The Children’s Montessori School Inc.

Student/ Parent Handbook
All school policies are formulated by The Children’s Montessori School administration. The staff has copies of the school policies. Parents are able to access policies via the school website or are available upon request from the office. Parents are encouraged to familiarize themselves with these documents. Policies and Procedures are the guiding documents for our school. They clarify our school’s philosophy and establish processes to ensure efficiency and clarity. Furthermore, they are required for our school to comply with the Ministry of Education requirements.

Revised September 2011

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We wish to extend a very warm welcome to our students and parents at The Children’s Montessori School Inc. In order to ensure that both you and your child(ren) have a safe and successful school year, we have prepared this information handbook, which we ask that you read carefully and keep for reference.

The following information deals with the security, policies and the responsibilities of staff, students and parents at CMS.

CMS admits students regardless of race, creed, colour, and national or ethnic origin, and is nondiscriminatory in all of its policies and school-administered programs.

School Philosophy
At CMS, we strive to provide your child with a safe and caring place to learn, grow, and have fun. Our goal is to help your child develop a positive attitude towards learning through the time-tested Montessori method.

Communication
General Communications
✓ CMS issues bimonthly newsletter. This important resource has valuable reminders, announcements, and information on special events. Please read it and mark your personal calendars with the dates you need to remember.
✓ Notices of timely interest may also be posted in the sign in / cubbie area as added reminders.
✓ The school website is an invaluable resource for all parents of CMS. It contains the school calendar, newsletters, school policies and pictures of various activities.
✓ The School’s Handbook is a useful tool for providing information to parents and families on Montessori practices and operation of the school. The Handbook is available to new families enrolling at the school and to every returning family upon re-enrollment. A copy of the entire Policy and Procedures Manual is available on our website. If you require a printed copy, please inquire at the office and one will be provided to you.
✓ Periodically, Parent Education Evenings are offered. These evenings are organized and presented by the teachers or invitational guest speakers to deepen the understanding of Montessori principles and child development. Parents are strongly encouraged to attend these educational sessions in order to appreciate the educational philosophy and disciplines that the students are benefitting from daily.
✓ Teachers are able to provide books and resources for parents seeking information on the Montessori philosophy of education.
Parent/ Teacher Communications
The Children’s Montessori School is aware of the importance of good communication between staff, parents, and children. The school is committed to the ongoing improvement of communication and welcomes feedback regarding the communication process.

Classes begin promptly at 9:00 a.m. If you have questions about your child’s progress at CMS, please arrange a meeting with your child’s teacher outside of classroom time. Teachers are often unable to take phone calls, as it interferes with their classroom duties. The office will gladly accept telephone messages and convey important information to them as soon as possible. You can also get in touch with your child’s teacher or the office via email. We do ask that all correspondence with your child’s teacher be forwarded to the school account (cms@nexicom.net) to ensure the privacy and safety of our teachers.

Principal and Administration Communications
If you have any concerns or questions, please use the contact options below. Questions of a financial nature should be directed to Brendan Connelly at (705) 742-8442.
To contact the principal or your child’s teacher, please call or email us at:
Tel.: (705) 742-8442, Fax: (705) 742-4357, email: cms@nexicom.net

Grievances
If parents have concerns regarding communication at CMS, they are encouraged to address these concerns with their child’s teacher in the first instance. If they do not feel their concerns have been addressed, they are encouraged to meet with the principal. The school has an open door policy and the principal is available to facilitate any and all concerns parents may have.

Progress Reports & Parent Interviews
Children are issued two formal report cards: one in January and one in June. In addition, there are two Parent/ Teacher Interviews scheduled for November and March/April. If you have specific matters of concern over the course of the year, the principal and/ or your child’s teacher will be pleased to meet with you at a mutually convenient time.

Parent Involvement
We encourage you to participate in your child’s school experience. Parent involvement can be at any level that is comfortable with you. We invite you to attend parent/teacher meetings, various social gatherings, and Casa information sessions. As a courtesy, we invite you to post a business card on the parent information board in the Casa coatroom. This helps our parent network and enables families to meet one another. Research has shown that children who benefit most from their school experiences are those who have involved parents.

We often require additional help in putting on special events and with field trips. All volunteers shall undergo screening appropriate to the duties and level of student contact. Volunteers shall work under the supervision of designated staff at all times. We do require that all volunteers supply the office with a Police Record Check before they are permitted to join the CMS staff and students on outings.
Criminal Reference Check (Vulnerable Sector Search)

To more adequately safeguard students and staff members, The Children’s Montessori School requires that parental volunteers submit a current Police Record Check. The Children’s Montessori School will provide a letter stating a reason for the request. Applicants living within the City of Peterborough are required to go to Community Police Service. Applicants outside the City of Peterborough are required to go to the Ontario Provincial Police Station in the district where you reside. Please consider and investigate current wait times for Criminal Reference Checks if you intend on volunteering.

The principal and/or the administrator shall have sole discretion to determine whether information obtained through the background check process disqualifies an individual from serving as a volunteer with the School. Only the principal and administrator will review criminal Reference Checks. Parents not deemed qualified to serve, as volunteers will not be prevented from otherwise actively participating in their child’s education. Confidential or sensitive information and records obtained from such background inquiries, which are not otherwise publicly available or known, are to be considered confidential and shall not be released or disseminated unless required by applicable law.

Arrival Procedure

All students are to be accompanied into the school by their Parent/ Guardian to the designated supervised area (classroom or Before School Programme). The attending staff is to be notified that the child is on school premises and the “Sign In/Out” logbook is to be completed. This log book is an integral part of our security measures. Children are to arrive to their classrooms by 9:00 a.m. It is very disruptive when a student arrives late.

End of Day Dismissal

Students are dismissed promptly at 12:00 p.m. or 3:30 p.m. Earlier pick up may be arranged with your child’s teacher. Parents/Guardians are asked to wait for their children to be dismissed from the classroom and to complete the “Sign In/Out” logbook. As a security measure, a parent/guardian must accompany all children leaving the school grounds. No child may leave the property alone or with any other person unless the school has been notified in writing or with a phone message by the Parent/Guardian. Students in Upper Elementary may be granted special dismissal privileges if requested by the student’s parent/guardian.

Releasing Students

When anyone other than the parent, or regular adult who normally takes the student home, is asked to pick up a student from school, the following procedure must be followed:

   a. The teacher must be given a signed PICK-UP AUTHORIZATION form from the parent stating who will be picking up the child. It is not sufficient to merely say “the child’s grandfather will be coming to pick him up” - we require the person’s full name for proper identification.
b. If it is not possible to get an AUTHORIZATION FORM filled out in time, we require a phone call authorizing us to release the student and again the full name of the person to whom the student may be released. We may ask you to leave a voice message for our records.

Parents are to inform the person picking up their child to have some form of identification with them, as they will be required to show it to the teacher. Parents are asked to explain this procedure to anyone picking up their child, so that they do not feel embarrassed when asked for identification, and realize that is for safety and security reasons only.

The identification produced will be compared with the name given by the parent either verbally or in writing, and only if they are the same will the student be released. In case of any doubt, it is our policy not to release the student. We urge parents to be very particular about giving adequate and proper instructions, as we want to be absolutely sure that each student goes home with the person designated to pick him/her up.

**Extended Care Programme**

Extended Care is available on a prearranged basis to those families requiring care for their child prior to or after school hours. This programme is designed to give working parents a safe and happy place for their children before and after school hours. Children are given the opportunity for free play under caring supervision. Children staying after school hours are asked to bring an extra snack from home.

*Before School Programme 8:00 a.m. - 9:00 a.m.*

*After School Programme 3:30 p.m. - 6:00 p.m.*

Cost is $4.00/hr (first child) and $2.00/hr (second child) billed in 15-minute increments. Invoicing is at the month's end (except June) and payment is due on receipt. We understand that many parents/guardians may, on occasion, have unavoidable delays in picking up their children. We ask that you contact the school if you expect to be delayed in order that we may avoid needless upset for your child.

**Library**

Students visit the library once a week unless the schedule is interrupted by a field trip or holiday. Borrowing books is a privilege and students are expected to respect the materials they borrow and return them on time. Students may not check out a new book unless the previous book has been returned.

**Cubbies**

Cubbies are assigned to each student for convenient storage. Cubbies are the property of The Children’s Montessori School and are under the control of and accessible to the faculty at all times in keeping with the school's legal responsibilities. The school is not responsible for property that is lost or stolen.

**Behaviour/ Attitude**

The Children’s Montessori School has developed a set of behaviour management practices, which are in keeping with the Montessori philosophy of education. In short, the behaviour management rules have been designed while keeping the welfare, sound
development and safety of the child in mind. Children are disciplined in a positive manner at a level that is appropriate to their actions and their ages. This is done in order to promote self-discipline, ensure health and safety, respect the rights of others, and maintain equipment. Spanking or other forms of corporal punishment are not permitted. Methods of discipline are discussed at staff meetings and consistent disciplinary measures are agreed upon. On occasion, students may have extreme difficulty and may repeat negative behaviour in spite of being redirected. If the student repeats a harmful behaviour three times during the day, that student will be sent home for 24 hours to protect other children in the group. Continued aggression may result in a request that the parents withdraw their child from the programme.

**Aggressive Behaviour**
Students may not engage in verbal (including swearing and profane language), mental or physical abuse or bullying against another person. CMS has a strict policy against aggressive and violent behaviour amongst its student body. Students demonstrating such behaviour may face expulsion from CMS. *Note: Rough housing and play fighting will not be tolerated. These actions can lead to accidental injuries and damage to school property.*

**Theft and Vandalism**
Students may not steal, vandalize, nor willfully damage property on the school premises or in the neighbourhood. Any student stealing or vandalizing is subject to expulsion from the CMS, and the student (or parent/guardian) may be held liable for damages.

**Respect for Others**
We expect all members of CMS to respect each other and to address each other in a polite and friendly manner. Aggressive behaviour or foul language is not accepted at any time or under any circumstances.

**Respect for Property**
We are proud of our School and we want to keep it clean. Students are expected to do their part in maintaining the cleanliness of the School environment by placing their recycling/waste in the appropriate bins. All food/beverage containers must be taken home every night.

**Students’ Personal Property**
It is the School’s policy to remove all toys related to violence and war. The School is not responsible, under any circumstance whatsoever, for lost, stolen or damaged personal property. All personal items of an expensive replacement (Mp3 players, Ipods, i.e. electronics) should not be brought to school. CMS reserves the right to request that these “gadgets” be removed from the school all together if they provide a detriment to the learning process or social behaviours. If your child does have permission to carry a cell phone, it must be turned off during school hours. CMS is not responsible for lost or stolen property.
**Weapons**
Weapons, including knives of any type, are not permitted on school property.

**Smoking**
Smoking on school property is against the law.

**Visitors**
All visitors must report to the office. Parental visits are welcome anytime. Friends of students should not visit the school. Visits to school property are limited to authorized persons only.

**Health & Medication**
Whenever possible, parents should be encouraged to give drugs or medications to the child at home, if this can be done without disrupting the treatment cycle. Please inform your child’s teacher upon arrival if medication is required during school hours. The medication will be placed in the designated area, (in the kitchen cabinet or refrigerator) and administered as directed.

The school requires written authorization, including dosage, and times any drug is to be administered. Medication must be in its original container, clearly labeled with the child’s name, drug name, dosage, instructions for the storage, and administration.

Teachers will *not* administer medication that has not been prescribed by a physician. Surplus medication will be returned to the parent to be discarded.

The Peterborough Regional Health Unit regularly visits the school to perform oral exams for the students. A report by the health unit is provided and will be sent home.

Inspections for lice are required when necessary. If your child has lice, we will contact you immediately and confidentially to come and collect him/her. Your child may return to school when the lice have been treated and no further signs appear.

**First Aid**
The staff is expected to treat a child within the bounds of that, which is to be considered to be reasonable first aid

**Immunization Records and Health Forms**
Upon enrollment, parents must complete the health form supplied by the school. The Peterborough County Public Health Unit for all students requires immunization records. A Statement of Conscience or Religious Beliefs affidavit may be substituted for Immunization records.

It is the responsibility of Parents/ Guardians to ensure that their child’s (children’s) immunization record(s) is (are) up-to-date. If a child’s (children’s) record is not current, the Peterborough, County-City Health Unit (PCCHU) will notify you to take the steps necessary steps to ensure your child’s file is current. If you fail to update your child’s immunizations within the given time period, the Health Unit has the authority to suspend your child from school. CMS is required to comply with such an order from the Health unit. In any case where the PCCHU issues a suspension notice, there will be no refunds whatsoever with respect to fees, for any student who has been suspended. In addition, where there is an order or directive issued by a government authority or agency that
results in students not being able to participate in the school programme, there will be no refunds whatsoever, with the respect to fees for such students.

**Allergies**
It is the parent’s responsibility to notify the office of any allergies that their child(ren) may suffer from. The allergy, the severity of the allergy and any treatments required to alleviate the symptoms of the allergy, should be provided on your child’s registration form. If additional information is required to care for your child, please make a note of this on your child’s registration form and provide the office with the required documentation.

**Allergy and Anaphylaxis Management**
The common causes of allergies relevant to this policy are nuts (in particular peanuts), dairy products, eggs, wasps, bees, and ants. The allergy to nuts is the most common high-risk allergy, and as such, demands more rigorous controls throughout the policy than the controls for allergies for dairy products, eggs, wasps, bees and ants.

The School’s position is not to guarantee a completely allergen free environment, rather: to minimize the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The school is committed to proactive risk allergy management through:
- The encouragement of self-responsibility and learned avoidance strategies amongst children suffering allergies.
- Provision of staff education/training program on anaphylaxis
- Close liaison with parents of children who suffer allergies
- The establishment of clear procedures and responsibilities to be followed by staff in meeting the needs of children with additional medical needs.
- The involvement of parents, staff and the child in establishing an individual medical care needs.
- Ensuring effective communications of individual child medical needs to all relevant teachers, teacher assistants and other staff.
- The incorporation of allergy management strategies into the risk assessments of all school events, excursions and sporting activities.
- Staff training in anaphylaxis management including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age-appropriate education of the children with severe food allergies.
- In classrooms with children who suffer food allergies, parents are requested to carefully consider eliminating the allergenic food from their child’s lunch boxes and for celebratory events.

**Nut-Related Aspects**
- If the school is aware of a child who suffers a nut allergy, the school lunch caterer and outside caterers must be made aware of the risk minimization policy and requested to eliminate nuts and food items with nuts as an ingredient from their operations. This **does not** extend to those foods labeled “may contain traces of nuts”.
✓ Parental responsibility to build self-management skills within their allergy-suffering children is promoted by the school.
✓ Age-appropriate education of the children with the severe nut allergies—peanut and tree nut.

**Dairy and Egg Related Aspects**
✓ Children with dairy product or egg allergies are managed by the school in consultation with the parents on a case-by-case basis.
✓ Age-appropriate education of the children with severe dairy/egg allergies

**Insect Related Aspects**
✓ Diligent management of wasp, bee and ant nests on school grounds and proximity. This must include the effective system for staff reporting to management and a system of timely response for eradicating nests.
✓ Education of students to report above normal presence of bees in plays areas.
✓ Age appropriate education of the children with severe insect allergies.

**Parents are responsible for:**
✓ Providing ongoing accurate and current medical information in writing to the School. The School will seek updated information via a Child Health Care Plan at the commencement of each calendar year, to which parents are required to respond. Furthermore, should a child develop a condition during a year, or have a change in condition, the parents must advise the school of that fact, and details to be clarified accordingly.
✓ *The school recommends the wearing of a Medic Alert bracelet.*
✓ Providing EpiPens and/or other necessary medication, including monitoring their use by dates and replacing medication if necessary.
✓ Providing appropriate foods to be used by the child in celebrations.

**Teachers and Teachers’ Assistants are Responsible for:**
✓ Ensuring they are familiar with the child’s allergy and treatment hereof
✓ Ensuring that they are trained in the use of an Epipen and are capable of managing an anaphylactic reaction.
✓ Discouraging peanut butter and whole nuts of any kind and encourage pro-active practices in avoiding use of these foods in lunches, snacks, birthday cakes, etc. which may be brought to the school.

**Minimized Nut Environment**
✓ The School will promote the following food allergy information through the School website, parent handbook and notices by any class which has a child suffering an allergy.
✓ In classes where a child suffers a nut allergy, parents are strongly encouraged to send snacks and lunches that do not contain:
  • Peanuts
• Nuts of any type
• Foods with peanut butter or nut derivative or ingredient (e.g. Nutella)
  ✓ When cooking in class, teachers will avoid use of nuts or nut based products

**Camps and Excursions**
✓ The teacher in charge shall check with any food provider and ensure “safe” food is provided or that an effective control is in place to minimize risk of exposure
✓ Where a student is prescribed an Epipen, the teacher in charge shall ensure they or another supervising staff member is trained in the usage of the Epipen and capable of performing required medical treatment as outlined in the students’ special medical plan.
✓ The teacher in charge shall ensure the Epipen is taken on the excursion and will be responsible for its security.
✓ In severe cases, especially the early years, a parent may be required to attend the excursion/camp.

Please regularly check all food labels for nuts to ensure the safety of children with allergies. Thank you for supporting us in this critical issue.

**Communicable Diseases**
The Public Health Act (section 84) requires that,

> “Children who are suffering from communicable diseases are to be excluded from school”.

If it is suspected that your child is ill, the Parent/ Guardian will be called and it will be recommended that your child be picked up and take home. Meanwhile, your child will be made comfortable until they are picked up. There is no flexibility in this procedure.

If your child is on medication by prescription, he/ she must be kept home for at least 24 hours or as directed by your Health Care professional to allow the medication to take effect.

For major communicable diseases such as Diphtheria, Polio, Small Pox and Meningitis, a certificate for admission to school is required from either the Medical Office of the Health Unit or from your family physician. Although the other communicable diseases do not require a medical certificate for return to school, please consult your family physician before the child resumes attendance after any of the following: *Red Measles, German Measles Scarlet Fever, Mumps, Chicken Pox, Infectious Jaundice, Whooping Cough, Infectious Hepatitis, Epidemic Strep/ Sore Throat.*

CMS reserves the right to exclude a child with a communicable disease until it is satisfied that the child is no longer infectious.

**Incident / Accident Reporting Policies**
Whenever a child is injured and it leaves a mark, a parent must be informed. In serious cases, an incident / accident report must be completed by the teacher who witnesses the incident. If there were no witnesses to the occurrence, the principal or TIC must process the form. The form is kept in the child’s file. The parent must be notified verbally.
School Lockdown Procedure
Siege and hostage situations are two of the most significant emergencies or critical incidents that a school may encounter. They often develop with unpredictability, speed and lethality. These events may involve armed or unarmed people using a carefully planned or completely unplanned method. Most of these situations are over within several minutes. It is essential that if the safety or students or staff are at immediate risk, decisive actions will be taken to reduce access to additional victims. This includes notification to the Police.

Before the arrival of emergency services, the decision to instigate lockdown or to evacuate all or part of the school premises is a decision to be taken by the Principal. Where time permits, this decision should be made in consultation with the Police.

Large-scale evacuation will always be a last resort. The decision will need to balance the risks, as to whether students and staff are afforded better protection by remaining where they are or by evacuation. If a decision to evacuate is made, the aim will be to evacuate the optimum number of people expeditiously and safely.

Parents and other persons who arrive on a school site during siege or hostage situation should be mustered to a safe location.

The preservation of life will take precedence. Perpetrators should not be approached or challenged.

Lockdown Process
Lockdown is the act of isolating students, staff and visitors from a perceived threat of physical harms at the school site by confining people to classrooms or other school buildings.

The principal will initiate lockdown based on an assessment of risks to students and staff.

The Lockdown Procedure will be initiated by the sounding of THREE AIR HORNS IN A ROW.

Records and documentation associated with lockdown need to be maintained by the principal.

Fire Alarm/Drills
When the fire alarm is sounded, the teacher will direct all students to line up at the classroom door where they will be counted. The teacher will go last, taking an attendance sheet with the names of the students. The teacher will shut off the lights and close the classroom door. Students are asked to wear their indoor shoes at all times. In the event of a fire drill, the teachers are asked to proceed as if there is a real fire without exception. Students will not be allowed to collect their personal belongings including their shoes. The teacher will proceed calmly with the students to the nearest or predetermined exit. Once outside the teacher will take the students to the predetermined area where the attendance will be taken. Students and teachers may only re-enter the building once the all-clear signal is given.
**Emergency Shelter**  
If the school has to be evacuated for any reason, the students will be accounted for and taken to Murray Street Baptist Church (across from CMS) for pick up by parents.

**Student Absence**  
Attendance is an important factor in a student’s academic success. Parents are requested to contact the school to inform of student absence. Please be specific when leaving a message (child has stomach flu or has strep throat). Student attendance is formally recorded in a school register and your child’s OSR (Ontario Student Record). There will be no credits issued for sick days.

**Vacation**  
Please refer to the student calendar for all scheduled vacations, holidays & events. There is no reduction in the tuition if personal vacations are taken when school is in session. Work missed while on vacation must be caught up after the student returns to class. It is not the responsibility of the teacher to provide students with “homework” prior to it being assigned in class. Exceptions may be made for absenteeism due to prolonged illness.

**Calendar**  
The new school calendar will be issued in August with “Meet & Greet” Information and teacher letters. It is our policy to notify parents of all events, trips or visits planned by the school. Please check the school calendar regularly for holidays, Parent-Teacher Interviews, P.D. Days, and other special events. (P.D. Days) are for teachers, and are days when they meet for discussions, new ideas, workshops or seminars. The students do not come to school on these days and parents must make alternate arrangements for their children on P.D. Days.

**Outdoor Play**  
The children are taken outdoors daily unless it is raining or extremely cold. Please ensure that your child is dressed appropriately. Your child must participate in outdoor play, regardless of attire. **All children in attendance are expected to take part in outdoor activity.** Teachers have the responsibility to halt activities initiated by the children that the teacher perceives to be unsafe.

**School Closure or Interruption Due To Inclement Weather**  
In extreme weather conditions, the School may be closed. Though school closing is extremely rare, parents are advised to check the school answering machine for a message confirming such closure or field trip cancellations. Our answering machine will be updated as often as possible. Generally speaking, if local public or separate schools are closed - so are we. CMS also reserves the right to cancel the After School Programme due to extreme weather.
There are situations, which may arise during the time in which the school is open and will require the administration to make decisions as to whether to continue operations or close the school entirely. Power outages, severe weather or any other possible scenarios, which could put our children or staff at risk, may warrant an early closure. The decision to close the school early will be the responsibility of the administration. Teachers will continue carrying out all responsibilities and provided a schedule as close to normal as possible in the event of a power outage. Lunches will be eaten in the classrooms to avoid venturing into areas and stairwells where lighting is not sufficient. At any time during the hours of operation of the school, the administration can make a decision to close the school and ask parents to pick up their children early.

**Lunch**

Students attending full days will bring their own lunches. Casa children eat lunch in their classroom and Elementary children use the dining room. Students are responsible for keeping their eating area clean. Students are expected to put their trash in receptacles and recycle wherever possible. The clean eating is everyone’s responsibility. Please ensure that your child’s lunch does not contain any nut ingredients to avoid possible reactions with allergic students. Students are asked not to trade or share their food due to the dangers of those who suffer allergies. Parents should send lunches with students in the morning. Parents are discouraged from delivering fast food lunches to the school at noon hour. “The Lunch Lady” is a local business that provides hot and cold lunches to schools. They are board approved and their products and kitchens are peanut free. All employees have their police checks. Payments and orders are made directly to “The Lunch Lady”. Please visit the website www.thelunchlady.ca for more information or to place your order online. Paper versions of the current menu/order form can be found next to the sign in sheet outside of the office. You can submit paper orders with a cherub in the box by the office.

*Litter-less lunch is strongly encouraged.*

**Snacks**

Casa: Families with children in our Casa Programme will be required to participate in the daily snack programme for their child’s class. A monthly snack calendar will be posted at the beginning of each month indicating the day on which you are responsible for providing snack for your child’s class. They should be of a wholesome finger food variety. The School will provide afternoon snack and drinks. You’re conscientious attention to the snack calendar is appreciated. We regret that we are unable to serve foods containing nuts to avoid potential allergic reactions. Elementary: Students in our Elementary programme will provide their own snack daily.

**Birthdays**

Should your child choose to celebrate his/ her birthday with their CMS classmates; cupcakes or cake may be brought in for snack time. Parents must provide adequate quantities of napkins, paper plates and plastic cutlery for the entire class. “Loot Bags” and/ or balloons are not permitted under any circumstance. Please speak to your child’s teacher about an appropriate time for snack.
Phys-Ed Programme and Field Trips
To fulfill curriculum requirements, students must participate in all Phys-Ed programmes and participate in all field trips. Fees must be paid in full regardless, of absenteeism unless the office has approved an exemption.

Permission Forms
A permission form and payment must be turned into the office prior to your child participating in Phys-Ed/Field Trip. If a permission form is not turned into the office, your child will be unable to participate in the Phys-Ed/ Field Trip and you will be billed for the cost of the programme at the end of the month.

Elementary Activity Fees
All Elementary Students will be charged a yearly Activity Fee. This fee will pay for the extra programs throughout the school year. Children who enroll after January 31st will pay only half of the entire amount. Activity Fees must be paid in order to participate in or benefit from any of the items listed under fees and are non-refundable. If fees are not paid, your child will not be allowed to participate in said sport or activity.
Parents have two options for submitting payment;
   a) One lump sum of $ 280 in the form of a post dated cheque due at the time of enrollment and dated for September 1, 2011. Please note that due to rising costs, additional money may be required.
   b) One payment of $140 in the form of a postdated cheque at the time of enrollment and dated September 1st, 2011. The second payment of $140 in the form of a postdated cheque to February 1, 2011.

The Elementary Activity Fee covers:
*Field Trips
*Phys-Ed Programme

Uniforms
We believe that discipline and courtesy begin with good self-esteem, grooming and proper dress. Accordingly, we have a school uniform of which we are justly proud. In Casa classes, the uniform must be worn Monday thru Thursday, however; Friday is “free dress” day and the children are permitted to wear their own choice of clothing on that day. Parents directly through our supplier R. J McCarthy purchase uniforms. Failure to wear an appropriate uniform may result in the student being unable to participate in school related activities.

Clothing
A complete change of clothing (including underwear and socks) should be left at the school at all times. Spare clothing that is left at CMS does not have to be uniform in nature.
All clothing should be clearly labeled with your child’s name.

Casa students have “Free Dress” day every Friday.
Elementary students have ‘Free Dress Day” on the last Monday of each month.
Homework
With smaller class sizes than traditional schools, focused students have ample time to complete work assigned in class. It is not a policy of CMS to assign daily homework, however; weekly spelling words, various arithmetic skills and class projects may be sent home for memorization practice and/or completion. Pleasure reading and research for projects is always encouraged. The Upper Elementary class may have extra homework assigned to help students better prepare for upcoming high school expectations.

Parking
Please Stop/ Park in the appropriate parking spaces (outlined in yellow). Avoid stopping or parking in Fire Routes, Handicapped parking or Reserved spots. While picking up your child(ren), please turn your vehicle off to reduce emissions. Our children’s safety is of the upmost importance, therefore, take extra caution and care while in the Armoury parking lot. Occasionally, the parking lot is very busy and full due to activities happening at the Armoury. This annually occurs every November around Remembrance Day, but may also occur throughout the year due to the nature of the building and our co-occupants. CMS will try to attempt to notify our families in advance to such events to prepare our families for increased parking lot activity. Please be patient and understanding, as we are not the only occupants of this building and everyone must be accommodated accordingly.

Lost and Found
A lost and found box can be found in the CASA hallway. If an item has not been returned to your child’s classroom, please check the last and found box.

Terms of Admission
The Children’s Montessori School accepts students of any race, colour, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, colour, national and ethnic origin in the administration of its educational or admissions policies. Parents must understand that enrollment of their child in CMS signifies compliance with all school rules and policies and procedures outlined in this document. Upon enrollment, children must be a minimum of 2.5 years of age, are toilet trained and can use the bathroom independently. Admissions and placement priority is granted to current students and siblings of past or present students. Casa parents have the opportunity on the enrollment form to request the days and hours that they would like their child to attend. Although the school will attempt to fulfill each request, not all will be honoured due to limited space and the need for age and gender balanced classrooms.
The Children’s Montessori School accepts students throughout the year if space is available, all admissions criteria has been met and the evaluating staff feels that the child would thrive in the Montessori environment.

If after the complete application process, the teacher and principal do not believe that The Children’s Montessori School is the optimum environment for your child then your child will not be granted admission to the school. We realize that every child is unique and has special needs. In some cases, we may not be able to address the needs of your child. In this case, we will try to recommend some educational alternatives.

All postdated cheques for the entire year; the September deposit fee prepaid and the new registration form (if applicable) must accompany the enrollment form. New students must provide a copy of their birth certificate, proof of citizenship status and immunization documentation as well as the above referenced requirements. A student is considered accepted into the school only upon a confirmation from being issued by the school. The school has the right to withhold or withdraw the confirmation forms if there are ANY outstanding monies owing.

A new student will not be accepted into the school unless a new enrollment form has been completed in full and signed.

**Fundraising**
Annual fundraising projects, such as hot lunches, are implemented and optional with the exception of the $ 50.00 annual fee.

The Computer/ Fundraising Fee per student, is nonrefundable in the event of student withdrawal.

**Change in Information**
Should your telephone (home/work), cell, email or home address change, please remember to notify the school immediately. Any emergency contacts that should be added or changed should also be changed on the student’s information in the office.

**Terms of Withdrawal from CMS**

**Parent Requested Withdrawal**
Parents wishing to withdraw their child from enrollment at CMS must submit their notice in writing one month prior to the leaving date. Otherwise, a payment equal to one month’s tuition is required. This notice is applicable also to those children registered for September - we must receive notice, in writing, by August 1st if your child will not be attending CMS in September. Any and all outstanding tuition fees and/or additional charges are due on or before the date of withdrawal of the child. Registration fees and Deposits are nonrefundable. Withdrawal of a child from the school without adherence to the Policies & Procedures may result in legal actions being taken.

**School Requested Withdrawal**
The Children’s Montessori School Inc. reserves the right to cancel enrollment of any child if the Principal deems that this action is in the best interest of the child or The Children’s Montessori School Inc. The safety of all children is our primary
concern. The provision of our service is conditional on both your child’s behaviour and your treatment of the School and its staff. Behaviour that poses a safety hazard for the other children or the staff will not be accepted and could result in immediate withdrawal of service. Refund of postdated tuition cheques will be made. Registration fees and deposits are nonrefundable.

Tax Receipts
Tax receipts will be issued in February for the previous taxation year.

Terms of Payment
Tuition fees are to be paid by 10 postdated cheques dated for the 1st of each month for ten months commencing September 1st. In addition, upon registration, there is a $100 nonrefundable registration fee per child. Returning students are subject to a $100.00 nonrefundable deposit upon re-registration each spring for the following academic year. A charge of $25.00 will be levied against all N.S.F. cheques or cheques returned for any reason. A penalty of $25.00 will be implemented for monthly tuition payments made in excess of 5 days beyond their due date.

- There are no refunds for mid-month withdrawals, and no refunds for holidays, sick days, or days missed for any reason throughout the school year.
- CMS reserves the right to withdraw students from the program at any time if any tuition remains outstanding.
- Tuition payments in arrears for more than thirty (30) days may result in a student’s suspension from classes and/or withholding of student records.

Suspensions and Expulsions
Infractions such as:
1) Possessing a weapon
2) Using a weapon to cause bodily harm to another person
3) Committing a physical assault on another person that causes bodily harm requiring treatment by a medical practitioner

Conclusion
We hope that by reading this Handbook you are now familiar with the Policies and Procedures of CMS. By following these guidelines, you can be confident that your child will have a most enjoyable experience at our school. Finally, do not hesitate to contact the school if we can be of further assistance. Together we can make this the best year ever!