**Incidental Fees:**

Throughout the school year the students will be invited to join various athletic classes, field trips and art classes. These activities are not mandatory; however, parents wishing to have their children participate are responsible for any fee associated with their Childs participation.

**Enrollment of siblings:**

Innisfil Montessori Academy offers a 5% discount for siblings. The 5% is taken off the lower tuition fee. Please let administration know if you are planning to have another child take part in our programs, as Innisfil Montessori Academy gives preference to children in the same family.
Reporting to Parents:

Innisfil Montessori Academy firmly believes that parents, teachers and students are partners in education. It is with this philosophy that we have an open-door policy between parents and teachers. Please share any information about your child (sickness, late night, changes at home, illness or concern for family members) that may affect the Child's progress or demeanor throughout the day. If you wish to speak with your Child's teacher, please call the school to set up an appointment. Teachers will provide each child with a mail slot, please check for mail at the end of each day for any communication from the teacher, or administration.

The School Program

Responsibility of the Administrator:
- To oversee the administration, maintenance and organization of the staff and facility.
- To help facilitate meetings between teachers and parents.

Responsibilities of the Supervisor:
- To act as a liaison between the Directress and Adminstrated when needed.
- To assume the Administrator's responsibilities during absence.
- To maintain positive lines of communication between staff and administrator.

Responsibilities of the Directress/Director:
- To provide the child with a prepared learning environment and to guide the children through new presentations.
- To maintain accurate records of student's development. Preparing one progress report and two report cards.
- To schedule interviews with parents when the need arises, and to be available for appointments when requested by parents.

Responsibility of the Parent:
- To read and understand the policies and procedures manual.
- To fulfill financial and administrative obligations in a timely manner.
- To establish communication lines between home and school.
- To advise the school on any changes in family dynamics and circumstances.
- To keep children at home when they are sick.
• To notify the school when the child is sick or will be absent
• To notify the school when there is a change in regular pick-up person or times
• To handoff your child to a staff member in the morning so they can be properly signed in
• To dress their child in clothes that can be easily managed by the child (elastic waist pants, Velcro shoes, Crocs or slippers)
• To have a spare clothing bag at the school which includes pants, underwear, shirt, socks, hat, and mitts
• To label all clothing and belongings brought to school
• To provide indoor shoes
• To have child at school by 9am
• To attend all parent/teacher interviews and meetings
• To speak with the teacher or administrator when questions or concerns arise

Responsibility of the Student:
• To dress appropriately for the weather
• To wear indoor shoes
• To leave all personal items at home (unless previously discussed with directress, example show and share)
• To respect oneself, teachers and fellow school mates
• To respect both the indoor and outdoor environment
• To use appropriate language
• To use words, not hands

Parent Issues and Concerns:

Parents and guardians are encouraged to take an active role in our school and regular discuss what their child(ren) are experiencing with our program. IMA supports positive and responsive interactions among the children, parents and guardians, and staff. We foster the engagement of ongoing communication with parents/guardians in conversations and support a positive experience during every interaction. All issues and concerns raised by parents/guardians are taken seriously at IMA and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties as quickly as possible. Issues and concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally or in writing upon request. An initial
response to a complaint will be addressed within 48 hours. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved. Every issue will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff and volunteers, except when information must be disclosed for legal reasons.

Our school maintains high standards for positive interaction, communication and role modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor.

<table>
<thead>
<tr>
<th>Name of Issue or Concern</th>
<th>Steps for Parent and/or Guardian to Report Issue/Concern</th>
<th>Steps for Staff and/or Licensee in responding to issue/concern</th>
</tr>
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</table>
| Program Room – Related E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc. | Raise the issue or concern to - The classroom staff directly Or - The supervisor or licensee | - Address the issue/concern at the time it is raised Or - Arrange for a meeting with the parent/guardian within 5 business days
Document the issues/concerns in detail. Documentation should include:
- The date and time the issue/concern was received
- The name of the person who received the issue/concern
- The name of the person reporting the issue/concern
- The details of the issue/concern
And
- Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding the next steps of referral |
| General, Centre – or Operations – Related E.g.: childcare fees, hours of operation, staffing, waiting lists, menus, etc. | Raise the issue or concern to - The supervisor or licensee | |
| Staff- Supervisor-, and/or Licensee Related | Raise the issue or concern to - The individual directly Or - The supervisor or licensee
All staff issues or concerns about the conduct of staff that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation. | |
| Student-/Volunteer Related | Raise the issue or concern to - The staff responsible for supervising the volunteer or student Or - The supervisor or | Provide contact information for |
Daily Operations:

The school year begins the first Tuesday after Labour Day in September. Class runs from 9am to 3:30pm daily. Children may attend school from 8:00-4:45 daily at no additional charge. Before and after care is available. The school opens at 6:30am and closes at 6:00pm.

Please provide seasonal clothing for your child as they will be going outside daily.

Innisfil Montessori Academy recognizes the following statutory holidays and will be closed for operations, Thanksgiving, Family Day, Good Friday, Easter Monday and Victoria Day. We will also be closed for two weeks at Christmas and a week for March Break. Both breaks coincide with the Simcoe County Public School.

Your child will be sent home with a monthly calendar outlining all special dates and events happening at the school, please keep yourself well informed.

Attendance:

Regular daily attendance is encouraged as this allows for maximum benefit from the program. Class begins promptly at 9am and so do our lessons, having your child at and prepared for school for this time will allow for a great start for all children. If your child is ill, please contact the school before 9am.
If you are arriving after 9am you are asked to bring your child to the front office (first door). A staff member will quietly walk your child to class as to keep distractions to a minimum. Please note, tuition fees do include the hours from 8:00am – 4:45 pm, if you have children attending public school, please consider dropping off your younger child to IMA first.

If you are picking your child up early (prior to 3:30pm) please let your child’s classroom teacher know. The classroom teachers will have your child ready with their belongings. Please come to the front office and a staff member will bring your child to you.

**Cancellation of Classes:**

Innisfil Montessori Academy will attempt to be open even during inclement weather. If the school will be closed notice will be placed on our FaceBook page as well as ROCK 95.

**Extended Care Program:**

Before care is available (for an additional charge) from 6:30am to 8:00am
After Care is available (for an additional charge) from 4:45pm to 6:00pm

Administration MUST be notified if emergency situations arise that result in pick-up after 6pm. An additional charge of $1 per minute for services rendered will be invoiced and is payable directly to the aftercare staff providing coverage.

**Transportation:**

Safe transportation to and from school is the responsibility of the parent/guardians. Children will only be released to authorized individuals, as indicated on the application form. Please ensure this list is update as necessary.

A Take-Home authorization form is available to give written permission on a per use basis for someone to pick up your child on occasion. This form must be given to the administrator.

**Children will be not be released to unauthorized persons.**

**Innisfil Montessori Academy will not be held responsible for liability when the child is taken off school property.**

School buses will be used for field trips that are not within walking distance.
If emergencies arise during the day, the parent or guardian must contact Innisfil Montessori Academy administration with alternative transportation details.

**Health and Safety:**

Food and drinks:

Please advise the school of any food allergies so that we can ensure your Childs safety. A nutritious snack will be provided midmorning and midafternoon for the students. The snack list will always be posted, and any changes will be noted. Children over the age of 3.8 may bring a lunch from home or may participate in the schools catered hot lunch program. Children under the age of 3.8 must take part in the hot lunch program.

**INNISFIL MONTESSORI ACADEMY IS NUT FREE!**

Life-threatening peanut or nut allergies are a very real concern. Please DO NOT send foods to school that contain or “may contain” peanuts, nuts and biproducts of nuts.

The staff at Innisfil Montessori Academy takes it upon themselves to ensure that:

- The school is clean and safe
- All equipment is safe and in good repair
- Fire drills will be performed monthly and recorded in the fire drill book.
- Employees have healthy working conditions, including good natural light, heating, adequate clean toilet facilities, and staffroom/restroom.
- All staff must have up to date First Aid and CPR training

All employees will be responsible for ensuring the following:

- Keeping all fire always exits clear
- Keeping electrical equipment well out of reach of the children always
- All medications are kept out of the reach of children
- All cleaning materials and equipment are locked away in their designated places
- All equipment is safe and in good condition. If not, it must be reported to the director immediately.
- Floors are mopped after all spillages and accidents
Illness and Accident:

School and health authorities require that all children’s illnesses be reported to the school on the day of absence. **Children with a fever or other symptoms of sickness should be kept home.** Should your child contract a communicable disease, you must advise the Administration immediately; some diseases must be reported to the Health Unit. The school shall not be responsible for illnesses that occur with children enrolled in the program that are not vaccinated.

Children who become ill at school will be removed from the classroom to avoid spreading the illness. The parent or emergency contact individual will be notified to come and pick up the child. If the child cannot be picked up immediately the child will be resting in the Administrators office until pickup.

In the case of a minor accident at school, parents will be notified at the end of the day. The incident will be documented, and parents will be asked to sign a form of acknowledgment. In the case of an emergency where the child requires medical attention or needs to go home the parent(s) will be called immediately. If the parent cannot be reached, the emergency number provided will be contacted.

In the case of a serious emergency, the child will be sent to Royal Victoria Hospital via ambulance. Parents will be notified immediately. The photocopied health care and health form will be taken to the hospital with the child.

The parents must notify the school with respect to any medical, physical and/or emotional challenges that the child may be facing. If the school agrees to accept the registration it will be the parent’s responsibility to hire and reimburse an educational assistant if required.

**Medications:**

Students will be given doctor prescribed medication provided that the parents sign the medication book located in the office. All medication must be provided in the original container, and labeled with the child’s name, the dosage, the date of the prescription, the expiry date, and dosage instructions. The instructions must also be communicated verbally to the Directress, Supervisor or Administrator.
Fire Drills:

Fire drills take place monthly at various times. The staff make sure the students are very familiar with specific routines and exits, therefore daily footwear is mandatory.

Emergency Evacuation Site: Sunnybrae Public School, 218 Sunnybrae Avenue Innisfil L9S 1A8 707-436-1100

 Discipline:

Innisfil Montessori Academy is dedicated to the sensitive needs and emotions of all its students. Your child will be guided to understand why his/her actions were incorrect for the situation and will have an opportunity to apologies and/or role play how the situation could be handled in a more positive manner. Corporal punishment, deliberate, harsh or degrading measures, or deprivation of a child’s basic needs will not be permitted. All staff will comply with the policies and procedures of Innisfil Montessori Academy. The teacher’s role is to encourage positive behaviors rather than the negative. The following are the schools Code of Conduct;

- Students will not use poor language when speaking with others
- Students are expected to listen when spoken to
- Students will not misuse school equipment, toys or materials
- Students will not assault another student, teacher or adult

If a child is in conflict, with any of the four school rules outlined above the school staff will take the following steps;

1. Teacher will discuss the inappropriate behavior/action and re-direct the student
2. If the challenge continues the child will be put on a time out
3. If warranted an incident form is completed
4. If the child continues to create a challenge for staff or peers, the child will be escorted to the office and parents may be contacted immediately.
5.
   a. The child may be excused from classes for the day
   b. The child may be put in detention for a specific amount of time
Innisfil Montessori Academy strives to create a peaceful environment for all students and employees. There all students must agree to conduct themselves appropriately. Please take a moment to discuss the code of conduct with your child.

School Photographs:

Arrangements will be made in the fall to have individual and class photos taken. Packages will be available for purchase, with no obligation to buy.

Signed School Policies and Procedures for Parents and Students

Each parent will be familiar with the school’s policy and procedures as outlined in this booklet. Once having read through the booklet both parents are asked to sign the last sheet in the policy and procedures booklet and return this to the school.

Birthday Celebrations:

Birthday celebrations are an important part of the Montessori curriculum. It is a chance to honor the child while incorporating a lesson in science and history. A candle, representing the sun, is lit in the middle of the room. Labels with each month of the year are laid out in a circle radiating out from the “sun.” The children and teachers sit in a wide circle around the sun and months of the year, while the birthday child stands next to the month of his or her birth holding a globe to represent the Earth. The child then walks around the sun one time for each year of his or her life. As the child walks, the teacher talks about what the child was doing when he or she was that age. Parents may write a sentence or two or send in pictures of the child for each year of their life. At the end the child may extinguish the candle and the class sings “Happy Birthday”. We ask that only pictures and or a few short sentences about the milestones met at each age be brought in to celebrate birthdays. **We will no longer be accepting birthday treats or decorations.** This allows for consistency amongst all children and allows the beauty of the birthday walk to be the highlight. If your child’s birthday falls over Christmas holiday, March break or in July and August, please speak to your child’s classroom teacher to arrange a time to celebrate!

Children’s Bin

We recommend the following labelled items be left at the school; a complete change of clothes, bottle of water, indoor shoes, bug spray, sunscreen, extra hats and mitts (when applicable).
Change of clothes:

Innisfil Montessori Academy requests that each child always have a complete change of clothes available (more if your child is potty training or is prone to accidents!) The clothing should include: pants/shorts, top, sweatshirt/sweater, underwear x2, socks x2. Indoor shoes and outdoor shoes/boots must be provided daily.

School Trips:

Trips will be identified monthly clearly marked on the monthly calendar; permission forms will be sent out.

School Shirts:

In order to create uniformity on our school outings and create school spirit we are requiring all students to purchase one school shirt. The cost of the shirt is $15 each.

On days the children will be offsite we will require all students to wear their IMA shirts. This allows staff and volunteers to visually recognize all students quickly and helps identify a student if they are separated from the group. There will also be times throughout the year, when we have visitors, or we will be having “Spirit Days” that children will be requested to wear their school shirts. T-shirts will be available in many sizes; they are to be purchased when the child enrolls or at the beginning of each school year. Additional shirts will also be available for purchase.

Toys:

Children are encouraged to keep all toys and personal valuable at home. The school is not responsible for any loss or damage to toys brought to school. Directresses may organize a show and share rotation where parents will be notified of a date when your child may bring in a special toy, item or picture to share with the class. This activity helps to encourage public speaking and improve confidence.

Summer Camp:

Innisfil Montessori Academy will be operating summer camps each summer on a week-to-week basis. More information will follow in March. Current families enrolled in our program
MUST return camp forms back by the due date to Guarantee their spot. After the due date enrollment opens to the public.

Innisfil Montessori Academy

I confirm that I have read and agree with Innisfil Montessori Academy’s Policies as outlined in the policies and procedures Parent Handbook.

Parents Name (please print): ______________________________
Parents Signature: ______________________________________________

Date: __________________________

Supervisors/Director Signature: ________________________________________

Date: __________________________