



Parent Handbook - Elementary

Alive Montessori and Private School

2026-2027 School Year

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Introduction

Dear Parents,

As we get ready for our 2026-2027 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.

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 parents, guardians and 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.

Parent/Teacher Conferences

Parent-Teacher conferences are scheduled 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 their child's schooling, 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.

To complement the curriculum, we incorporate a variety of extracurricular activities to enhance the learning experience, including Music classes, Gym and Gymnastics, Drama, Dance, Yoga, and French classes. We also offer coding and piano classes at an additional cost.

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, law enforcement authorities or a Children's Aid Society).

Code of Conduct and Anti Harassment Policy

Our School 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 principal.

PARENT CODE OF CONDUCT AND REPORTING POLICIES

We all have the right to a safe environment and to feel secure in our center community. Alive sets clear standards of behaviour that apply to all individuals involved in our community including parents or guardians, employees, students, volunteers, and board members. These standards apply whether they are on Alive property or at center-sponsored events and activities. All members of the Alive community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code. All adults have the responsibility to act as models of good behaviour. Foul

language (i.e. swearing, name-calling, shouting, etc.) is not acceptable. Individuals engaging in such behaviour will be asked to leave the premises immediately. Unacceptable conduct will result in immediate intervention up to and including the family's expulsion from the center and/or police intervention. Such conduct includes but is not limited to: behaviour that interferes with or is disruptive of the daily operations of the center, harassment, intimidation and behaviour of an abusive nature of any kind towards anyone on premises. Harassment or intimidation may take the form of a written note, email, words, gestures and/or body language. No weapons, alcohol or illicit drugs are allowed on center property or at center events. Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the school, at school events, the parking lot or via electronic mediums such as emails, social media platforms, personal blog sites, etc. The privacy and confidentiality of our parents, guardians, employees, volunteers and students is important to us. All concerns and comments should be addressed with the educators. If not resolved, the next step is to review the situation with the Supervisor.

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.

Duty to Report

"Duty to report" is an individual's responsibility to report to Children's Aid Society (CAS) any knowledge or suspicion of abuse of children.

CAS defines four types of abuse as:

1. Physical abuse is any deliberate physical force or action, by a parent or caregiver, which results, or could result, in injury to a child. It can include bruising, cuts, punching, slapping, beating, shaking, burning, biting or throwing a child. Using belts, sticks or

other objects to punish a child can cause serious harm and is also considered abuse.

2. Neglect occurs when a caregiver fails to provide basic needs such as adequate food, sleep, safety, education, clothing or medical treatment. It also includes leaving a child alone or failing to provide adequate supervision. If the caregiver is unable to provide the child with basic needs due to financial inability, it is not considered neglect, unless relief has been offered and refused.

3. Emotional abuse is a pattern of behaviour that attacks a child's emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating the child. It may also include exposure to domestic violence.

4. Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. The child may cooperate out of fear or because they want to please the adult. Sexual abuse does not need to include physical contact between the perpetrator and the child. It may include activities such as sexual intercourse, exposing a child's genitals, obscene phone calls, text messages, digital interaction, fondling for sexual purposes, watching a child undress for sexual pleasure, encouraging/forcing a child to look at or perform in pornographic pictures or videos, and child sex trafficking.

It is the responsibility of every individual who performs professional duties with respect to children (including employees, students and volunteers), to:

- Immediately report to the Supervisor/designate any infractions of this policy, and
- Immediately report to the local CAS any knowledge or suspicion of abuse of children.

Failure to report may result in immediate termination of employment or student/volunteer placement within the center. Children's safety must take precedence over all other concerns.

In the event that an individual suspects infraction of this policy, a written record should be completed as soon as possible:

- Include the name(s) of the individual(s) involved and Supervisor.
- Document only the facts – do not include how you are feeling about the incident or personal thoughts (ex. what might have happened, why, etc.).
- The written record must be approved and dated by you and the person you reported it to.

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.

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.

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.

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:
Program Room Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to the classroom staff directly or the supervisor or licensee.	Address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within 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.
General, Centre- or Operations Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to the supervisor or licensee.	

Staff-, Duty parent- , Supervisor-, and/or Licensee Related	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.	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.
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.	

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.

STUDENT CODE OF CONDUCT AND DISMISSAL POLICY

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.

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.

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 as assessed at the discretion of the school.

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.

FINANCIAL INFORMATION/ REGISTRATION

Admissions, Withdrawals, and Fees Policy

Alive Montessori & Private School offers 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". The registration fee, material fee, and deposit for the last month tuition are due upon enrollment and cannot be prorated or refunded, for any reason whatsoever, including rescinded registrations. The material fee is a recurring cost, and returning students pay the material fee annually.

Once you have paid the registration fee, you are subject to the Withdrawal and Discharge Policy which requires that parents/guardians provide **60 days written notice of withdrawal date** during which period payment of fees is due.

Alive reserves the right to decline any registration at its discretion, immediately and at any time.

Participating in a tour/information session is required prior to registration. If a family registers without doing a tour (site unseen), they are deemed to accept the Withdrawal and Discharge Policy. Participating in a tour/information session arranged by Alive is highly recommended, for all families, to ensure that we receive all required information in order to provide the best care for your child. Failing to participate in this session prior to your child's start date might result in loss of care. Families must contact the center a minimum of 30 days prior to your child's preferred start date to confirm all of your child's information and forms and ensure everything is up to date; failure to do so may result in loss of the preferred start date you've requested.

Scheduled Holidays / Closures, Absences

Alive Montessori and Private School is closed on statutory holidays, PA Days, March break, 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, planned or unplanned, due to illness, vacations, statutory holidays, or emergency closure of the school.**

Discounts/Deductions/Make Up Days/ Absences

We do not offer discounts or deductions for absences, 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.

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, regardless of closures or absences**. Late payments are subject to a \$50 penalty every month. Fees and advance payments are non refundable whatsoever, under any circumstance. Please consider this when making advance payments.

Registration & Material Fees, First and Last Month's Tuition

Upon initial registration, a registration fee, a material fee, first and last month's tuition

are payable. Returning students pay **only** the material fee with first month's tuition, which is due on **April 1st** before the next school year starts. The registration package with completed information must be submitted to Alive Montessori and Private School prior to the date of admission. Registration fee and Material fee is non refundable under any circumstances.

Monthly Tuition Fee/ Invoices

Tuition fees are payable monthly, by the 1st of each month. Payments may be made in advance, however, discounts are not applicable for advance payments. The monthly tuition fee is payable via cheques post-dated to the first of each month, by cash or e-transfer. An administrative charge of 50.00 will apply to NSF or returned cheques. Invoices will be issued before payment is due. Receipts will be issued after payments are received and processed.

Covid or other 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.

Missed payments/ NSF/ Late Payments

In the case of a missed payment, that payment and NSF fee (Non-Sufficient Funds) of \$50.00 will be due, amounting to a double payment with applicable NSF fee(s) included. If NSF fee is incurred in the following billing cycle, all outstanding fees must be paid via certified payment method within 3 business days of billing date. If a certified payment method is not submitted, immediate termination will follow and a letter informing parents/guardians of the last day of care will be sent. In case of an outstanding balance, your tax receipt may be withheld until the account is paid to date. If payments are repeatedly missed, it is at Alive's discretion to determine whether or not to terminate service. Late payments are subject to a \$50 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.

Illness related Absences

If you wish to keep your child home due to illness 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 Pick up 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. The same policy applies to early drop off. Students requesting admission before 8:30 am must register for the extended care program, subject to availability.

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 AND DISCHARGE POLICY

Withdrawal

In the event of withdrawal of a child from the School, the parents must give **60 days written notice to the school, during which time fees are payable.** Withdrawal includes but is not limited to Withdrawal from care for any reason, medical or otherwise, planned or unplanned, and/or Rescinding of registration before the start of care. Until written notice of withdrawal is provided, fees will continue to be charged. Prepaid fees including tuition, registration fee, material fee, and last month's deposit, are non refundable for any reason whatsoever. 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.

Last Month's Deposit

Last month's deposit is payable at time of registration. This amount is applicable to the last month of attendance, provided 60 days notice of withdrawal is given in writing. Last month's deposit is non-refundable for any reason whatsoever.

Termination

Alive reserves the right to terminate its services at its discretion, immediately and at any time, without notice. Examples of reasons may include but are not limited to: if child continually shows challenging behaviours with no signs of improvement despite support provided which have a negative effect on classroom occupants (i.e. physical aggression, etc.), for recurring late payment of fees, for non-payment of fees, for failure to comply with the Parent Code of Conduct, and/or if it is felt that the center is not meeting the needs of your child.

Alive also reserves the right to terminate the parent's contract should the program be unable to meet a child's developmental or behavioural needs. Alive is a Montessori school, which means we are a curriculum versus play based child care setting. We are committed to offering safe, quality care to all our students. In order to allow us to maintain this commitment to all our students, we need parents to be forthright about any developmental impediments that might affect our delivery of the curriculum. This includes developmental delays such as but not limited to speech delay and hearing impediments. If your child is receiving therapy or treatment for physical or development delay, we require a report from the treating practitioner regarding the type of treatment received. This disclosure is mandatory, and used exclusively for the purposes of determining the best way to deliver our programming in a safe and effective manner to your child.

In the event that it is deemed that the issues ascertained are such that the school cannot meet the needs of your child, 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. 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. **In the event that termination of services is deemed necessary, either due to non disclosure of essential information by parents, or due to the inability of the school to provide proper services to the child, all fees paid to date and in advance are non refundable.**

GENERAL INFORMATION

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 keep the information contained in the registration package current and up to date on an ongoing basis. This includes but is not limited to: contact information (parents/guardians, emergency contacts and authorized pick-ups), allergies, food restrictions and feeding practices, medical conditions, support needs, family court orders and relevant information (i.e. custody orders, restraining orders, etc.). 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.

Drop Off Period

Staggered between 8:30 am- 9:00 am

Pick Up Period

4:00 pm

School General Hours

8:00 am- 6:00 pm. We offer before and after care at an additional fee. Please refer to Fee schedule.

Classrooms

1. Preschool Casa: 2.6 to 3.8 years
2. Kindergarten Casa: Junior and Senior, 3.8 to 5 years
3. Elementary: Grade 1-6

Arrival and Departure

Alive Montessori Preschool & Academy has 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 to drop off their children on time. Please see the Drop-Off and Pick-up times listed above.
- 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. Authorized pick up persons must show valid government issued I.D.
- D. Parents must pick up their children no later than 4:00pm. In the extreme case that the child is not picked up by 7:00 pm, one hour after the school closes, 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.

Late Arrival

If a student is to be late, the parents should call or email 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 is to be absent, parents should call or email 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) our school will follow the TDSB and the TDCSB decisions made regarding closures due to weather. Parents can refer to radio, news or other media outlets for information on school closings or email the school any time after 7:00 am. Should it be necessary to close the school early on any day because of the weather, parents will be contacted by email to make arrangements for early pick up.

CLOTHING AND UNIFORMS

Uniforms

We believe that school uniforms create cohesion and a sense of belonging. We have a mandatory uniform policy. We have a uniform supplier, and uniforms can be purchased online through direct sales. The school may change suppliers with notice. Our uniform policy is intended to keep the children's focus on learning. It is also a way to show pride in our school community both at the school and during outside activities. School uniforms help students experience a greater sense of school identity and belonging. Students are encouraged to take pride in wearing their school uniform, and uniform items are expected to be clean and in good repair at all times. Students are expected to travel to and from school in their uniform. If a student's uniform is incomplete, a notice will be sent home outlining the items that require correction. Please be aware, that uniforms that are not obtained through our uniform supplier will no longer be permitted. It is recommended that students have an extra set of clothing at school in case of accidents or if clothing gets soiled during outside time. Consistent failure to wear the proper uniform to school will result in dismissal at the discretion of the school. The school may at its discretion provide the student with a spare school T-shirt, and the cost of the garment will be added to the parent's invoice, which is \$25.00.

Indoor Shoes/ Outdoor shoes: Students are required to wear indoor shoes at all times inside the building. They must also have separate outdoor shoes, as well as clean running shoes for gym class if their indoor shoes are not slip proof or are not appropriate for physical activity and running around in the gym. The act of removing “outdoor shoes” is significant for the children’s awareness of the unique quality of the Montessori learning environment. Black shoes are preferred.

Outdoor Clothes: Weather appropriate clothing is a must. Summer items include sun hats, and inclement/winter clothing includes rain boots, snowpants, winter boots, hats, gloves, etc.

The school uniform consists of the following:

1. Light blue polo - short or long sleeve
2. Navy vest, sweater
3. Navy tunic/ pants/ shorts
4. Tartan skirt
5. Navy or white tights or knee socks
6. Black indoor shoes
7. Navy tie (Elementary only)
8. Weather appropriate outdoor shoes
9. Gym: Gym T-shirt, navy shorts/navy sweat pants, navy zip-up hoodie (optional) and running shoes

Please ensure that all uniforms, clothing and personal belongings are clearly labeled.

Uniforms are mandatory for the school year September to June, and are optional in July and August.

PERSONAL BELONGINGS/ ITEMS

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

1. Backpack
2. An extra set of clothes in case of accidents or messes
3. Inside clean black shoes (to be kept inside for the children to use inside the center)
4. Outdoor shoes - weather appropriate
5. Running shoes, T-shirt and shorts, for gym
6. Sunscreen (min. SPF 30+) , sunhat
7. Reusable water bottle

Labels/Lost and Found

The above listed belongings MUST fit inside a backpack. **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 using a permanent marker. Lost items will be placed in the lost and found box on the Lower Level.

Lunch Program

We are offering a hot lunch program in our school from a company called Real Food For Real Kids. The menu rotates on a seasonal basis. The food program is mandatory. AM and PM snacks are prepared in-house and a 4 week snack menu is also sent out to the parents every month.

STUDENT ACTIVITIES

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.

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. Early dismissal might be in effect following an event, parents will receive advance notice.

Morning Assembly:

Alive Montessori is a Private School, and we have high expectations of our students, as they grow through the curriculum and the school program. **Our school day starts at 9am**, with a morning Assembly from 9:10 am to 9:30 am, where the students gather for activities that promote learning and community. It is an important part of the day, and our teachers and students prepare in advance. This time includes student and teacher

presentations, important announcements, and we observe the National Anthem. Students arriving late are a distraction during this learning period. **If you are late, please note that during this time the doors may be unattended and you may be required to wait until the assembly is over to be let in.**

HEALTH AND EMERGENCY PREPAREDNESS 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 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 colour
- 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.

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 their child's Anaphylactic allergies, allergies and/or food restrictions, by way of filling out the appropriate section(s) of the Enrollment Forms, including the consent form for administration of the Epi-pen. Provide two Epi-pens, one to be carried by the student at all times, one to be kept in the student classroom. 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, make every effort to ensure that appropriate alternatives are available, and 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 a peanut free environment. Outside foods are prohibited.

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.

Activities Off Premises

Parents sign a general waiver as part of the enrollment package, allowing for random neighbourhood walks. Any extended activities off premises will require the parents permission to leave the school, and permission forms will be distributed in advance.

Pets / Allergens

Parents and Guardians hereby acknowledge that the School is not free of allergens. Your child may inadvertently come into contact with a substance he or she may be allergic to and that such contact may cause an allergic reaction. There are certain risks of allergen contact that are inherent in a school setting. If you wish to withdraw your child for a period of time or permanently, as a result of health issues or concerns arising from this, there will be no refunds whatsoever with respect to fees for such students.

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.

Snack Foods/Birthday Treats and Other Celebrations:

Every child's birthday is special and is celebrated at the center. Due to food allergies and restrictions, we do not permit outside food to be brought into the center. Please bring alternative, non food treats if you wish to share with other children. Fruit platters are an exception. Invitations and loot bags are allowed, but may not contain any food items or toys deemed choking hazards such as bouncy balls etc. Please check with your classroom teacher if in doubt. If parents wish to celebrate their child's birthday at the school through a planned activity, please speak to the class teacher first to ensure your plans are appropriate. Birthday celebrations are limited to **one hour maximum, and can be accommodated 2:30pm - 3:30pm only.**

SCHOOL YEAR TERMS OF CONTRACT

General Terms

1. The terms of this contract apply for the school year in which the student is enrolled at Alive Montessori & Private School Inc(the "School").
2. A student will not be accepted into the School unless the new enrolment form has been completed in full and signed. All required tuition and fees as outlined in the current school year's payment schedule including the registration fee, material fee and first and last month's tuition, also a copy of the child's OHIP card or proof of health insurance, immunization record and Birth Certificate, must accompany the enrollment package.
3. It is the responsibility of parents or guardians to ensure that their child's immunization record is up to date. In the event that the Toronto Health Services Department issues an order of suspension, in which your child is suspended, the School is required to comply with such an order. Where the Toronto Region Health Services Department issues such an order, there will be no refunds whatsoever with respect to fees for a student who has been suspended. In addition, where there is an order or directive issued by a government authority or agency that results in students not being able to participate in the School program, there will be no refunds whatsoever with respect to fees for such students.
4. Parents and Guardians hereby acknowledge that the School is not free of allergens. I/We understand that my child may inadvertently come into contact with a substance he or she may be allergic to and that such contact may cause an allergic reaction. I understand that there are certain risks of allergen contact that are inherent in a school setting. If you wish to withdraw your child for a period of time or permanently, as a result of health issues or concerns arising from this, there will be no refunds whatsoever with respect to fees for such students.
5. There is a late pick up charge which is applied at the rate of \$1.00 per minute after 4:00 p.m. or at any time that AMPS staff has to remain beyond established hours to care for a student due to a late pick up.
6. The School reserves the right to accept or reject this application.
7. Operations
 - a. School reserves the right to make such rules and regulations for its operation as deemed appropriate and it is a condition of acceptance that these rules and regulations be observed.
 - b. Remote Learning Parents and Guardians hereby acknowledge and agree that the School reserves the right to use synchronous (real-time) and asynchronous online learning ("Remote Learning"), temporarily or indefinitely as part of the whole class instruction, in smaller groups of students, and/or in a one-on-one context for the school year. In case of a government mandated shutdown, tuition fees will be charged for 80% of the tuition rate, regardless of the student's online attendance.
 - c. Cancellation of In-Person Activities and Programs Parents and Guardians hereby acknowledge and agree that the School reserves the right at its sole discretion to suspend and or all in-person activities and programs, and the School further reserves the right to change its educational delivery model throughout the school year pursuant to guidance and directives from the Ministry of Health or the local Public Health Unit. The School shall continue to provide Remote Learning, subject to Section 10 (d) Force Majeure. Parents and Guardians further acknowledge and agree notwithstanding that they are signing this Contract during the crisis, all parties under this Contract will continue to comply with the terms of this Contract. For greater clarity, in the event that the School is required to close its physical locations and facilities and/or students are prohibited from returning to the campus of the School during the school year pursuant to the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 S.O. 2020, c. 17 and its regulations; or pursuant to an order made by the Government of Ontario declaring an emergency under section 7.0.1(1) of the Emergency Management and Civil Protection Act, RSO 1990, c E9; or pursuant to outbreak measures, Parents/Guardians will continue to comply with their obligations under this Contract including their obligations to pay fees pursuant to Section 2.
 - d. Force Majeure Parents and Guardians hereby acknowledge and agree that the School reserves the right at its sole discretion to suspend the obligations under this Contract for a period of time that a condition of Force Majeure exists. "Force Majeure" means a 'superior strength', strike, lock-out, act of public enemy, war, blockade, pandemic, and civil disturbance, or other causes beyond reasonable control of the School, such as to make Remote Learning impossible or impracticable as determined solely by the School. The School shall immediately notify Parents/Guardians of any suspension due to a Force Majeure event. The Parents/Guardians and the School agree to use their best efforts to eliminate the effects of the Force Majeure event and to resume performance of the Contract as soon as possible after the Force Majeure event ceases. The School is not liable for any costs incurred by the Parents/Guardians due to delays or non-performance of obligations pursuant to this Section.
8. The School reserves the right to change fees, discounts and / or method of payment at any time.
9. All new applicants must pay a one time \$250.00 registration fee which is not refundable for any reason.
10. A material fee is required from all new and re-registering applicants and is due upon enrollment before April 1st, 2025. This fee is applied to books, material and other activities during the school year. This fee is non-refundable for any reason including withdrawal from the School.

11. All new applicants must also pay the last month's deposit at time of registration. This is non refundable, for any reason whatsoever. It is applicable to the last month of enrollment upon withdrawal, only if 60 days notice is given in writing.
12. **There are no refunds for early, unplanned, unexpected, or mid-month withdrawals, and no refunds for holidays, sick days, or days missed for any reason, throughout the school year. There are also no refunds for rescinded registration for any reason whatsoever.**
13. All payments will be processed the first of each month without exception. No payments will be held over until a future date for any reason whatsoever. A \$50.00 late fee will be charged for any monthly payments received after the first of any month.
14. A charge of \$50.00 will be levied against all declined payments, N.S.F. cheques or cheques returned for any reason.
15. 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. If payments are repeatedly missed, it is at Alive's discretion to determine whether or not to terminate service.
16. **Withdrawal Procedure:** Written notice of a student's withdrawal from the School must be received two (2) months prior to the intended date of withdrawal, during which time payments are due. There will be no refund or transfer of the registration fee and the material fee or any other prepaid fees. If you have paid in advance, your fees will not be refunded upon early withdrawal, for any reason whatsoever.

17. Miscellaneous Contractual Terms

a) **Non-Waiver** Neither the failure nor any delay on the part of the School to exercise any right, remedy, power or privilege under this Contract shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege preclude any other or further exercise of a the same or any other right, remedy, power or privilege, nor shall any waiver of any right, remedy, power or privilege with respect to any occurrence be construed as a waiver of such right, remedy, power or privilege with respect to any other occurrence. No waiver shall be effective unless it is in writing and is signed by the party asserted to have granted such waiver.

b) **Amendment** No amendment, supplement, restatement or termination of any term of this Contract, save and except for the amendments to policies, guidelines, rules and schedules of the School, shall be binding upon the parties unless it is in writing and signed by the parties.

c) **Severability** In the event that any part of any provision of this Contract may prove to be illegal or unenforceable the other provisions of this Contract and the remainder of the provision in question shall continue in full force and effect.

d) **Governing Law and Jurisdiction** This Contract shall be interpreted and governed by the laws of the Province of Ontario. The parties attorn to the exclusive jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom.

I have read and understood the terms of contract, the methods of payment, and the policies of the School as outlined in the Student and Parent Handbook and I hereby agree to all the terms and conditions stated therein.

Parent's Full Name

Parent's or Guardian's Signature

Date



School Events and Important Days



School Closed / Holidays



First & Last Day of School



Parent Teacher Interviews



Curriculum Night



Fundraising



Multicultural Day



Nutrition Workshop



Field Trip



Thanksgiving Potluck



Remembrance Day



Report Cards



Mother's Day Breakfast



Literacy / Book Exchange



Pumpkin Carve



Professional Activity Day



Concert



Science Fair



Spelling Bee



Sport/Art Day



Science Experiments Day



Spookyacular Magic Show

September 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				

October 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	

November 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

December 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			

January 2026

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

February 2026

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

March 2026

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				

April 2026

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		

May 2026

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

June 2026

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				

July 2026

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 2026

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					

The school year for **Elementary** students runs from September 1, 2025 to June 26, 2026. Winter holiday break is December 22, 2025 to January 2, 2026, March break is from March 16, 2026 to March 20, 2026. Professional Activity Days are November 28, 2025 and February 13, 2026. Field Trips TBD.

Tuition Fee Schedule 2025/2026

BASE-FEES: Full- Time: Elementary Monday- Friday (9:00 am- 4:00 pm)

Registration Fee: **\$250** / International: **\$500**
Material Fee: **\$650**
Tuition due (x 10) September 1- June 1: **\$1650**

Hot Lunch Program (RFRK)

Elementary **\$200.00/month**
*Includes AM snack, lunch and PM snack

Extended Care Program Fees

Morning (8:00-8:30 am)
\$20.00/session; **\$150.00/month**

Afternoon (4:00-6:00 pm)
\$35.00/session; **\$200.00/month**

Both Morning & Afternoon \$250.00/month

Other programs/fees (NON-BASE FEES)

Private piano classes	\$30.00/half an hour
Private gymnastics classes	\$30.00/half an hour
Yearbook 2024-2025	\$50.00
Robotics	\$120/month
Before/After care day	\$35 /day

Methods of Payment

1. Cheque to "Alive Montessori & Private School"
2. Electronic Transfer to Elementary to: alive.elementary@gmail.com
3. **Cash** *no credit or debit cards are accepted at this time

**Material Fee, Registration Fee & First and Last Month Tuition are due upon enrollment.
Returning students must pay material fees by April 1st, 2025.*

Terms and Conditions

Registration Fee: Each new student must pay a one-time non refundable registration fee. This fee is not part of tuition fees, and is payable before enrollment starts. All new students must pay the Registration Fee upon enrollment to hold a space for the year in which the application is being submitted. The Registration Fee is due once placement has been offered by the school, and prior to our registration deadline each year. This fee is a portion of your child's overall fees and is irrevocably non-refundable.

Material Fee: This fee is for materials, specialized programming and specialized workshops. This fee does not include trips. The Material Fee is payable before enrollment starts. This fee is a portion of your child's overall fees and is irrevocably non-refundable.

Last month deposit: Each new student must pay the last month's tuition fee as a deposit, at time of enrollment. This fee is later applicable to the last month of enrollment, provided that 60 days notice of withdrawal is given. This fee is irrevocably non-refundable.

Registration Deadline and Payments for Returning Students: Returning students must confirm continued enrollment by February 1st, 2025. Material fee is payable by April 1st, 2025.

Responsibility for Payment of Fees: All parents/guardians are responsible to pay Alive Montessori & Private School and all the charges for the full academic year on time. Payments can be made by cheque, cash, or electronic transfer. In the event of default in the payment of any installment provided for in this contract, a student may not be allowed to continue classes and parents/guardians will be responsible for all penalty fees, legal fees and reasonable costs of collection for any outstanding amounts due under this contract. There is no transfer of fees from one student to another, nor from one academic year to another. Classroom placement for students is at the discretion of the Administration. Any student whose account has not been paid promptly or is in arrears may not:

- be permitted to attend school
- be permitted to receive records/transcripts
- be provided with tax receipts

Records will only be released to other schools or agencies upon signed request from a parent/guardian and only after all accounts due are paid in full.

Withdrawal: Any notice of withdrawal must be made in writing with at least 60 days notice (Tuition has to be paid for these 60 days). The Material Fee, Registration Fee, and last months' deposit are non-refundable, with no exceptions.

Refunds: Tuition fees are non-refundable for any reason, including but not limited to, illness, vacation, absences, shutdowns, holidays, Statutory Holidays. This includes prepaid fees, or fees paid in advance.

Late Payments and NSF Fees: All late payments are subject to a \$50 penalty every month. There is a \$50.00 fee applied to any NSF pre-authorized debit payments or returned cheques.

Tax Receipts: Tax receipts are provided annually via email each February by request (Wave Receipts for payment can be used as Tax Receipts).

School Calendar: The school is open Monday to Friday except for statutory holidays, PA Day, March break, and 2 weeks at the end of December.