



Thank you for taking an interest in Northstar Montessori Private School!

We are committed to offer our students an individualized, comprehensive program to help them achieve full academic potential. Equally important, we help students recognize and attain virtues, inner-discipline, social graces and respect needed to develop into an independent, confident individual.

We have included important information regarding Northstar's philosophy, program, curriculum, daily schedules and tuition fee schedule.

We are a CCMA Accredited Member school, offering you a genuine Montessori program. If you wish to know more about CCMA, you can go online at [www.ccma.ca/ccma](http://www.ccma.ca/ccma)

If you have further questions about Northstar Montessori Private School, please do not hesitate to contact us or leave a message and we will return your call as soon as possible. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Virginia Ramirez".

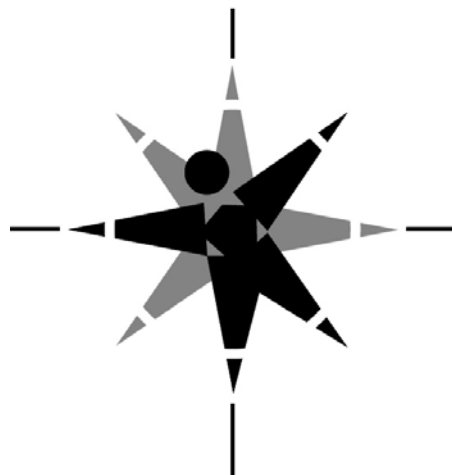
Virginia Ramirez  
*Principal*  
Director of Education

A handwritten signature in black ink, appearing to read "Sherry Gosal".

Sherry Gosal  
*Vice-Principal*  
Directress

Visit us at [www.northstarmontessori.com](http://www.northstarmontessori.com)

# PARENT HANDBOOK



2010 - 2011

*Guiding your child in the right direction!*

NORTHSTAR MONTESSORI PRIVATE SCHOOL  
4900 TOMKEN RD., MISSISSAUGA, ON

## Maria Montessori and the Northstar Montessori School Philosophy

Dr. Maria Montessori developed the Montessori method through her extensive work with children and her keen insight and observation skills. She understood that children instinctively use their hand to manipulate, absorb and thereby internalize their environment in the process of understanding the world and at the same time, constructing their minds. In response to this revolutionary understanding of how children learn, Maria Montessori developed a series of high quality sensorial learning materials, each one focusing on a particular task, operation, property or concept, and inviting exploration by the child. At Northstar Montessori School, we are devoted to offer a complete series of genuine Montessori learning materials, and we are proud of our commitment to offer a rich and varied program that remains true to the methods and precepts developed by the late Maria Montessori.



Maria Montessori also believed that the natural development of the child passes through periods of specific sensitivities. It is at these sensitive periods for language, order and refinement of the senses that the child absorbs with ease the most from their environment, hence the importance to provide them with a stimulating and fulfilling place to learn. At Northstar Montessori each child is given the freedom to choose activities that best suit his natural curiosity and which correspond to the developmental needs of his sensitive period for inner growth. The role of the directress is to respect each child's unique path of learning and growth, while inspiring them to take in hand materials and activities that will provide the experiences necessary to form a balanced individual. Our directresses are dedicated to guiding your child in the right direction!

As a core feature of the Montessori program, young children engage in meaningful real life activities such as Washing Tables, Tying Shoes, Sewing, Polishing, Sweeping Floors, and Care of Plants. The child is developing manual dexterity and muscular coordination and is moving toward independence. Accomplishing real and purposeful tasks helps to foster self-esteem and a sense of belonging within the child. The Montessori environment allows the child the opportunity for movement and exploration within limits. The happy balance of freedom to explore and to work within a prepared, orderly environment, filled with mind-engaging sensorial materials and activities, is the hallmark of the Montessori learning experience. The classroom is a non-competitive atmosphere that is designed to bring order to the daily impressions received by the child. There are opportunities for children to work independently, in small groups and the class as a whole. Ultimately, each child will feel satisfaction working at his own rate of progress.

When students enter the Elementary program they learn to work more independently, again at their own pace. They continue to work with the Montessori materials but in a more advanced level. Directresses engage the students in many subject areas and they independently study the topics further, through research and discovery.

Aside from the Montessori program, we offer supplementary group activities in physical education, art and music, providing the opportunity to enrich the creative/imaginative horizon of a child's mind and to foster self-expression, communication and the spirit of working together.

Northstar Montessori has been a CCMA Accredited Member since 2001 and we will continue to maintain this accolade by following through on our Mission Statement. Northstar takes great pride in offering a true Montessori experience for your child from toddler up to grade 8. Welcome aboard!

## ENROLLMENT AGREEMENT



### PLEASE READ CAREFULLY:

THIS AGREEMENT is between Northstar Montessori School and the parent(s) or guardian(s) whose signature appears below.

Upon the signing of this Agreement, I/We agree to pay the school a \$125 registration fee, which is non-refundable. This only applies to new students and not returning students.

**All deposits are non-refundable** as their purpose is to confirm your child's position at Northstar Montessori Private School for the full academic year.

It is mandatory that any student enrolling in the Primary(Casa) program be fully toilet-trained in order to be accepted.

**Please note: the school must receive all required payments prior to enrollment in order to confirm placement for your child.** Any NSF cheque or late payment is subject to a \$30 service charge or a monthly interest of 1.5% (18% per annum).

In addition to tuition fees, a separate fee for the before and after school programs will be needed. Please indicate below if your child requires these programs.

I/We have read the terms of enrollment for Northstar Montessori Private School and are in full agreement with the same. I/We have the obligation to pay the full year's tuition fees unconditionally, regardless of absence, transfer or withdrawal. Northstar reserves the right to secure student academic records until all accounts owing have been paid in full.

Northstar Montessori reserves the right to dismiss a student if we feel the child is not benefiting from the Montessori program and curriculum that we offer. In this case, any future payments owing will become null and void.

This Enrollment Agreement is binding for a period of one academic year.

### **Please check applicable boxes:**

#### Payment plan chosen:

- A - Advance** (due August 1<sup>st</sup>)  
(applies to Primary & Elementary only)
- B - Monthly** (August 1<sup>st</sup> until May 1<sup>st</sup>)

#### My child needs:

- Both Before and After School program
- Before School program only
- After School program only

By signing below, I/We understand fully the terms in the enrollment agreement:

Student Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian(s) Signature: \_\_\_\_\_  
\_\_\_\_\_

## MONTESSORI CURRICULUM OVERVIEW

*T = Toddler*

*PC = Pre-Casa*

*P= Primary (Casa)*

*E= Elementary*

***This section applies to T, PC, P only***

### ***Practical Life Exercises***

The Practical Life exercises include activities that involve the child in purposeful work that give a sense of accomplishment and pride while developing motor skills, coordination and proper work habits. This area of the class encourages social development with specific focus on Grace and Courtesy lessons, where the child is introduced to etiquette and positive mannerisms.

### ***Sensorial Materials***

Materials included in this area of the Montessori environment are geared to further develop and refine the senses through classification and isolation of characteristics. This area familiarizes the child to various geometric shapes and language that is explored further in the Elementary environment.

### ***Language***

Students are introduced to materials that encourage vocabulary enrichment, phonetic sound recognition and cursive letter formation. The Language curriculum includes pre-reading and prewriting presentations and follows the child through to “total reading”, i.e. reading with comprehension and with an understanding of Grammar and sentence structure.

### ***Mathematics***

The Math curriculum includes a variety of counting, number recognition as well as symbol and quantity matching exercises. Students progress to understanding mathematical concepts using concrete materials and eventually move onto abstract calculations.

### ***Culture Subjects***

This area of study introduces the child to Geography, History, Botany, Zoology and Science lessons. Students are again involved with vocabulary enriching materials that also create an awareness and appreciation for the physical world and all that it encompasses.

### ***Creative Art***

Students participate in various Art projects that reflect classroom themes, cultural celebrations and festive holidays. They are exposed to different art media, design and techniques. The goal is to create an appreciation for self-expression and individuality.

### ***Music***

Students are exposed to rhythm, songs, dance and movement. They explore composers, different music styles and the families of musical instruments.

***This section applies to P only***

### ***French***

Students explore the French language through participating in a variety of activities that include vocabulary lessons, songs and games.

### ***Physical Education***

The physical education program encourages sportsmanship, cooperation, learning the rules of various games, specific sport skills and teamwork. Through creative exercises and play, students learn to develop their motor skills as well as a positive attitude when doing challenging tasks. Students will also participate in Swimming lessons in the second term.

## **This section applies to E only**

### ***Arithmetic***

Through self-discovery working with the Montessori materials the student will cover areas such as the four mathematical operations, fractions, decimals, geometry, measurement, and word problems. Geometry study will include angles, lines and their measurement. As they grasp the concepts the students will move into abstraction.

### ***Language***

Oral and written language expression is the focus of the elementary program. Students are involved in penmanship, journals, book reports, parts of speech, sentence analysis, spelling tests, poetry, speeches and projects throughout the year.

### ***History***

This area covers the Passage of time using materials that measure time such as the clock, present/past/future, days of the week, months of the year, historical events and people and Timelines. They also explore their own family history and Canadian History.

### ***Geography***

Geography introduces concepts such as Land Forms, Puzzle Maps of various Countries, Provinces, Capital cities, flags of all nations, Parts of the Mountain, Layers of the Earth, Solar System, etc. This area will also cover Human geography and students will discover the interdependencies of workers and professionals.

### ***Zoology***

Through various experiments and observations this area is the study of animals, their habitats, fundamental needs, external and internal construction, classification and characteristics of the animals of the world. They learn to appreciate the unique traits of living things and their value and purpose on Earth.

### ***Botany***

This is the study of plants, their parts, functions and needs. Students learn the importance of plants: trees, roots, flowers, seeds leaves, and stems, through scientific experiments and our role in ensuring that the environment is sustained for generations to come.

### ***French***

Students will continue to learn basic oral skills. They will also be introduced to the written language, using workbooks and learning the alphabet, parts of speech and common expressions as well as applying their knowledge to participate in conversation.

### ***Music***

Students will be introduced to reading and singing musical notes, rhythm and counts of various beats. Music History Famous Composers and Music around the world is also explored. They will also be introduced to musical instruments, such as the recorder, tone bars and the keyboard.

### ***Computers and Technology***

This subject will cover how to use the Internet, word processing skills, keyboarding skills, learning through different CD programs, and parts of the computers.

### ***Creative Art***

The students are given the opportunity to discover their creativity and express it through different types of media, different art techniques and design.

### ***Physical Education***

The physical education program encourages sportsmanship, cooperation, learning the rules of various games, specific sport skills and teamwork. This area will also cover Health and Nutrition. Students will also participate in Skating and Swimming lessons.

## Daily Timetable

| <b>Time</b>       | <b>Toddler</b>                                   | <b>Time</b>       | <b>Pre-Casa</b>                      |
|-------------------|--|-------------------|--------------------------------------|
| 7:00am            | School Opens – Before school program             | 7:00am            | School Opens – Before school program |
| 8:00am            | Diaper Routine                                   | 8:45am – 9:00am   | Drop off period                      |
| 8:45am – 9:00am   | Drop off period                                  | 8:30am – 9:30am   | Outdoor Activities                   |
| 8:45am – 10:00am  | Montessori Program begin                         | 9:30am            | Morning Snack                        |
| 9:00am            | Morning Snack                                    | 9:30am – 11:15am  | Montessori Program begin             |
| 10:00am – 11:00am | Outdoor Activities                               | 11:15am – 12:00pm | Lunch                                |
| 11:00am – 11:15am | Circle   | 11:45am – 12:00pm | Half-day Morning Dismissal           |
| 11:15am – 12:00pm | Lunch  | 12:00pm – 2:00pm  | Rest Period                          |
| 11:45am – 12:00pm | Half-day Morning Dismissal                       | 2:00pm – 3:00pm   | Montessori Program resumes           |
| 12:00pm – 2:00pm  | Rest Period                                      | 2:45pm            | Afternoon Snack                      |
| 2:15pm            | Diaper Routine                                   | 3:00pm – 4:00pm   | Outdoor Activities                   |
| 2:15pm – 3:30pm   | Montessori Program resumes                       | 3:45pm – 4:00pm   | Students are dismissed               |
| 2:45pm            | Afternoon Snack                                  | 4:00pm – 6:00pm   | After school program commences       |
| 3:30pm – 4:30pm   | Outdoor Activities                               | 6:00pm            | School will close promptly at 6:00pm |
| 3:45pm – 4:00pm   | Students are dismissed                           |                   |                                      |
| 4:00pm – 6:00pm   | After school program commences                   |                   |                                      |
| 6:00pm            | School will close promptly at 6:00pm             |                   |                                      |
|                   |  |                   |                                      |
| <b>Time</b>       | <b>Primary (Casa)</b>                            | <b>Time</b>       | <b>Elementary</b>                    |
| 7:00am            | School Opens – Before school program             | 7:00am            | School Opens – Before school program |
| 8:15am – 8:45am   | Students are outside for recess                  | 8:15am – 8:45am   | Students are outside for recess      |
| 8:45am            | Drop off period                                  | 8:45am            | Drop off period                      |
| 9:00am            | Montessori Program begin                         | 9:00am            | Montessori Program begin             |
| 11:30am – 11:45am | Half-day Casa students are dismissed             | 11:30am - 12:00pm | Elementary students have lunch       |
| 11:15am – 12:00pm | Full day primary students are outside for recess | 12:00pm – 1:00pm  | Outdoor recess for Elementary        |
| 12:00pm – 12:30pm | Full day primary students have lunch             | 1:00pm            | Montessori Program resumes           |
| 12:30pm – 1:30pm  | Quiet Montessori Program                         | 3:30pm – 3:45pm   | Students prepare for dismissal       |
| 1:30pm            | Montessori Program continues                     | 3:45pm – 4:00pm   | Dismissal                            |
| 3:30pm – 3:45pm   | Students prepare for dismissal                   | 4:00pm – 4:45pm   | Students are outside for recess      |
| 3:45pm – 4:00pm   | Dismissal  | 4:00pm            | After school program commences       |
| 4:00pm            | After school program commences                   | 6:00pm            | School will close promptly at 6:00pm |
| 4:00pm – 4:45pm   | Students are outside for recess                  |                   |                                      |
| 6:00pm            | School will close promptly at 6:00pm             |                   |                                      |

## **SCHOOL POLICIES AND GUIDELINES**

### **Arrival and Dismissal**

Northstar offers a Pick-up and Drop-Off procedure just before and after regular school hours, which is from 9:00am until 3:45pm. Parents may drop off child between 8:45am and 9:00am. and pick-up between 3:45pm and 4:00pm. During arrival and dismissal times, there will be teachers available to assist with each child to take them out of the car as well as put them into the car at the end of the day.

If parents need to come into the school, we ask that you park in a designated parking spot, not on the drive-thru lane. Please remind teachers or contact the school if your child is to be picked up earlier so that teachers can have them ready prior to pick up. Also, if an alternate person is to pick up your child, notify the office in advance. First time visitors must report to the office where they will be asked for photo identification as a precaution.

School closes promptly at 6:00pm. In the event that parents arrive after 6:00pm, an additional \$1.00 every minute will be levied and payable directly to the teacher in charge.

### **Behavior Management**

At Northstar Montessori, our goal is to help students develop inner discipline. We want students to be responsible for their actions and the consequences that follow. We also believe in positive interactions and redirecting students with respectful and supportive language. We work very hard to assist students in understanding virtues and the feelings of others. We encourage students to be an accountable and respectful citizen. If a student is having behaviour difficulties, the teachers will redirect the student and encourage appropriate behaviour. Parents will be notified if inappropriate behaviors persist.

The teachers and parents are always expected to work together as a team to help the student understand the behavioural expectations and to help the student have a positive experience at Northstar Montessori. Should inappropriate behaviours be of a violent nature, where students are physically fighting or being harmful in any physical way, parents will be notified immediately and students will be given Action Plans to complete with an understanding that if this type of behavior reoccurs, suspensions will follow. Should inappropriate behaviors persist and there is a history of unacceptable conduct, Northstar Montessori reserves the right to ask the parents to seek a new school environment for their child. We strongly emphasize that such a conclusion would only be reached after all avenues have been explored or if Northstar Montessori feels that the safety of other students is being jeopardized.

### **Personal Items**

Students that are five years and under, are not permitted to bring any toys to school without permission from the staff. Only during show and tell will students be permitted to bring toys from home. We ask that parents avoid anything that is not age-appropriate or relevant with the theme of the week. The elementary students are permitted to bring toys to be used outside during recess. The school, however, will not be responsible for any lost or stolen items. All items should be clearly labelled with your child's name. Trading of toys or giving toys to friends will not be permitted at school.

## **Uniforms/Dress Code**

Students are asked to wear weather-appropriate clothing throughout the school year. Layered clothing is best as it allows students to remove or add clothing items when needed. During the colder months, we ask that students refrain from wearing a scarf or any drawstrings from jackets, hoods etc. as it poses a choking hazard. A temperature of  $-20^{\circ}\text{C}$  with the wind chill factor is the time when students are asked to stay inside. This is checked on the Weather Network on the Internet.

Toddler, PreCasa and Casa students do not have uniforms to be worn daily. These students are not permitted to wear anything that might cause distraction to other students on their clothing, shoes, jackets, knapsacks or hats. These include any 'superheroes' or any image that depicts signs of aggression or encourage competition. There are mandatory gym uniforms that consist of a school T-shirt and navy blue shorts, which are available for purchase during the school year. Other items available include baseball caps and hooded sweatshirts.

The elementary students are required to wear dress uniforms, which are to be purchased from **InSchool Wear** only. They are to adhere to our uniform daily unless informed otherwise. These include a combination of short and long-sleeve polo, vests, sweaters, skirts/skorts, navy-blue dress pants, dress socks and non-scuffing dress shoes (black or navy). For gym, students must wear the Northstar t-shirt, the tracksuit, navy blue shorts, and indoor only gym shoes.

NOTE: We ask that all clothing including footwear should be marked or labeled with child's name. Any lost items are not the responsibility of the school. Lost items will be in the lost and found bin at the main entrance hallway or in the office.

## **Extra-Curricular Activities**

A variety of activities are offered throughout the year for after school clubs. Clubs will be made available as soon as possible, the start of the school year. Students are able to sign up in any club they wish on a first come-first serve basis, provided that there are spaces available. We will always try to have the student admitted to at least one of the Clubs he/she chooses. Additional clubs may be added during the school year. These will be included in the newsletter. Students not registered in the after-school program and are in an extra-curricular club, must be picked up soon after the club session is complete. Students not picked up will report to the after-school program teacher. A fee of \$10 will apply.

## **Progress Reports / Interviews**

It is our intention within the reporting system to notify parents of individual achievements, as well as strengths and weaknesses, which are being demonstrated. To avoid misunderstandings, parents and teachers are encouraged to meet during scheduled interviews to discuss reports and plan ways to strengthen and enrich the child's progress. It is through constant communication that jointly we may bring each child to attain full potential. If at any time parents have questions or concerns about programming or related school procedures, we encourage you to contact the classroom teachers without delay and to make an appointment. Teachers may be contacted by telephone or school email address.

Your child will be receiving written progress reports twice a year, at the end of January and June. Parent Interviews will follow within the week. The school will be closed for the students on the dates of the interviews. Throughout the school year, parents are always welcome to observe the classrooms at any time. Please consult with the teachers or office for arrangements.

## **Reporting Duties**

All Northstar staff members have a duty by law to report any information disclosed to them that indicates that a student may be in need of protection. Details of the legislation and definition of a “child in need of protection” are available at the front office.

Our reporting procedures are as follows: contact the local Children’s Aid Society, disclose the information that was given and then take direction from the agency.

## **Student Evaluation for Elementary Students**

Students who enter our Elementary program will be tested annually once they reach Level 3 (Grade 3) and up. The form of testing used is the CTBS (Canadian Tests of Basic Skills). It is a form of standardized testing, which covers a broad range of subject areas and indicates what your child’s actual level is at the time of testing. These tests are conducted during the beginning of the second term and are used mainly to help the staff confirm the level of each student and ensure that the staff is covering all areas necessary to help in the student’s development.

## **Birthdays**

Birthdays are celebrated within the classroom. Northstar respectfully requests parents who wish to have their child’s birthday celebrated at school to provide the class with a healthy snack. Cakes are not permitted, as the allergy conditions within the school can be quite severe. The school is a nut and peanut-free environment. If you intend to provide a snack for the class, please consult with your child’s teacher in detail as to what is allowed and appropriate. Your cooperation is much appreciated.

## **Information Nights**

Throughout the year the faculty will offer information sessions to introduce parents in the Montessori curriculum in the form of Open Houses or Curriculum Nights. We encourage parents to attend these informative evenings, as it will give insight to how the Montessori materials are used and the purpose behind them. Through learning, parents can interact with their children about what materials they have used, assist them when needed and possibly adopt some of the concepts within their home. Further details will be available closer to the scheduled dates of these events.

## **Parent Involvement**

An open invitation is extended to all of our parents to volunteer during our school functions. Parent volunteers are valuable assistants to both staff and students. If you are interested in being a parent volunteer, please notify your child’s teacher prior to the event. All parents who wish to volunteer must provide Northstar Montessori with a Criminal Reference Check that will be kept on file.

Each year we also form a Parent Committee that organizes and plans special events, functions and fundraisers. We welcome parents to participate and to help build a strong school community.

**Please note:** Parent volunteers are needed and appreciated. However, we ask you to remember that when volunteering the parent volunteer is to help all students. Procedures and routines will be explained to each parent volunteer on the day of the event.

## Emergency Closures

An emergency closure will be decided between 6:30am and 8:00am. The message will be relayed as soon as possible on the school answering machine or on our website under the latest news section. Please check regularly.

Notification of school closures due to severe weather conditions will also be broadcasted on the following radio stations: 680 News Radio, 104.5 CHUM FM, and 1010 AM CFRB.

## Security / Visitors

To ensure the security of the students, all entrances will have a video camera and pass lock to permit staff, students, parents and visitors. Do not enter premises other than the main entrance located on the East side of the building. The building will also have night lights to ensure that visibility is maintained. Please ensure proper visibility on the camera upon entering.

To maintain the safety and security of our students and staff, loitering in the hallways is not prohibited. The office must be aware of persons entering the school premises. All visitors must report to the office to sign-in and obtain a visitor's pass. Parents wishing to observe their child after 9:15am, must also sign-in at the front office and obtain a visitor's pass.

## Confidentiality and Privacy

All of the information requested to complete each student's file is solely used for school purposes and the staff of Northstar Montessori does not share private information with other parents and visitors unless requested by law.

## **GUIDELINES FOR THE CONTENT OF LUNCHESES AND SNACKS BROUGHT TO SCHOOL**

All lunches brought to school must meet Canada's Food Guide Requirements. Each lunch should contain a sandwich, juice or milk, vegetable sticks, and a piece of fruit.

The sandwich can be replaced with a hot meal, such as spaghetti, ravioli, soup, etc. that can be in a thermos to keep it warm. A roll, a piece of bread or crackers should accompany the hot meal. We offer to reheat food but the parents are aware and have given us permission to do so on their child's behalf.

**Our school is a nut-free environment due to severe nut allergies. We ask that neither peanut nor any other nut products be brought to school at any time including products that are made from peanut oil. All the teachers are aware of all food allergies and will maintain a close supervision of what each student eats at school.**

If a lunch was accidentally forgotten, there will be a supply of emergency food in the kitchen for that child and the cost will be incurred by the parents.

It is the school's responsibility to ensure that each student has a full nutritionally - balanced lunch and we will inform the parents if we feel that the lunch is lacking in any way.

**The Ministry also requires that all lunches are brought to school in insulated lunch packs and contain an ice pack in it to keep any food from spoiling. They also require that each lunch bag be labelled with the student's name.**

## MEDICAL / EMERGENCY INFORMATION

Communicable Disease – During the year, it is sometimes necessary to contact parents and have them take their child home because he is ill or is suspected of having a communicable disease. If your child complains of feeling ill before school, we request that he/she stays home.

Region of Peel Public Health gives the Principal the authority to exclude children who are suffering or are suspected of suffering from a communicable disease. The period of exclusion that we follow is as follows:

| TYPE OF ILLNESS                      | PERIOD OF EXCLUSION  |
|--------------------------------------|--|
| <b>Chicken Pox</b>                   | Contagious from 1 to 2 days before onset of rash and up to 5 days after – should return when child feels well enough to participate normally in all activities   |
| <b>Fifth Disease</b>                 | Contagious before onset of rash and probably not contagious after onset of rash – hand washing is important  |
| <b>Hand, Foot, Mouth Disease</b>     | Blisters may occur for 7 to 10 days on palms, fingers and soles of feet. Hand washing is important – once diagnosed by physician, the child can return if well enough to participate in all activities |
| <b>Head Lice</b>                     | Children are excluded until treated and nits are removed from hair   |
| <b>Influenza</b>                     | Contagious for 3 to 5 days from onset of symptoms, up to 7 days in young children  |
| <b>German Measles</b>                | Contagious for about 1 week before and at least 4 days after onset of rash – exclude child and re-admit on 8 <sup>th</sup> day from onset of rash  |
| <b>Measles</b>                       | Exclude child and re-admit on the 5 <sup>th</sup> day after the appearance of rash, if child is well enough to participate   |
| <b>Mumps</b>                         | Re-admit 9 days after onset of swollen glands or once swollen glands have returned to normal size, whichever is the shorter time frame   |
| <b>Pink Eye</b>                      | Exclude child if there is <u>pus-like</u> discharge from eye(s) until at least 24 hours after the first dose of antibiotic treatment   |
| <b>Strept Throat / Scarlet Fever</b> | May return after 24 hours of antibiotic therapy and if well enough to participate  |
| <b>Whooping Cough</b>                | Re-admit 5 days after starting antibiotic treatment or after 3 weeks have passed since onset of cough (no antibiotic treatment)  |

If the family doctor feels that the preceding periods of exclusion is not necessary, then it will be required that the doctor writes a certificate to this effect.

**Bill 142 - Immunization of School Pupils Act (1983)** is now being implemented by the Region of Peel Public Health Department. The Act legislates that all pupils in school be fully immunized against Measles, Mumps, Rubella (German Measles), Diphtheria, Tetanus and Polio. Pupils without up to date immunization cannot be admitted to the school.

## **Allergy and Anaphylactic Policy**

Parents must provide Northstar with details regarding their child's medical conditions. All allergies must be disclosed to the teachers.

In order to reduce the risk of exposure to anaphylactic causative agents, Northstar Montessori School will continue to be a nut and peanut-free environment and will visually monitor all foods brought into the school. Teachers will remove food from the lunch bag when unlabelled food is brought in that may be of a risk. They will contact parents regarding the same. The school administration will inform all persons providing catered food of student allergies in advance in order to further avoid the risk of exposure.

Northstar Montessori School will also ensure that the staff is informed of all life-threatening allergies, including anaphylactic allergies; students may have that are attending the school. Each student with a life threatening allergy will complete a R.E.A.C.T Form before joining the class. The form will include the student's personal information, allergies, signs and symptoms of a reaction and detail instructions of the measures to be taken should a reaction occur. The student's homeroom class and all common areas will have a copy of the R.E.A.C.T form posted. The staff room bulletin board will include any new and pertinent information regarding allergies and anaphylactic allergies.

All of the staff members, student teachers and regular volunteers must also receive training from a physician or a parent on procedures to be followed if a child has an anaphylactic reaction. All staff must sign and verify that they have received training for each individual child and the procedures will be reviewed annually. The forms will be kept in the Anaphylactic Binder that will be located by the reception desk in the office. A new R.E.A.C.T Form must be provided for each severely allergic student at the start of the school year and training must be complete before the student begins class. Any changes in the student's symptoms or allergies must be updated with the staff.

Each staff member will also be trained in First Aid and CPR while employed at Northstar Montessori School.

## **ADMINISTERING MEDICATION**

The school is not permitted to administer any over the counter medication that is not specifically prescribed to the child.

Before a staff member is able to administer any prescribed medication, the following procedures must be followed:

- provide details in the enrollment form or fill out a Medication form
- authorize your consent with your signature
- release medication only to the class teacher (or teacher in charge)
- the medication must be in the original bottle and labeled with the student's name

NOTE: The staff members have the right to refuse any child who appears to be sick upon arrival at school. Parents and/or emergency contacts will be contacted if a child's condition worsens during the day.

PLEASE FILL OUT AND SUBMIT WITH FORMS:

|                     |              |             |
|---------------------|--------------|-------------|
| Student Name: _____ | Class: _____ | Date: _____ |
|---------------------|--------------|-------------|

**LUNCH AND STORAGE CONTENT**

I/We have read the guidelines for storage and content of lunches that are to be brought to school as well as the requirement of labelling the lunch bag and its contents for my child, and I/We will follow it without hesitation.

Signature of Parent(s) / Guardian(s): \_\_\_\_\_  
\_\_\_\_\_

**CONSENT FORM FOR FIELD TRIPS**

I hereby consent to let my child, to be taken out of the school for periodic, well-supervised field trips. A copy of field trips will be sent home and will be posted on our bulletin board a week before the date of the event.

Also, if I cannot be immediately contacted, I consent for my child to be given the necessary care should an emergency arise resulting from an accident or illness while he/she is in the care of Northstar Montessori School. I understand that the school will continue to contact me to discuss details of the emergency and any medical expenses incurred for such treatment are my responsibility.

Signature of Parent(s) / Guardian(s): \_\_\_\_\_  
\_\_\_\_\_

**PHOTOGRAPH / VIDEO WAIVER**

From time to time, Northstar Montessori would like to include a picture for use in promotion and advertisements. Please sign below if you do not have any objections having your child's picture or video taken of them.

I hereby consent to have my/our child, to have the following used for advertisements or promotional materials:

- Pictures only       Video only       Pictures/Video

Signature of Parent(s) / Guardian(s): \_\_\_\_\_  
\_\_\_\_\_

## **REGISTRATION CHECKLIST**

Please find below a registration checklist to ensure that you have completed all of the necessary requirements to enroll your child at Northstar Montessori School.

The following are forms to be filled out:

- Application for Admission Form (1pg)
- Enrollment Form (2pgs)
- Enrollment Agreement Form (1pg)
- Payment Authorization Forms (3pgs)
- Lunch and Storage Content Form
- Consent Form for Field Trips
- Photo/Video Waiver

The following are to be included with above forms:

- 2 copies of child's Immunization Records
- Deposit (\$500 half-day \$1000 full-day)
- Registration Fee (\$125)
- Void cheque for use with Pre-Authorized Payment

**REMINDER:**

The deposit and registration fees are both non-refundable once it has been received and accepted by an administrative staff.

# APPLICATION FOR ADMISSION



Student's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

D.O.B: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Gender: \_\_\_\_\_

## **Application for:** (check applicable boxes)

- |  |  |
|--|--|
| <input type="checkbox"/> Toddler Morning   | <input type="checkbox"/> Primary Full Day      |
| <input type="checkbox"/> Toddler Full Day  | <input type="checkbox"/> Elementary            |
| <input type="checkbox"/> Pre-Casa Morning  | <input type="checkbox"/> Junior High           |
| <input type="checkbox"/> Pre-Casa Full Day | <input type="checkbox"/> Before School Program |
| <input type="checkbox"/> Primary Morning   | <input type="checkbox"/> After School Program  |
| <input type="checkbox"/> Primary Afternoon |  |

## **Parent Information:**

Father's Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Extension: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Extension: \_\_\_\_\_

## **Siblings:**

Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

# ENROLLMENT FORM



Student's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ D.O.B: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_ Gender: \_\_\_\_\_

Student lives with: mother  father  both  other  (please specify) \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_ Extension: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_ Extension: \_\_\_\_\_

## **Alternate Emergency Contacts (other than parents):**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

## **Adults to whom child may be released (other than parents):**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

## **Pediatrician or Family Doctor:**

Name: \_\_\_\_\_ Health Card Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

# ENROLLMENT FORM



Special Instructions Regarding Diet, Rest or Exercise: (e.g. vegetarian, no eggs)

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Previous Communicable Disease: (e.g. lice, chicken pox, measles)

|       |             |
|-------|-------------|
| _____ | Date: _____ |
| _____ | Date: _____ |
| _____ | Date: _____ |

Previous Illness or Injury: (e.g. broken arm)

|             |             |
|-------------|-------------|
| Type: _____ | Date: _____ |
| Type: _____ | Date: _____ |

Special Medical Conditions: (e.g. eczema)

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Special Written Instructions for Diet / Medication:

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Record of Immunization:

Please submit original or photocopy of Record of Immunization

OR

|             |            |             |                        |
|-------------|------------|-------------|------------------------|
| Date: _____ | Diphtheria | Date: _____ | Tetanus                |
| Date: _____ | Rubella    | Date: _____ | Measles                |
| Date: _____ | Pertusis   | Date: _____ | Pollo                  |
| Date: _____ | Mumps      | Date: _____ | TB Skin Test & Results |

Date Admitted: \_\_\_\_\_ Signature of Father: \_\_\_\_\_

Date Withdrawn: \_\_\_\_\_ Signature of Mother: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Physician: \_\_\_\_\_