

The Montessori School
of Milton

336 Bronte Street

Milton

L9T7W6

Parents Handbook

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Montessori School of Milton... 336 Bronte St, Milton. L9T7W6. PH. 905 876 4001

Explore, Discover, Grow

Origin and Theory of Montessori Education

Maria Montessori felt that the goal of early childhood education should be to cultivate the child's natural desire to learn and to develop the "whole child". Thus the child's physical, emotional, social and intellectual development is stressed. The child interacts at his own pace and develops concentration and coordination by being active in a prepared environment. Montessori believed that children go through sensitive periods of development in which they are particularly receptive to stimuli and should be provided with the necessary tools to enhance their development.

Background on Maria Montessori

Maria Montessori, a medical doctor was born in Italy in 1880. She was both a pragmatist and a visionary, in such that she gathered evidence in an objective manner, directly from the children in their natural setting. Montessori had faith that the answer she sought would lead to more meaningful lives for individual children and would also contribute to humanity itself. Her approach to education was need based. She believed that within the formative years of children lay the answers to humanity's ability to renew itself in each succeeding generation.

Mission

Our mission is to provide quality Montessori Education, in an environment which caters to the physical, intellectual, emotional and social well-being of the child. With this in mind we observe the needs of the children and aim to provide an environment for them, which will be individually tailored. Within this frame work, your child will *explore, discover and grow.*

Vision

Being supported in our mission by a qualified and supporting staff, we see ourselves as a community based facility, geared to support the "whole child" and provide the children the independence to explore their prepared environment, to their full potential. We also see ourselves going hand in hand down this path, with our parents, whose input we value as the children progress.

Values

We believe that we should be the very best we can and support creativity, innovation and development. By constant evaluation of our program and staff, we plan to focus on the needs

of the child. With faith in the method and child, conviction, integrity and hard work, we intend to see our mission completed.

Environment

An Environment designed to meet the child's need for self-construction and to reveal his/her personality and growth to us, so that we may assist in the most appropriate manner

A "Prepared Environment": A Montessori Environment is not just about the material in the classroom. It is also about the philosophy behind it. Foremost the environment should be emotionally secure. In planning a secure environment, we take the following ideas into consideration.

- The environment should be warm, caring and inviting.
- The teacher should be consistent, kind, respectful and just..
- The child should see co-operation between the parents and the educator.
- The child's individual needs should be met.
- The child should be made aware of the expectations of the classroom.
- The child should be made to feel a worthwhile member of the group.
- There should be equal opportunities for all.

In order to achieve freedom for the child to follow his natural impulses, Maria Montessori proposed a prepared environment, having:

Freedom: The child has the freedom of movement, exploration, socialisation and choice.

Structure and Order: Children thrive when their environment makes sense to them and has order; hence the teachers offer guidance to the child in the completion of an activity.

Beauty: Maria Montessori interpretation of this is harmony and it is created with the attitude of the children towards each other and towards their teacher.

Nature and Reality: Montessori encourages the importance of nature and to be a keen observer of it. Most of the curriculum is based on reality. Imagination is explored through the medium of art, drama and music.

Social Environment: Co-operation is encouraged; behavior is modified through redirection and encouragement. Vertical age grouping is preferable to encourage a family like set-up, with the younger children looking up to the older children as role models and the older ones developing empathy and reinforcing their academic skills with their younger classmates. In such a set-up, each child can achieve his/her potential at his own pace.

The Academic Environment: The five areas of the academic environment are: Practical Life, Sensorial, Language, Mathematics and Culture. Attached is the Montessori curriculum.

Policies and Operation:

**Days of Operation: 5 Full Days: 4 Full Days: 3 Full Days: 2 Full Days and Alt Friday:
2 Full Days.**

Timings: Full Day: 9:00 AM to 3:00PM.

**Extended Care: 7:00 AM to 9:00 AM
3:00 PM to 6:00 PM.**

Daily Program:

Pre Casa and Casa

7:00 to 8:30. Before school program.

8:30. Getting ready to go out (if weather permits, otherwise indoor gym)

9:00. Morning snack.

9:15. Morning circle.

9:20. Montessori Activities and French for Toddlers and Pre Casa.

11:00. Tidy up.

11:15. Playground.

12:00 Lunch.

1:00-2:30. Writing, Montessori and French.

2:30. Snack.

3:00 Regular day ends.

3:00-6PM After School activities.

Toddlers:

7:00 to 8:30. Before school program.

8:30. Diaper routine.

9:00. Morning snack.

9:15. Morning circle.

9:20. Montessori Activities and French for Toddlers and Pre Casa.

Playground: Between 10:00 and 11:00

11:00. Diaper Routine.

11:30 Lunch.

12:00. Nap

2:00. Diaper Routine.

2:30. Snack

3:00 Regular day ends.

3:00-6:00pm. after school. 4:30. Diaper routine.

Placement: Enrolment is open to 18 months to 3yrs in the toddler program, 3yrs to 6 yrs. in the Pre Casa and Casa program (must be toilet trained) and 5+ to 9+ in the elementary program.

Withdrawal: One month written notice is required or one month's fee in lieu thereof, in order to withdraw a child from the program. If for any reason the school feels that the program is not suitable for the child, the school reserves the right to request the child's withdrawal.

Non-attendance: If your child is absent for any length of time (holidays, sickness etc.) The child's place is held under the condition that the fees are paid for that period.

Late Pick-up: Please inform the school if a late pick up is to occur. Late pick-up charges are applicable at the time of pick up at the rate of \$5/10min, due at the time of pick up. If any other than the designated person is picking up the child, then the school needs to be informed beforehand and a photo I.D will be required.

Policy on toys: The school does not encourage the bringing of toys from home. Books, puzzles or theme related material is encouraged. Any toys coming to school become the parent's responsibility to take back. The school is not responsible for any such lost items.

Policy on Medication: The school requires the parent to fill the medication form if it is required to give medicine to the child. The medication itself must be in its original bottle, with the child's name on it. It must also show the date of purchase and the start date.

This must be handed over to the staff, who will then keep it in a lock box, which is out of reach of the children. No medicine should be left in the child's bag or lunch box. Please indicate if medicine needs to be refrigerated and it will be kept in lock box of the Fridge.

Policy on Sickness: The school will ask the parent to pick up their child in the case of fever, pink eye, vomiting, diarrhea and general ill health. It is the parent's responsibility not to send the child to school if they are exhibiting any of these symptoms. The child should only come back to school if they are able to participate in the regular program.

The school does not encourage requests of keeping the child indoor unless there is a note from the physician.

Policy for Clothing: Spare pairs of labelled clothing, inside and outside shoes, labelled sunscreen,diapers, wipes and rash creams for toddlers, a small blanket and pillow (for sleepers) are to be sent by the parents. We will send the blanket and pillow home to be washed by the parents, the sheets for the cots are provided by the school.

For toddlers and children who are training, please ensure that they are dressed in comfortable and suitable clothing. Belts, buckles and buttons are a hindrance at this stage.

Policy for Nutrition: Children who are in the before school program will bring their own breakfast (if required).We are a nut free environment and as such strive to be nut free. Please keep this in mind when packing any food for your child. The school provides nutritious snacks and a hot lunch with milk. The lunch and snack menu consists of a variety of foods from each of the food group including milk and is prepared according to the health Canada Guide. A menu is posted on the entrance board for the parents and available on request.

Policy for Special Needs: All children can learn and acquire skills essential to their self-esteem, growth and development when in safe and stimulating settings. Early detection of delays by families and caregivers makes intervention possible, allowing children the opportunities to meet their potential. In such circumstances families will be guided to access services and skilled staff that suit and support their needs from the many agencies and organizations that provide support for special needs.

Policy for Volunteers and Students: All school policies will be reviewed with students and volunteers, including individual anaphylaxis plans and emergency evacuation plans, before they join. All such persons will have an up to date immunisation record and a criminal reference check.

Parental involvement: The school welcomes parents input and has an open door policy. If you have any concerns about your child or the program, you are welcome to call the office and we will set up a mutual time to meet and discuss with you. Parents are also expected to be available to the Directress or class teacher to share any concerns about their child. The school hosts many programs and invites parents to attend throughout the year e.g.. Mother's day, Father's day, winter concert, back to school night and parent teacher meetings twice a year when report cards are sent. At the main entrance is a board on which general news about the school is posted and outside each classroom are white boards for you to communicate with the teachers and the teachers to communicate with you.

Field Trip: The school occasionally goes on field trips. Permission forms are sent home for these and occasionally we might require parent volunteers. These forms are to be filled and returned and the field trips are at an extra cost. If for any reason you do not want your child to go, then the school requests that the child stays home as it will not be possible for us to leave any staff member behind to accommodate this situation.

Security and Safety: Security and Safety of the children are of prime importance to us. Parents are issued key fobs to the main door which gives them an access to the school. Each key fob has an individual code. These can be ordered from the main office at a non-refundable cost by the parent. Please advice the school about the loss or misplacement of key fobs for de-activation as access numbers are not to be shared.

Holidays and School Closure:

The Montessori School of Milton will observe the following holidays during the year.

Thanksgiving

Staff PD Day/s.* Announced annually in school calendar.

Winter Break

Family Day

March Break

Good Friday

Easter Monday

Victoria Day.

We do try to keep the school open in view of weather conditions but the school reserves the right to close the centre if it feels that it affects the safety of the staff and children. In such a case, a school recording will indicate it.

The Montessori School Of Milton
336 Bronte St Milton
L9T7W6

PH: 905 876 4001/ Fax 905 876 5156 email: msm@bellnet.ca website: www.montessorischoolofmilton.com.

Application for Registration

Application Date: D/M/Y	School Start Date:	
	Discharge Date:	
Name of Child:		
First	Middle	Last

Dt of Birth: D/M/Y		

Parent/Guardian Information:			
Fathers Name:	Occupation:		
Home Add. _____			
Work Add. _____			
Res Ph: _____	Work Ph: _____	Cell Ph: _____	Email: _____

Mothers Name:	Occupation:		
Home Add: _____			
Work Add: _____			
Res Ph: _____	Work Ph: _____	Cell Ph: _____	Email: _____

Emergency Contact person:			
Name:	Relationship.		
Ph. No.work	Ph.No home	Cell	

Authorised Pick up Person:			
1.Name:	Relationship:	Tel:	

2.Name:	Relationship:	Tel:	

Application for: 5 Days, 4 Days, 3 Days, 2days and Alt Friday, 2 Days
If Part time then days preferred: Mon, Tues, Wed, Thurs, Friday.
Extended Care- AM: 7:00 to 8:00AM, 8:00 to 9:00AM
3:00 to 4:00PM, 3:00 to 5:00PM, 3PM to 6PM
Comments:

The Montessori School of Milton

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PH:905 876 4001/ Fax 905 876 5156 email: msm@bellnet.ca website: www.montessorischoolofmilton.com.

Emergency Information

Name of Child:			
First	Middle	Last	

Parent/Guardian Information:			
Dt of Birth: D/M/Y			
Mothers Name:	Occupation:	email;	
Home Add:	work Add:		

Res Ph:	Work Ph:	Cell Ph:	
Fathers Name:	Occupation:		
Home Add.	Work Add.	Email;	

Alternate Emergency Contact:

Name of Child's Family Physician's:			
Physician Address: Street No:		City	
Postal Code:			
Physician's Ph No:			

Child's Health Card No:			
Emergency Contact person:			
1.Name:	Relationship.		

Ph. No.work	Ph.No home.....	Cell.....	
2.Name:	Relationship:		

Ph. No.work	Ph.No home.....	Cell.....	
Allergies, if any:			

In case of an emergency which arises, as a result of an accident or illness and the parents or the emergency contact person cannot be contacted, permission is granted to the Montessori School of Milton to provide First Aid to my Child or take them to the appropriate medical facility for treatment. I agree that all cost incurred including ambulance charges are my responsibility.			
Signature of Parent or Guardian:		Date:	

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Application for Enrollment

Please note:

- The application is only considered complete when returned with a non-refundable registration fee of \$ 100.
- The full monthly fee is due regardless of the days in a month, absenteeism due to illness or inclement weather, personal leave of absence, medical or any other type of emergency, including all statutory holidays, P.D Days as well as winter and spring breaks.
- Post-dated checks must be submitted to the school for the whole school year from September to June. They should be dated for the first of each month and made out to "The Montessori School of Milton."
- A written one month's notice or fees in lieu is required if a parent wishes to withdraw his child from the school for any reason. Tuition fees cannot be refunded for less than a month's written notice. All post-dated cheques will be returned to the parent for the remaining full months of the school year beyond the one month's notice period.
- If a parent has been granted sole custody by a court order, in which case only the custodial parent may be allowed to pick up the child. Parents should provide to the school a copy of the court order which prohibits or limits a parent's access to the child.
- Please ensure that you have read the Parents Handbook and you agree to follow the school policies and instructions.
- Please fill out all the forms and return with the registration and postdated checks for your application to be processed.

Release Indemnity:

We, the parent/parents realize that even under close supervision, children may have occasional accidents. We the parent/parents hereby release from indemnity and hold the The Montessori school of Milton, its agents, directors, owners and employees harmless from any claim, damages or other liabilities for any injury to my child.

Signature:

PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ARE INCLUDED WITH YOUR APPLICATION:

**Emergency Information form; Registration fee (non-refundable); Medical Profile forms
Post-dated cheques for the school year; Registration Form; Immunization form.**