



Parent Handbook

COVID-19 Edition

Alive Montessori and Private School

2020-2021 School Year

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Introduction

Dear Parents,

As we are getting ready for our 2021-2022 academic school year after running a successful summer camp, we would like to welcome you to Alive Montessori & Private School. The teachers and administration at Alive Montessori & Private School are committed to providing a quality program that is safe, educational, child-friendly, and fun!

We encourage all parents to take a few minutes to become familiar with its contents. In this handbook, we present our operating philosophy, programs and goals, various program descriptions, Covid-19 protocols as well as a number of items which we believe are important for you and your child to be aware of in order to get the most benefit from our school.

Our facility has been inspected and approved by the Toronto Public Health and Fire Department. We have Covid-19 protocols that are in accordance with the Ministry of Health and Ministry of Education in place to ensure the health and safety of the children and our staff. Please be sure to read through this and sign and return the last page electronically.

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Alive Montessori & Private School is a safe and enjoyable place for your family.

Julia Simon

Principal

Alive Montessori Preschool Inc. / Alive Montessori & Private School

Program Statement

Our goal at Alive Montessori & Private School is to provide the best possible start for our children through proper education, thereby instilling a life-long love of learning in every child. We aim to create a safe, caring and fun environment where every child will learn and will become more and more confident as he or she gains in abilities.

Alive Montessori & Private School is consistent with the Ministry of Education's policy by operating a program that constitutes high quality childcare, early years programming and pedagogy that supports children's learning and development.

Our mission to provide an environment rich in purpose and experience so as to inspire, motivate and empower children to reach their full learning potential is achievable through implementing the four foundations of early learning: belonging, well-being, engagement and expression.

Our Goals and Approaches to Learning

Goal: To plan for and create positive learning environments and experiences in which each child's learning and development will be encouraged and supported.

Approach: The Montessori environment is designed to develop a foundation for creative learning and a sense of independence. The diversity of the Montessori materials, activities and experiences foster physical, intellectual, creative, social, and personal skills.

Goal: To support positive and responsive interactions among the children, parents, guardians, child care providers, educators and other staff members.

Approach: Child care providers and educators are aware of children's cues and respond appropriately and consistently. Comprehensive and respectful communication ensures positive relationships with all members of the school community.

Goals: To promote the health, safety and well-being of children.

Approach: Child care providers and educators implement the policies and procedures related to health, safety and well-being of children, meeting and/or

exceeding the requirements of the Ministry of Education, Ministry of Environment, City of Toronto.

Goal: To encourage the children to interact and communicate in a positive way and support their ability to self-regulate.

Approach: The Montessori classroom environment and the playground encourages social interaction for cooperative learning, peer teaching and emotional development. Children become aware of their feelings and the feelings of others.

Goal: To incorporate the Montessori Work Cycle, indoor / outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care.

Approach: The Program Schedule is designed to allow a sufficient amount of time to meet the physiological and development needs of the children.

Goal: To involve local community partners and allow partners to support children, their families, childcare providers and educators.

Approach: Cooperatively work with community partners.

Goal: To support child care providers, educators and other staff who interact with the children at school in relation to professional learning.

Approach: Professional education is offered to improve skills and knowledge to directly benefit children and peers.

Goal: To foster the children's exploration, play and inquiry.

Approach: Learning takes place when children explore their social and physical environment and choose Montessori curriculum and activities that interest them. Freedom of choice entails some responsibility while allowing a child's natural aptitudes to be satisfied.

Goal: To foster the engagement of and ongoing communication with the parents about the program and their children

Approach: Encourage members of the school community to speak freely, honestly and with respect regarding their needs and experiences to ensure they feel heard and valued.

Goal: To provide child-initiated and adult-supported experiences.

Approach: The Montessori environment gives children the opportunity to problem-solve, self-correct, see connections in knowledge and to create new ideas. The child care providers and educators are educated and trained in the Montessori philosophy and the methodology for the age level they are teaching and have the ability and dedication to put the key concepts into practice.

Goal: To document and review the impact of the strategies identified in this Program Statement.

Approach: Evaluate and address successes and areas of opportunity at least annually based on written documentation, collaboratively with parents, guardians, care child providers, educators and Owners/Operators.

The intention of this Program Statement is to strengthen the quality of Alive Montessori & Private School program and experiences that lead to positive outcomes related to children's learning, development, health and well-being.

Core Values

Alive Montessori and Private School offers:

- A diverse, yet cohesive community where each individual is respected and nurtured.
- A challenging and balanced program leading to academic and artistic excellence, physical health and love of learning.
- A dedicated and innovative faculty who collaborate in all aspects of the program.

Alive Montessori and Private School develops: socially and morally responsible individuals who look beyond themselves and contribute to the community at large.

Philosophy

Alive Montessori and Private School's integrated program develops concepts and skills sequentially throughout the levels, so that all students are being prepared for the challenges of the future.

Although currently situated in a church, our curriculum is non-religious and we accept students of all faiths, creeds and backgrounds.

In striving for academic excellence, the school concentrates in the development of skills in literacy, numeracy, critical thinking, research, problem solving and communication. The integration of computer technology enhances the curriculum. Academics are balanced and complemented by art, music, dance and physical athletics, all which promotes and cultivates artistic expression and physical health.

All children are given the means to progress at their own pace and to achieve to the best of their abilities. The dignity and self-esteem of the individual student is paramount.

Students of Alive Montessori and Private School have the opportunities to take risks, to voice their opinions and to become leaders. They learn to voice their opinions to affect changes within the school environment. They participate in activities which promote social and multicultural awareness, cooperation, leadership and that which will prepare them for the challenge of a more complex society.

The Montessori Method

In the Montessori philosophy, it is understood that the child learns best within a social environment, which supports each individual's unique development.

Dr. Maria Montessori developed her Montessori Method, based on her own scientific observation of young children's natural development. She was the first woman in Italy to graduate from University with a medical degree, and after several years of practice, she turned towards education. Based on her several years of study and observation, she opened a house for children whose minds had not yet been challenged or educated before. Her ideal environment provided the children with developmentally appropriate material that allowed for experiences that contributed to their growth of self-motivation and independent learning.

The most important goal of a Montessori Program is to help each child reach full potential in all areas of life. Montessori activities promote the development of social skills, emotional growth, physical coordination as well as cognitive preparation. The curriculum, under the direction of a qualified Montessori teacher, allows the child to develop self esteem, and it provides learning experiences from which the children create their knowledge.

In order for self directed learning to take place, the whole learning environment, the room, materials and social climate must be supportive to learning. The teacher gains the children's trust, which enables them to try new things and build the child's self-confidence.

Dr. Montessori's observations of the kinds of things which children enjoy and go back to repeatedly, led her to design a number of multi-sensory, sequential and self correcting material which facilitate the learning skills and lead to the learning of abstract ideas by the construction of knowledge.

The teacher functions as a designer of the environment, resource person, role model, demonstrator, record keeper and observer of each child's behaviour and growth. Children are free to work at their own pace with materials they have chosen, alone or with others. The teacher relies on his/her observations of the children to help them. The aim is to encourage learning with materials they have chosen, alone or with others. The teacher will determine which new activities and materials may be introduced to the children. The aim is to encourage active, self-directed learning and strike a balance of individual mastery with small collaboration within the whole community.

Alive Montessori and Private School is staffed with qualified teachers trained in Montessori and Early Childhood Education. Our staff have experience in and knowledge of proper guidance methods suited to Early Childhood Education. Professional development is provided for the staff throughout the year. Child CPR and First Aid training is reviewed annually. We also provide field placement setting for students enrolled in Early Childhood Education Training at Community Colleges in the Toronto area.

Parent/Teacher Conferences

Parent-Teacher conferences are scheduled at least twice a year to coincide with Progress Reports. Arrangements to speak with your child's teacher at any time during the year can be scheduled by contacting the homeroom teacher directly or through the office.

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children.

Issues/ Concerns Procedures

All issues and concerns raised by parents/guardians are taken seriously by the Principal and staff and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 1 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

If parents/guardians have questions or complaints regarding Alive Montessori Preschool Inc., they can email childcare_ontario@Ontario.ca or call 1-877-510-5333.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role modeling for children. Harassment, discrimination and bullying will therefore not be tolerated from any party.

If at any point a student, parent/guardian, provider, staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a Child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the Children's Aid Society of Toronto 30

Isabella Street, Toronto, Ontario M4Y 1N1

Bus: 416-924-4640 | Fax: 416-324-2400 (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

Reporting Child Abuse and Neglect

Ontario's Child and Family Services Act (CFSA) provides for a broad range of services for families and children, including children who are or maybe victims of child abuse or neglect. Members of the public, including professionals who work with children, have an obligation to report promptly to a Children's Aid Society if they suspect that a child is or may be in need of protection.

In accordance with the Child Care and Early Years Act we shall not engage in nor shall we permit our staff, students, volunteers to engage in any of the following:

- 1) corporal punishment of the child
- 2) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent

- 3) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures
- 4) 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, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- 5) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- 6) inflicting any bodily harm on children including making children eat or drink against their will

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to the classroom staff directly or the supervisor or licensee.</p>	<p>Address the issue/concern at the time it is raised</p> <p>or</p> <p>arrange for a meeting with the parent/guardian within 7 business days.</p> <p>Document the issues/concerns in detail. Documentation should include:</p> <p>the date and time the issue/concern was received;</p>
<p>General, Centre- or Operations Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to the supervisor or licensee.</p>	<p>the name of the person who received the issue/concern;</p> <p>the name of the person reporting the issue/concern;</p> <p>the details of the issue/concern; and</p> <p>any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</p>

<p>Staff-, Duty parent- , Supervisor-, and/or Licensee Related</p>	<p>Raise the issue or concern to the individual directly or the supervisor or licensee.</p> <p>All issues or concerns about the conduct of staff, duty parents, etc. 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.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to the staff responsible for supervising the volunteer or student or the supervisor and/or licensee.</p> <p>All issues or concerns about the conduct of students and/or volunteers 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.</p>	

Students and volunteers are always supervised by an employee and will never be permitted to be alone with any child or group of children who receive child care. Students and volunteers are not counted in staff to child ratios.

Security

Entry to the School is only permitted to:

- Students of the school
- School officials and persons expressly invited by them
- Persons authorized to attend school events and other approved activities

All visitors must report to the main office and be screened prior to entering. The main door is locked and entry can only be accessed via a buzzer system. All activities will also be monitored via security cameras to ensure safety.

Scheduled Holidays

Alive Montessori and Private School is closed on statutory holidays, two weeks in Christmas, one week on March Break and on PA days. Please see the School Calendar. You will be informed in advance of the exact time of closure on shorter days. We reserve the right to close for alternate days or emergency situations should it be warranted.

No deduction will be made for absences due to illness, vacations, statutory holidays, or emergency closure of the school.

Financial Information

• Fees

Alive Montessori and Private School relies on the fees paid by all parents to be a viable organization with sufficient resources to provide outstanding programs for children. A place in the school is reserved for each registered student for the entire academic year. Parents are expected to pay all fees on time.

• Registration & Material Fees

Upon initial registration, registration and a material fee is paid per registration pack fees.

• Monthly Fee

The monthly fee is payable upon registration using cheques post-dated to the first Monday of each week (or month) from January to December inclusive. The registration package with completed information and all post-dated cheques must be submitted to Alive Montessori and Private School prior to the date of admission. An administrative charge of 25.00 will apply to NSF or returned cheques.

- **Before and After School Programs**

Before school and after school programs are available for extra fees. Please see School Fees 2020-2021.

- **Late Fees**

Parents must pick up their children by 4:00pm. If a child remains in the centre after 4 o'clock, a late fee of 1.00 per minute is strictly enforced. In the event of a snowstorm, the parents will have a 15 minute grace period, during which no late charge will be applied. After 4:15pm, a late fee of \$1.00 per minute will be charged to each family. The late charge is to be payable directly to the staff on duty within 24 hours. A parent's signature, initialed by a staff member, noting the time of pick-up is required on the attendance sheet.

- **Tax Receipts**

A receipt will be issued for the fees paid within a calendar year. The receipt will be available by the end of February of the following year. Receipts will not be issued until all outstanding fees and penalties are paid.

- **Withdrawal**

In the event of withdrawal of a child from the School, the parents must give 30 days written notice to the school.

- **Termination**

Alive Montessori and Private School reserves the right to terminate the parent's contract should the program be unable to meet a child's special needs. The staff will adhere to the following procedure:

A. Discussions with the parent(s)/guardian(s) and Principal to:

1. Identify the difficulty and reasons for it.
2. Discuss implications for the classroom.
3. Explain and discuss ways of involving Community Resources; (i.e. Early Childhood Education Consultant, Speech Therapists).
4. Record the consensus of the discussions and have all parties sign.
5. Principal reports the situation and provides recommendations to staff.
6. Establish trial periods for the suggested actions.
7. Follow through with the action items of discussions.

B. Follow up meeting with parent(s)/guardian(s) and School staff to take place at end of the trial period. Results are again committed to in writing and signed by all parties. Further recommendations and action plans to be revised or decision made to terminate the contract.

C. If the School's staff determines that the child cannot be accommodated in the program, the parent contract will be terminated and parent(s)/guardian(s) will be notified to withdraw the child immediately. The unused post-dated cheques will be returned at this time.

General Information

• School Hours

9:00 am- 4:00 pm

• Classrooms

1. Preschool: 2. 6 to 3.8 years Casa 1
2. Kindergarten: JK/SK
3. Elementary: Grade 1-8

Children age 2.6 to 3.8 years must be toilet trained. Alive Montessori and Private School is open from 8 am. until 6 pm. Pre-care and After- school programs are available for Preschool, Kindergarten and Elementary children.

• Arrival and Departure

Alive Montessori Preschool & Academy have important policies concerning the arrival and departure of its students. These policies are integral to our program operations. Please ensure that you read and understand the following policies:

A. Parents are encouraged to drop off their children on time. Please see the Drop-Off and Pick-up COVID-19 screening protocols and procedures.

B. Alive Montessori is required to release children to either parent unless a court order is provided to indicate only one parent has custody of the child.

C. Besides the parents, students will not be released to any person other than those authorized on the registration form and class pick-up list. It is the parent's responsibility to contact the school regarding authorization changes.

D. Parents must pick up their children no later than 6:00pm. In the extreme case that the child is not picked up by 7:00pm and the staff is unable to reach the parents or another authorized person, the Children's Aid Society and the police department will be notified. Cases of constant late pick up may be cause for termination of the Parent's Contract.

- **Adjustment Period**

Especially with younger children, adjusting to a new environment without their parents and/or siblings can be upsetting. We will work with parents to make this adjustment period as easy as possible for the child. Our experience tells us that this period is usually very short as the child finds so many interesting things to do.

- **Late Arrival**

If a student from any level is to be late the parents should call the school office before 8:30am. Being late may affect your child's ability to: develop a love of learning from missing lessons, forge relationships with peers and other members of the school community, work independently and settle into daily routines.

- **Absences**

If a student from any level is to be absent, parents should call the school office before 8:30am. In the event of unexplained absence, parents will be called after attendance is taken.

Teachers are unable to make special provisions (i.e. homework packages) for students who are absent for reasons other than illness, family emergency or religious holidays.

- **School Closures**

In the event of inclement weather (i.e. snow storms) please tune into the radio for information on school closings or call the school any time after 7:00am. Should it be necessary to close the school early on any day because of the weather, parents will be contacted by phone to make arrangements for early pick up.

Clothing

- **Spring/Summer Attire**

Students will keep a pair of COMFORTABLE indoor and outdoor shoes at school. Wide brimmed hats and sunscreen are recommended during the summer months. Rubber boots are recommended for spring and fall. Speak to your homeroom teacher for additional clothing requirements.

- **Fall/Winter Attire**

Keep a pair of indoor (black) shoes and outdoor boots/shoes at school. Hats, gloves and snow pants are recommended during the winter months. See your homeroom teacher for additional clothing requirements.

• PERSONAL BELONGINGS/ ITEMS

We strongly recommend that your child brings the following on a **DAILY BASIS**:

1. Backpack
2. 2 extra sets of clothes (pants, socks, underwear and shirt) in case of accidents
3. Inside freshly laundered clothes (brought daily to be changed inside before entering the classroom)
4. Inside clean shoes (to be brought in every Monday and kept inside for the children to use inside the centre)
5. A personal folder to take home work/ arts/ crafts
6. Wet tissues
7. Sunscreen (min. SPF 30+)
8. Sunglasses
9. Bedding sheets (if applicable) to be brought home daily to be laundered
10. Reusable water bottle
11. Extra pull-ups/ training pants (if applicable), no diapers please
12. Water activities gear / bathing suit, crocs and towel
13. A smile ☺

• Labels/Lost and Found

The above listed belongings **MUST** be inside a large **SEALED, CLEAR** large Ziploc bag or container. **ALL ITEMS** inside must be **LABELLED** as well as the clear bag/ container with your child's name.

Lost items will be placed in the lost and found box on the Lower Level.

Academic Information

• Curriculum

Alive Montessori and Private School's curriculum from preschool to Grade 8 has been developed to reflect a particular vision and philosophy. The aim is to help students develop their potential in all disciplines as well as addressing social, physical, emotional and cultural needs. Although there are a variety of teaching strategies used in delivering the curriculum, the underlying philosophy and the sharing of common goals enables teachers and students to build and develop knowledge and skills from year to year.

- **Classroom Observations**

Opportunities for Parents to observe their child in his/her classroom environment will not take place at the moment due to Covid-19.

- **Health Related Matters**

This section describes the general health related policies and procedures followed by Alive Montessori and Private School. We ask parents to review and understand the following section, respecting the items mentioned, as good health is an important condition for children in the programs to fully enjoy their time at the school.

For everyone's benefit, sick children will not be admitted to the school. The parent will not knowingly bring the child to the School if the child has any communicable disease (chicken pox, measles etc.) or any signs of fever, diarrhea or vomiting or any other symptoms that are related to Covid-19.

If a child becomes ill or injured while at the school, the parent shall be notified immediately. If there is no response from the parent or emergency contact within a reasonable period of time, the school will take appropriate action to ensure the health of the child. In the event of an accident or other medical emergency the parent acknowledges having signed the medical release form authorizing the school to obtain immediate medical assistance for the child.

The school must be provided with the following information: Child's immunization records, any health concerns, any history of communicable diseases and data about any allergies your child may have.

- **Infection Control Policy**

The Infection Control Policy is to provide staff members with up to date information on how the caregiver can provide a safe, clean environment to promote good health and minimize the spread of infection.

Procedure:

1. All parents should provide their children's immunization record and health conditions prior to enrolling their children in the school.
2. Staff will perform a daily health check of children upon arrival and throughout the

day for symptoms of illness. Staff will also identify and record symptoms of illness and report to parents.

3. The signs and symptoms staff watch for are the following:

- Unusual behaviour
- Runny nose, cough, croup, wheezing, difficulty breathing, vomiting
- Diarrhea
- Dehydration
- Any change in skin colour
- Rash
- Fever

4. When a child becomes ill during the day at school the staff will call parents to pick up their child. If parents are not available, the emergency contact person will be called. The child will be isolated with supervision while he/she is waiting to be picked up.

• **Suspected/ Confirmed Case of Covid-19**

If there is an individual with a suspected/ confirmed COVID-19 case, the school will close down for an appropriate time to clean and disinfect the school property. In case of a shutdown, children will continue their learning journey online until the school can reopen.

• **Emergencies**

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: **TD Canada Trust at 846 Eglinton Avenue West.**

• **Immunization**

The Department of Health and the Ministry of Education require all children to be immunized and records of this be provided to the school. Parents who do not want their children immunized or who wish to delay immunization for religious or conscientious reasons must provide a release form to the school. Parents should be

aware that there may therefore be children in the school who are not immunized.

Student Activities

- **Concerts**

As part of our program, all students participate in our Holiday Concert (first term), and end of year concert (second term). Dates will be announced.

- **Summer Camp**

Summer camp begins in July and ends in late August. The camp program consists of a wide variety of activities.

Nutrition

- **Lunch/ Snacks**

Children will be bringing their own lunch/snacks in a sealed container, as advised by Toronto Public Health. Please make sure the lunches are healthy and nutritious to promote healthy bodies and minds. Catering will be an option as well.

- **Hygiene**

Due to Covid-19, teeth brushing activities will be temporary put on hold. Children will be encouraged to wash and sanitize their hands frequently.

- **Food Allergies**

Parents must provide up-to-date information about the child's allergies. Complete the Emergency Allergy Alert form. Complete the consent form for administration of the Epi-pen. Provide three Epi-pens, one to be carried by the student at all times, one to be kept in the student classroom and one to be kept in the office for field trips and as an emergency back up. The allergic student must: Take as much responsibility as possible for avoiding the allergen by checking labels and not sharing food.

The school will: Identify the allergic students, using the Alert and Consent forms provided by the parents and make every effort to ensure that appropriate alternatives are available whenever treats are available for the entire school

In the case of peanut allergies we will discourage parents and students from bringing peanuts or peanut products in lunches and snacks. We will ensure all school

personnel are trained to recognize the symptoms of an allergic reaction, know how to administer the Epi-pen and are able to carry out the appropriate emergency procedures.

Alive Montessori and Private School is NOT a peanut free environment. Such conditions are virtually impossible to enforce and create a false sense of security for the allergic children. However, the school is "allergy conscious" and will make every attempt to maintain a safe and healthy learning environment for all children.

• **Snack Foods/Birthday Treats**

Parents are encouraged to check labels when purchasing store bought items and to inquire about ingredients in baked goods. Choosing healthy snacks for birthdays and other celebrations shows consideration for those with allergies and the efforts of the school in hygiene and healthy eating. Individual cupcakes are encouraged instead of cakes at this time.

Reporting Illness

To report a communicable disease, please call the Toronto Public Health, Communicable Disease Section Surveillance Unit at (416) 392-7411. To report an outbreak, please call the Toronto Public Health, North Regional Office at (416) 338-8400.

Administering Medicine to Children on Behalf of Parents

According to Ministry Guidelines we are allowed to administer drugs that have been prescribed by a licensed medical practitioner.

1. Prescribed medicines will be administered by the staff. This means a pharmacist's label must be attached on all drugs.
2. All prescribed medicines must be in the original container with the child's name, the name of the drug, the dosage and the date of purchase.
3. Non - prescription medication can only be administered to a child when accompanied by a doctor's note with instructions.
4. A medicine form must be filled out and signed by the parent.

Code of Conduct

In order to uphold our core values, particularly the goal of creating a cohesive community where people are respected and students develop a strong sense of social and moral responsibility; Alive Montessori and Private School sets high expectations for each student. These expectations relate to students in the Preschool & Academy sets the standard for academic performance, their interpersonal relationships with staff and other students and the maintenance of a

safe and secure community. The staff of the school will actively guide students with respect to expectations set out below.

Students are expected to:

- Be punctual.
- Be prepared for class.
- Attend all classes.
- Be respectful of the efforts of fellow students to learn without interference.
- Give their best effort in all classes.
- Display academic honesty and integrity.
- Treat everyone in the school with respect, generosity and kindness. Respect other people's need to be free from physical harm.
- Judge people by their actions and not their appearance.
- Respect and accept people who may have different ideas or beliefs.
- Respect the property of the school; and personal belongings of others - follow the directions and guidance given by people in authority.
- Present themselves to the school community in a manner that instills the trust and respect of others.
- Use appropriate language.
- Maintain the school uniform properly at all times.
- Behave in a respectable manner at all times, demonstrating politeness and kindness. Know, respect and follow the rules and regulations of the school.

School Safety

Students are expected to act in a manner that ensures their own safety and that of other members of our school community. Students must not bring anything into the school that might endanger their own safety and the safety of others as well as offensive materials (i.e. weapons, magazines, etc.).

Disciplinary Procedures and Consequences

Alive Montessori and Private School is committed to helping every student with the expectations set out in the Code of Conduct. When necessary, the staff will take appropriate actions to ensure that students understand how they can best prepare to meet these expectations. Given the wide variety of expectations and broad age range of students, there are a variety of strategies used to respond to students who do not meet school expectations. In all cases, the school seeks to balance the interest of the child's development and education with the needs of the other

school community members. Furthermore, in setting rules, procedures and consequences, the school attempts to balance fairness to the individual and the school community.

Procedures:

• Minor Infractions

Staff members may give students reminders in order to preserve the order of the class and the dignity of the student. The teacher may ask the student to temporarily remove himself or herself from the class activity. Staff members may hold a student after school to discuss the incident.

• More Serious Infractions

Students will have a meeting with the Principal and an incident report will be filed. The incident report shall include comments from both the student and staff member involved, and where necessary, the Principal will interview other persons having knowledge of the incident. The Principal will also notify parents.

• Infractions of a Criminal Nature

The Principal will interview all persons involved, file an incident report and notify the parents. Principal may, at his/her discretion, notify the police. Where the Principal receives credible information that leads to a reasonable suspicion that the student may be in possession of a weapon or an illegal substance, the Principal may execute a search upon the student and his/her possessions. Any such search will be carried out in the presence of at least one other adult.

• Consequences

It is understood that parents are partners with the school in upholding and teaching the moral and social values outlined in the Code of Conduct. Where there are serious infractions or repeated minor infractions, the teachers and the Principal will be in close communications with the parents as to the consequences. The student will carry out appropriate actions, including the completion of chores, the writing of an apology, and undergoing counselling.

• Loss of Privileges

Students who misuse privileges may have them taken away. Students who bring objects detrimental to the well-being of others, will have such articles confiscated temporarily or permanently.

- **Compensation**

Students who cause damages may be required to pay compensation.

- **Suspension**

Students may be suspended for one or more days for a more serious infraction or a series of infractions. Re-admittance to school is conditional on the student having a good record of conduct for the previous academic year.

- **Expulsion**

Students may be expelled from the school for a series of more serious infractions or an infraction of a criminal nature.

- **Bullying Policy** The students and staff at Alive Montessori and private School have a right to teach and learn in a supportive, caring and safe environment without the fear of being bullied. The purpose of the anti-bullying policy is to identify bullying behaviour and to help students develop strategies to solve problems in a non-violent manner.

Bullying is not fighting or quarrelling. It is hurting for the purpose of seeing another person upset or in distress. People who bully have intent to harm. Bullying behaviour involves using a greater power to control or dominate another. Bullying behaviour of any type is unacceptable and will be dealt with firmly.

Bullying behaviour may appear as Verbal Abuse: Name calling, making fun of someone who says something wrong or different, or bossing others around. It may be directed towards gender, ethnic origin, physical/social difference, or personality. Two commonly used forms of abuse are nicknames and physical threats. The latter can be used to extort or steal property from another person. Physical Abuse: Bullying behaviour in this instance often incorporates pushing, shoving, kicking,

Exclusion: May include ignoring, gossiping or spreading rumours which result in the isolation of an individual from a group setting.

Bullying behaviour may take place in the school, outside the school, to and from school.

Usually the bullying behaviour takes place where an authority figure is out of sight, including situations beyond the school facility.

- **Role of the School**

The school will, as part of its curriculum, create an awareness of bullying behaviour and encourage appropriate ways to behave towards others.

• **Role of the Parents**

Be aware of changes in your child's behaviour that may indicate difficulties at school. Do not encourage your child to fight back; it only makes the situation worse. Instead, encourage appropriate assertiveness and practical self-preservation. Do not let the situation persist for an extended period of time without intervention. It is not normal childhood behaviour or "phase" and it will not go away by itself. Parents must not hesitate to inform the school about bullying activities. Encourage your child to talk. He/she may be ashamed, scared or think that it is their fault.

• **Academic Dishonesty Policy**

Alive Montessori and Private School is dedicated to enabling students to perform academically to the best of their abilities. Students can only learn where they approach their work with serious intent and integrity. It is essential therefore, that students should be aware of the temptations to act dishonestly and understand the consequences of such actions. Students are expected to acquire skills with respect to documentation of sources and studying, so as to avoid the temptation to plagiarize or cheat.

The School will not tolerate any acts of plagiarism, cheating, collusion or other act by which a student misrepresents his academic effort or achievement.

"Plagiarism occurs when a student knowingly represents as his or her own, any idea or work of another person in any academic assignment, test or examination.

"Cheating" occurs when a student obtains an unfair advantage over other students in the context of the preparation or performance of any academic assignment, test or examination.

"Collusion" occurs when a student knowingly allows his or her work to be submitted by another student.

Other Important Information

• **Registration and Maintenance of Current Information**

As required by the Ministry, the Registration card which includes personal and medical information must be completed before your child can enter the program. The onus is on the parents to inform the School of any address changes at home or work. The School must receive immediately, copies of any court orders, divorce decrees or separation agreements that affect the child. The School must receive

immediate notification of any changes in the custodial care of the child (e.g. babysitting arrangements) in writing.

- **Provincial License and Other Inspections**

The Day Nurseries Act grants a daycare license to daycares in Ontario. The licensing specialist of the Ministry of Community and Social Services will inspect the school for annual license renewal.

The Public Health Inspectors also visit childcare centres spontaneously to ensure a safe and healthy environment for the children and staff.

- **Toys**

Please encourage your child to leave all other possessions (toys, books, games and sports equipment, etc.) at home. The school will not be responsible for lost, broken or stolen items brought to the school from home.

- **Pets**

Alive Montessori and Private School is pet/animal friendly. The school has a number of animals in each classroom. We teach the children how to properly handle and take care of our pets. All animals are checked by a veterinarian and have annual immunizations.

COVID-19 PROTOCOLS

• Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Alive Montessori & Private School and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

• Nondiscrimination Policy

Admissions to Alive Montessori & Private School shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

• Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive in the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.

2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfection process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.

3. Social distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Classes will not intermix and will be

with the same teachers as much as possible. Walking from class to outside, or gym class social distancing is required. All staff will wear masks when not in their personal office/cubicle.

4. Inside shoe-only classroom: All children will use their inside / outside school shoes. Shoes will be placed in the hallway. Teachers will be allowed to bring in "indoor shoes" to wear in the classroom too. Since children spend time on the floor, we want it to be as clean and safe as possible.

5. Summer Camp just inside clothes are kept in the school or freshly washed from home. Home clothes are hanging in the plastic bags.

• Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

• Fee and Payment Policy

Alive Montessori & Private School enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition are deducted on the 1st of the month. 2. A \$25.00 per month late fee will be charged when a payment is declined. 3. There will be a \$1.00 charge per child for every five minutes elapsed after your scheduled pick-up time.

4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), **emergency-related closings mandated by the government, like a pandemic.**

5. If you need to terminate your child's enrollment, a month's notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).

6. Part-time options will be available for all ages. (3 day, and 5 half-days). 7. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.

• Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at (416) 602-1151, or (289) 894-7323 to be sure they may attend. If your child appears to be sick or has any of

the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Alive Montessori & Private School without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the MEDICATION ADMINISTRATION form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Supervisor in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return in 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the Health Department and our parents.

- **Personal Belongings**

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Extra clothes in sealed Ziploc bags. Bedding will be sent home DAILY and it is **mandatory** that bedding be laundered on a daily basis.

- **Arrival and Departure Procedures**

Our facility is operational from 8:00am – 6:00 pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 8 - 9 am to drop off. All children must be dropped off by 9 am. Please only come at your designated drop-off to keep everyone safe. If you see another family being checked in, please be patient during this time.

- **Drop-Off Procedures**

Twos and Older

Please drive to the center if possible. All drivers and passengers must wear a face covering during drop-off. A designated check-in staff will come directly to your car wearing proper PPE. This check-in staff will look in through your child's window for a visual assessment. The check-in staff will then ask a series of yes / no questions regarding symptoms and travel. Your twos and older child will get their temperature taken through the open window. If it is below 100F, the runner will unbuckle and take your child to his/her classroom.

We ask that the designated drop-off and pick up person not be a "vulnerable" person (older person such as grandparent or person with a serious underlying medical condition).

- **Pick-Up Procedures**

Pick-up times will be staggered to allow for safe social distancing. Please abide by the pick-up time. If you see another family being helped, please be patient until it is your turn and maintain social distancing.

Please come up to the South door entrance and wait for a designated staff member to bring your child to you.

- **Visitors**

Visitors will not be permitted at this time. This includes specials teachers until further notice. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

- **Field Trips/Special Events**

There will be no field trips or special events/gatherings at this time until further notice.

- **Parties and Celebrations**

Birthdays- If you wish to celebrate your child's birthday at Alive Montessori & Private School please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops.

- **Food**

- A. ALL FOOD will be in sealed containers prepared by parents reflecting our allergy list .
- B. Food Allergy: **We are a peanut-free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."