



# Parent Handbook

Alive Montessori and Private School

2024-2025 School Year

Revised August 2024

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## Introduction

Dear Parents,

As we get ready for our 2024-2025 academic school year, 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 education that is safe, educational, child-friendly, and most importantly, fun!

We ask all parents to take a few minutes to become familiar with the contents of this Parent Handbook, where we present our operating philosophy, programs and goals, various program descriptions, protocols, policies and procedures, 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 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.

Alive is 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  
*Executive Director*

## **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 is to provide an environment rich in purpose and experience so as to inspire, motivate and empower children to reach their full learning potential 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 a positive learning environment and experience 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 to provide 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 on 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 materials 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 behavior 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 settings 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 center 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. Every effort will be made to address and resolve issues and concerns to the

satisfaction of all parties and as quickly as possible. We are using Application HiMama and emails for daily communication. Telephone calls are also an option.

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 1-2 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](mailto: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 center 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, Youth and Family Services Act 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 center 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 Parents and/or Guardians to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to an issue/concern:
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<p>Program Room Related 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 or arrange for a meeting with the parent/guardian within 7 business days. Document the issues/concerns in detail. Documentation should include: the date and time the issue/concern was received; the name of the person who received the issue/concern; the name of the person reporting the issue/concern; the details of the issue/concern; and any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</p>
<p>General, Centre- or Operations Related  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>Staff-, Duty parent- , Supervisor-, and/or Licensee Related</p>	<p>Raise the issue or concern to the individual directly or the supervisor or licensee. 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. Ensure the investigation of the issue/concern is initiated by the appropriate party within 5 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Student- / Volunteer-Related	Raise the issue or concern to the staff responsible for supervising the volunteer or student or the supervisor and/or licensee. 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.	
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**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**

Your children's safety is our number one priority. The school has a security system, security cameras in most classrooms and doors are locked from the outside to prevent entry.

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 and two weeks at Christmas. Please see the School Calendar. You will be informed in advance of any early dismissals such as concerts, etc. 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

### Joining during or mid School Year (September-August)

Alive Montessori & Private School offers a year round registration based on space and availability. We do not prorate the fees per day attended, nor do we give discounts for the days “missed”. Registration fee, material fee, and deposit for the last month tuition are due upon enrollment and cannot be prorated.

### Discounts/Deductions/Make Up Days

**We do not offer discounts or deductions for sick days, vacations, shutdowns, statutory holidays, snowstorms, Christmas Break. Tuition fees are the same each month and are due regardless. There are no make-up days for any absences for any reason.**

### Canada-wide Early Learning and Child Care (CWELCC)

The purpose of the CWELCC program is to make childcare more affordable and to help reduce fees for parents. Please note that this applies only to the **licensed** childcare programs of our center.

As of January 2023 we have been officially approved to be a part of the program and tuition fees have been reduced. We will keep parents updated and informed of any developments regarding the next phases of the program.

### 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 **by the 1st of each month**. Late payments are subject to a \$25 penalty every month. Should fees remain outstanding five (5) days after the due date, i.e. the first day of the month, the School reserves the right to suspend or expel a student immediately and take whatever action it seems necessary to collect such overdue accounts.

### Registration & Material Fees

Upon initial registration, a registration fee, a material fee, first and last month tuition are payable. Returning students pay **only** the material fee with first month tuition, which is due on **April 1st** before the next school year starts.

### Monthly Tuition Fee

The monthly tuition fee is payable upon registration using cheques post-dated to the first of each month from September to August inclusive, by cash or e-transfer. 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. Invoices will be

issued before payment is due.

### **Virus related Absences**

If you wish to keep your child home due to virus concerns while the school remains open, please note that tuition is still due regardless. Please see Withdrawal Policy and Tuition Fees for full terms.

### **Late Fees**

Parents must pick up their children by 4:00 pm. If a child remains in the center after 4:00 pm, a late fee of \$1.00 per minute is strictly enforced. If your child is in the after school program, pick up is no later than 6:00pm. If a child remains in the center after 6:00 pm, 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 which 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, initiated by a staff member, noting the time of pick-up is required on the attendance sheet.

### **Tax Receipts**

**A tax receipt will be available by the end of February of the following year by request only. You may use your usual monthly receipts provided as tax receipts.** 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 **60 days written notice to the school.**

Our school is committed to delivering quality education to your child. This commitment requires, among other things, financial planning for the whole year. As such, payments will be immediately allocated to cover various expenses, and therefore, tuition will not be refunded upon any early withdrawal of your child. Please consider this before you commit to any advance payments.

### **Full year service**

As partners in the CWELCC program, we are a full year service provider, closed only during the Christmas holiday in December. If you wish to withdraw for the summer, you will lose your enrollment. We will not hold spots for returning students. Keep in mind, we have a long waitlist. You will have to reregister, subject to availability.

## 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 developmental or behavioural needs. The staff will adhere to the following procedure, as applicable:

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.
5. Principal reports the situation and provides recommendations to staff.
6. Establish trial periods for the suggested actions if applicable.
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 the end of the trial period. Results are again committed in writing. 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 Principal reserves the right to terminate the contract should he/she feel that child cannot be accommodated at Alive and/or that the child breaks the Code of Conduct. Tuition will not be refunded or prorated in these circumstances. Our school is committed to delivering quality education to your child. This commitment requires, among other things, financial planning for the whole year. As such, payments will be immediately allocated to cover various expenses, and therefore, tuition will not be refunded upon **any** early withdrawal of your child. Please consider this before you commit to any advance payments.

Our school is committed to providing the best care possible for every single child. However, in order to enable us to do so, it is important to inform and educate our staff of any specific behavioural or developmental needs your child might have, so that our staff may understand and prepare accordingly. A Trial Day is sometimes suggested to provide observation and information to all parties to assess potential enrolment. If communication is not forthcoming from parents/guardians in this regard, this could impact the school's ability to provide sound care, and could result in difficulties that may necessitate termination of the parent contract.

## **General Information**

### **Drop Off Period**

Staggered between 8:30 am- 9:00 am

### **Pick Up Period**

4:00 pm

\*Please arrive 10-15 minutes earlier to allow finding parking and avoid a line-up

### **General School Hours**

8:00 am- 6:00 pm

### **Before school program Hours**

8:00 am - 8:30 am

### **After School program Hours**

4:00 pm - 6:00 pm

### **Age category by Classrooms**

1. Preschool Casa: 2.6 to 3.8 years
2. Kindergarten Casa: Junior and Senior, 3.8 to 5 years
3. Elementary: Grade 1-8

### **Toilet Training**

Children age: 2.6 to 3.8 years should be toilet trained.

Children may bring pull-ups, but no diapers please. Parents are expected to provide wet-wipes and pull-ups.

### **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 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 approved pick-up list. It is the parent's responsibility to contact the school regarding authorization changes.
- D. If your child is registered for after school care, parents must pick up their children no later than 6:00pm. In the extreme case that the child is not picked up by 6:45 pm 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. Please refer to “First Day Jitters” tips for parents during the adjustment period.

### **Late Arrival**

If a student from any level is to be late the parent/guardian must communicate to the school before 8:30 am. 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, parent/guardian must communicate this to the school before 8:30am. In the event of unexplained absence, parents will be contacted 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 in to the radio for information on school closings or contact the school after 7:00 am. Should it be necessary to close the school early on any day because of the weather, parents will be contacted to make arrangements for early pick up.

### **Clothing and Uniforms**

#### **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.

#### **Uniforms**



School uniforms create cohesion and a sense of belonging. Uniforms will be implemented for the school year. Please see the *Dress Code Policy* for further instructions.

### **PERSONAL BELONGINGS/ ITEMS**

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

1. Backpack
2. Two extra sets of clothes (pants, socks, underwear and shirt) in case of accidents (preschool and kindergarten children)
3. Inside clean black shoes (to be brought in every Monday and kept inside for the children to use inside the center)
4. A personal folder to take home work/ arts/ crafts
5. Wet wipes
6. Sunscreen (min. SPF 30+)
7. Sunhat
8. Bedding: pillow, blanket & sheet (optional) to be brought every Monday. Sent home at the end of the week to be laundered. Sheets are laundered by the school.
9. Reusable water bottle
10. Extra pull-ups/ training pants (if applicable), no diapers please
11. Water activities gear / bathing suit, crocs and towel during the Summer Camp
12. A smile ☺

### **Labels/Lost and Found**

The above listed belongings **MUST** be inside a backpack/ bag or container. **ALL ITEMS** must be **LABELED** with your child's name. If an item is not labeled by a parent, teachers reserve the right to label the child's belongings as required by the Ministry of Education, using a permanent marker.

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

### **Lunch Program**

We are currently offering a hot lunch program in our school from a company called Real Food For Real Kids. The menu rotates on a seasonal basis, and is provided to parents upon request. The food program for preschool and kindergarten is mandatory, and is optional for elementary students. Students who leave at 4:00 pm usually have two snacks and one lunch. If you choose to send food instead of our catering program, please provide healthy snacks and avoid sugary items. Food may be heated

up upon request only. If you would like to get off the food program, a minimum of two weeks notice must be provided. **Please label all food containers** brought from home with your child's name. Please check with your child's teacher regarding peanut allergies in the classroom, and we ask that you kindly respect these restrictions.

## **Academic Information**

### **Curriculum (Night)**

Alive Montessori and Private School's curriculum from Preschool to Grade 6 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. There will be one day dedicated to discussing the curriculum during the beginning of the school year.

### **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.

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 behavior
  - Runny nose, cough, croup, wheezing, difficulty breathing, vomiting
  - Diarrhea
  - Dehydration
  - Any change in skin color
  - Rash
  - Fever
4. When a child becomes ill during the day at school the staff will call parents to pick up their child immediately. 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.

### **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 center, the **meeting place** to gather immediately will be located at: **TD Canada Trust at 846 Eglinton Avenue West.**

Parents will be notified with a phone call.

### **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.

### **School year (July & August)**

Summer Program begins in July and ends in late August. The Summer Program is a redacted version of our regular programming supplemented by a wide variety of fun, extracurricular activities. The Summer Program is part of the School Year so you don't need to register your child.

### **Anaphylactic Policy**

Our anaphylaxis policy is intended to help support the needs of a child with severe allergies and provide information on anaphylaxis and increase awareness of parents, staff, students and visitors to our center. General information on life-threatening allergies including anaphylactic allergies will be provided to staff, parents, students, and volunteers. Parents are responsible to ensure that their child has an up-to-date auto injector, labeled with the child's name, at the center when the child is in attendance. The child will not be permitted to attend without the proper medication on site.

Parents must sign our Consent to Administer Medication form that authorizes staff to administer the adrenaline auto-injector. Parents are responsible to inform staff of any changes to their child's treatment procedures. An EpiPen poster will be posted in each program room throughout the center.

Our allergy list will be revised as necessary based on the children in our care and the information provided to us in writing by the parents/guardian.

Each program room and food preparation area will post in a visible area a list of known life threatening allergies of all children enrolled in the center.

An "Administration of the Epi-Pen Procedures and Medical Emergency Procedures", will be posted in each program room.

### **Food Allergies**

Parents must provide up-to-date information about the child's allergies.

Please complete the Emergency Allergy Alert form and 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**

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. Other items may require approval, please check with the school principal and your child's teachers.

### **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 of Education guidelines we are allowed to administer drugs that have been prescribed by a licensed medical practitioner. Medicine will not be administered until we receive a medicine form from the doctor.

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 setting the standard for academic performance, their interpersonal relationships with staff and other students and the maintenance of a safe and secure community. The staff 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, scary masks, 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. An incident report may be filed and shared with parents.

### **More Serious Infractions**

Students will have a meeting with the Principal and an incident report or meeting record will be filed. The incident report or meeting record 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. The teachers and the principal will discuss what consequences are appropriate for the student.

### **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, such as the completion of chores in the school environment, the writing of an apology, or undergoing counseling. The school principal has the right to terminate/withdraw a student from the school permanently if the student causes disruption to the classroom and/or breaks code of conduct and/or compromises the safety and the wellbeing of staff and fellow students. Please refer to termination policy of handbook.

## **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 damage to school or others' property 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 minor 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 repeated minor infractions, more serious infractions or an infraction of a criminal nature. The decision will be made mutually between teachers and principal. Parents will be informed of this decision.

### **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 behavior and to help students develop strategies to solve problems in a non-violent manner.

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

Bullying behavior 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 behavior in this instance often incorporates pushing, shoving, kicking,

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

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



Usually the bullying behavior 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 behaviors and tendencies and encourage appropriate ways to behave towards others.

### **Role of the Parents**

Be aware of changes in your child's behavior 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 a normal childhood behavior 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**

#### **Waiting List**

In the event of a class being at its full capacity, we will place your child 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 through our website. You will be

notified via telephone, in-person meeting, or e-mail by the Director/or Supervisor when an opening becomes available in the requested program. Parents will be provided a timeframe **of two business days** in which a response is required before the next child on the waiting list will be offered the space. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

### **Registration and Maintenance of Current Information**

As required by the Ministry, the Registration package, 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 immediately receive 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 CCEYA grants a daycare license to daycares in Ontario. The licensing specialist of the Ministry of Education will inspect the school for annual license renewal. The Public Health Inspectors also visit childcare centers spontaneously to ensure a safe and healthy environment for the children and staff.

### **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.

### **Prohibited Practices**

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 center 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

### **Toys**

Please encourage your child to leave all other possessions (toys, books, games and sports equipment, etc.) at home. It can be distracting to other students and does not complement the Montessori philosophy. Please refrain from bringing toys except on Show & Tell days. 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 small animals in each classroom, such as fish, birds, rabbit. We teach the children how to properly handle and take care of our pets as part of learning to care for and love our environment. All animals are checked by a veterinarian and have annual immunizations as required.

### **Activities Off Premises**

Any activities off premises will require the parents permission to leave the school.

## Tuition Fee Schedule 2024/2025

<p><b>BASE FEES: Full- Time: Preschool, Kindergarten, Programs</b> Monday-Friday (9:00 AM- 4:00 PM)</p> <p>Registration Fee: \$250 Material Fee: \$650 Tuition due September 1- August 1: \$1650</p> <p>From January 1st, 2023 tuition/registration/material fee is <b>52.75% OFF (CWELLC):</b></p> <p>Registration Fee: <b>\$118.125</b> Material Fee: <b>\$307.125</b> Tuition due September 1- August 1: <b>\$779.63</b></p>	<p><b>BASE-FEES: Full- Time: Elementary</b> Monday- Friday (9:00 am- 4:00 pm)</p> <p>Registration Fee: <b>\$250</b> / International: \$500 Tuition Fee: <b>\$650</b> Tuition due (x 10) September 1- June 1: <b>\$1650</b></p>
<p><b>BASE FEES: Full Time: Hot Lunch Program (RFRK)</b></p> <p>Preschool &amp; Kindergarten \$175.00/month From January 1st, 2023 food fee is <b>52.75% OFF (CWELLC):</b></p> <p>Hot Lunch Program: <b>\$82.69</b></p>	<p><b>BASE FEES: Full Time: Hot Lunch Program (RFRK) - Optional</b></p> <p>Elementary <b>\$200.00/month</b></p> <p>*Includes AM snack, lunch and PM snack</p>
<p><b>Extended Care Program Fees</b></p> <p><b>Morning (8:00-8:30 am)</b> \$20.00/session; \$150.00/month 52.75% OFF (CWELLC): <b>\$70.875</b></p> <p><b>Afternoon (4:00-6:00 pm)</b> \$35.00/session; \$200.00/month 52.75% OFF (CWELLC): <b>\$94.5</b></p> <p><b>Both Morning &amp; Afternoon</b> \$250.00/month 52.75% OFF (CWELLC): <b>\$118.125</b></p> <p><b>Other programs/fees (optional)</b></p> <p><b>Yearbook 2024-2025</b> <b>\$50.00</b> <b>Piano lessons</b> one on one <b>Robotics / Coding</b></p>	<p><b>Methods of Payment</b></p> <ol style="list-style-type: none"> <li><b>1. Cheque to “Alive Montessori &amp; Private School”</b></li> <li><b>2. Electronic Transfer to:</b> <a href="mailto:alivemontessori@gmail.com">alivemontessori@gmail.com</a> or <a href="mailto:aliveprivateschool@gmail.com">aliveprivateschool@gmail.com</a> , <b>Elementary to:</b> <a href="mailto:alive.elementary@gmail.com">alive.elementary@gmail.com</a></li> <li><b>3. Cash</b> *no credit or debit cards are accepted at this time</li> </ol> <p><i>*Material Fee, Registration Fee &amp; First and Last Month Tuition are due upon enrollment before April 1st, 2024.</i></p>

# 2024/25 Academic Calendar

- School Closed / Holidays
- First & Last Day of School
- Parent Teacher Interviews

- Curriculum Night
- Summer Program
- Report Cards

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
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December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

We operate a full year program. The school year runs from September 1, 2024 to August 31, 2025. Winter holiday break is December 23, 2024 to January 3, 2025.