

NORTHSTAR MONTESSORI *Private School*

Guiding your child in the right direction!



PARENT HANDBOOK 2014–2015

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Maria Montessori and the Northstar Montessori Private 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 while in the process of understanding the world around them, they are constructing their minds at the same time. 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 pace 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 at a more advanced level. Directresses engage the students in many subject areas and the students 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 the toddler years up to grade 8. Welcome aboard!

Program Statement

Northstar Montessori Private School provides classes for students from the toddler age (18 months) to grade 8. Our curriculum follows the Montessori philosophy for all age groups. Our programs include Physical Education (including swimming and skating), Music, Art, French and Computer classes. Our goal at Northstar is to provide each student with a positive learning experience while in our care.

In addition to meeting the Montessori necessities, we also fulfill the requirements of the Ministry of Education. We are both a licensed childcare facility and an elementary private school. We aim to meet and exceed beyond the requirements of the Ontario Curriculum. We are also accredited with the Canadian Council of Montessori Administrators (CCMA).

Northstar offers 5-day programs; half-day and full-day classes are available, depending on the program. The school opens for the Before School Program at 7:00am. Regular classes begin at 9:00am with a dismissal of 3:40pm. The After School Program begins at 4:00pm and is available until 6:00pm.

A list of school closures is made available to all families before classes begin in September. In addition to the statutory holidays, Northstar is closed for two P.D. Days (1 in November and 1 in May), 2 weeks for Christmas Break and 2 weeks for March Break. We are also closed for Parent/Teacher Interviews for one day in January and one day in June. Again, a list of all school closures is available in advance so parents can make the appropriate arrangements. Northstar is closed for the Summer Break from the end of June until the Tuesday after Labour Day.

Northstar Pledge

As part of our daily routine, the student body learns our school pledge to remind them of how to interact and socialize in the school community.

I will respect myself, others and the environment.

I will take responsibility for my words and actions.

I will do my best to cooperate with my teachers, my peers and my community,

I will show acceptance for the unique traits and qualities within each individual

I will strive to do my best in my daily work and activities.

I will maintain trust through honesty with myself and those around me.

ENROLLMENT AGREEMENT



PLEASE READ CAREFULLY:

This AGREEMENT is between “Northstar Montessori Private School” and the parent(s) or guardian(s) whose name and signature(s) appear below.

- Upon the signing of this AGREEMENT, I/We agree to pay Northstar Montessori Private School a \$125 Registration Fee, which is non-refundable. Please note this applies to NEW STUDENTS ONLY.
- It is mandatory that any student enrolled in the Primary (Casa) program be fully toilet-trained in order to be accepted.
- 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.
- ALL required forms and payments must be made prior to enrollment in order to confirm placement for your child. **There will be a \$40 service charge for any cheques returned as NSF. Replacement funds must be in the form of a certified cheque or money order payable to Northstar Montessori Private School.**
- 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.
- Northstar Montessori reserves the right to dismiss a student if we feel the child is not benefiting from the Montessori program and the 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
- 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 due to illness or vacation, transfer or withdrawal.

Please check applicable boxes:

Payment plan chosen:

- Advance (due August 1st)
(Primary, Elementary and Junior High)
- Monthly (August 1st til May 1st)

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

The students are introduced to materials that encourage vocabulary enrichment, phonetic sound recognition and cursive letter formation. The Language curriculum includes pre-reading and pre-writing 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. The 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. The 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

The 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. They are also encouraged to create artistic representations within the culture subjects to reinforce concepts that are covered.

Music & Movement

The 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

The students explore the French language through participating in a variety of activities that include gestures, vocabulary lessons, active play, 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, the students learn to develop their motor skills as well as a positive attitude when doing challenging tasks. The students will also participate in swimming lessons in the second term.

This section applies to E only

Arithmetic

The students will continue to explore mathematical concepts with the concrete Montessori materials. The Math area will include study of fractions, decimals, geometry exploration and units of measurement. The students will continue with the memorization of Math facts and move toward abstraction as concepts are fully realized.

Language

The Elementary Language curriculum focuses on oral and written language expression, as well as developing a strong sense of comprehension and interpretation skills with various Montessori materials. Students become aware of parts of speech, grammar, sentence structure and building a written composition. The Montessori materials again are used to aid in the development of these skills. Presentations and public speaking are also a highlight of the curriculum and opportunities are given to the students throughout the year to share their work.

History

This area explores the passage of time and is an introduction to the key events in history that have shaped our world of today. The students are introduced to theories, time-lines and events with the Montessori materials and various literatures. They will also explore their own family history and Canadian history in depth.

Geography

The Geography area continues with an exploration of land formation, map study, and exposure to cultures and people of the world. This area will also introduce human geography and the students will discover the interdependencies of workers and professionals.

Zoology

This area is the study of animals, their habitats, fundamental needs, external and internal construction, classification and characteristics. The students will learn to appreciate the unique traits of living things and their value and purpose on earth in helping to create a harmonized eco-system and life cycle.

Botany

The students learn the characteristics and importance of plants through science experiments and plant study. They are also made aware of their role in ensuring that the environment is sustained for generations to come.

French

The students will continue to develop oral French skills and will also be introduced to the written language. The students will engage in lessons introducing alphabet pronunciation, word formation, parts of speech, and conversing in French with the proper grammar usage. The French teachers will follow a specific French curriculum that will increase in depth and exposure to the French language as the students' progress in their understanding.

Music

The Music program includes an introduction to understanding music compositions, note placement and the various dynamics. The students will also be introduced to composers and music history. Instruments are explored throughout the curriculum including percussion instruments, keyboard, and wind instruments.

Computers and Technology

Computer classes will include an introduction to keyboarding, parts of a computer and understanding usage and navigation. The students will be exposed to Microsoft Office programs like Word, Excel and PowerPoint, as well as, learning programs like Google Earth. They will eventually transition into learning about poster and layout design principles, photography and videography, photo editing, animation and movie making.

Creative Art

The students are given the opportunity to discover their creative side and to express themselves through art. Classes will include exposure to various artists and styles of art and exploration with a variety of art media.

Physical Education

The physical education program encourages sportsmanship, cooperation, learning the rules of various games and teamwork. This area will also include health and nutrition classes specific to each academic level (i.e. grade). The physical education program includes swimming classes and skating lessons. Field trips are often considered where the students have additional opportunities to build skills, e.g skiing and canoeing.

Junior High Parent Handbook and Overview is available upon request.

Daily Timetable

Time	Toddler	Time	Pre-Casa
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	3:40pm – 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
3:40pm – 4:00pm	Students are dismissed		
4:00pm – 6:00pm	After school program commences		
6:00pm	School will close promptly at 6:00pm		
Time	Primary (Casa)	Time	Elementary
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 – 3:40pm	Students prepare for dismissal
1:30pm	Montessori Program continues	3:40pm – 4:00pm	Dismissal
3:30pm – 3:40pm	Students prepare for dismissal	4:00pm – 4:45pm	Students are outside for recess
3:40pm – 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

The students can be dropped off between 8:45am and 9:00am and picked-up between 3:40pm 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. Parent/driver of the vehicle is responsible for ensuring the student is sitting properly in their car seat and that all seat belts are appropriately fastened.

If parents need to come into the school, we ask that you park in the designated visitor parking area. The drive-thru lane is also the Fire Route lane and therefore **must remain clear** of parked and unattended vehicles at all times.

Please remind teachers or contact the school if your child is to be picked up earlier so that teachers can have them ready for 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.

The students at school before 8:45 will report to the Before School Program and students not picked up by 4:00pm will report to the After School Program.

School closes promptly at 6:00pm. In the event that parents/guardians arrive after 6:00pm, an additional \$1.00 every minute will be levied and paid directly to the staff member that has stayed behind.

Behaviour 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 behaviours persist.

The teachers and parents/guardians 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/guardians will be notified immediately and students will be given **Action Plans** to complete with an understanding that if this type of behaviour reoccurs, suspensions will follow. Teasing, verbal and emotional abuse is deemed as bullying and continued emotional bullying will be handled in the same manner as physical violence. Should inappropriate behaviours persist and there is a history of unacceptable conduct, Northstar Montessori reserves the right to ask the parents/guardians 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.

Accidents and Serious Occurrences

An Incident Form will be completed whenever a student is involved in an accident/injury. This form is to be completed when ANY first aid treatment is required, not just in the case of a serious injury. It is very important that the parents be aware that an accident or injury has occurred, even in the case of a minor injury. The Incident Form will be signed by the parent/guardian and will remain in the student's file.

In the event of a serious occurrence or any questionable injury it may be necessary to drive a child to the hospital. This may be due to a serious illness or if other symptoms develop after the accident during school hours. They will be transported by emergency vehicle or taxi. The Principal or Vice-Principal and one additional teacher will accompany the child. The Parents/Guardians will be contacted immediately. If contacting the parents is not possible, then the emergency contacts will be notified.

Personal Clothing and Items

All students' wear and belongings brought to school must be clearly labelled with their names for easy identification. It is strongly suggested that backpacks, lunch containers and uniform items be labelled as well. Elementary students are allowed to bring toys or sports equipment to use on the playground during recess. The Toddler, Pre-Casa and Casa students have access to many play items at school and therefore are discouraged to bring toys from home. During Show & Tell, items brought to school must meet the guidelines the teachers have indicated.

Cell phones or any other electronic devices are not allowed in the classroom. If brought to school, they must remain in the students' lockers.

All items brought to school are the responsibility of the students and Northstar will not be responsible for any lost, damaged or stolen items. A Lost & Found Box has been set up in the main hallway where all found items will be placed. All unclaimed items left in the box will be donated to charity at the end of each term.

Uniforms/Dress Code

The students are asked to wear weather-appropriate clothing throughout the school year. Layered clothing is best as it allows them to remove or add clothing items when needed. During the colder months, we ask that the students refrain from wearing a scarf or any drawstrings on jackets, hoods etc. as it poses a choking hazard. A temperature of **-20°C** with the wind chill factor is the time when students are asked to stay inside.

Toddler, Pre-Casa and Casa students do not have uniforms. However, 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.

The Elementary and Junior High students are required to wear uniforms daily, which are to be purchased from **InSchoolWear** only. They are to adhere to the uniform requirements at all times 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, the students must wear the Northstar t-shirt, the tracksuit, navy blue shorts, and indoor only gym shoes.

Communication

Each student is provided with a Communication Bag that will be used to carry all school communications home. Parents/Guardians are welcome to put responses to communications in the bag for the teachers to retrieve. Parents/Guardians can also leave messages with the receptionist regarding lates, absences, or any other matters for the teachers.

Northstar Montessori encourages parents to share their ideas, questions and concerns. The Parents/Guardians are always directed to their child's homeroom teacher initially and if a resolution is not reached or further clarification is required, then a formal meeting will take place with members of the Administrative staff. The Parents/Guardians are given the teachers' email addresses and the school's office number in order to communicate with the teachers. The Staff members are directed to avoid "at the door" interviews with parents who wish to express concerns, and to rather set a mutually convenient time to meet. The Parents/Guardians and teachers are encouraged to set meeting times before classes begin or after classes have been dismissed. If this is not possible then a meeting time during the school day will be accommodated. Northstar Montessori does acknowledge that there may be issues that require immediate attention and in these instances parents/guardians will be addressed.

Progress Reports / Interviews

It is our intention within the reporting system to notify parents/guardians of individual achievements, as well as strengths and weaknesses, which are being demonstrated by the student. To avoid misunderstandings, parents/guardians and teachers are encouraged to meet during scheduled interviews to discuss reports and plan ways to strengthen and enrich the student's progress. It is through continuous communication that jointly we may bring each child to attain their 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.

All students will receive a written progress report at the end of each term (January and June). Parent Interviews will follow within the week. The school will be closed for the students on the dates of the interviews. The Junior High students will be given mid-term reports in addition to these. (November and April)

Throughout the school year, parents/guardians are always welcome to observe the classrooms. Please consult with the teachers or office to make arrangements.

Student Evaluation for Elementary Students

The students entering our Elementary program will be tested annually once they reach Level 3 (Grade 3). The testing used is the CTBS (Canadian Test 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. The students are not given preparation for this test as this is to obtain accurate results based on knowledge already known and not memorized.

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.

Extra-Curricular Activities

A variety of activities are offered throughout the year as after school clubs. Clubs will be announced at the start of the school year. The 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 students admitted to at least one of the clubs he/she chooses. Additional clubs may be added during the school year and will be announced accordingly. The students who are not registered in the after-school program and are in an extra-curricular club, must be picked up when the club session is complete. The students not picked up will report to the After-School Program and a fee of \$10 will apply.

Birthdays

Northstar respectfully requests families who wish to have their child’s birthday celebrated at school to provide the class with a healthy snack. The school is a nut and peanut-free environment. Foods brought to school that are not labelled as nut-free will be returned to the family. 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/guardians in the Montessori curriculum in the form of Open Houses or Curriculum Nights. We encourage parents/guardians to attend these informative evenings, as it will give insight to how the Montessori materials are used and the purpose behind them. Through awareness, parents/guardians can interact with their children about what materials they are using, 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/Guardian Involvement

An open invitation is extended to all of our parents/guardians to volunteer during our school functions. Volunteers are valuable assistants to both staff and students. If you are interested in being a volunteer, please notify your child’s teacher prior to the event. All persons who wish to volunteer must provide Northstar Montessori with a Vulnerable Sector Police Records Search (criminal reference check). Any costs that maybe incurred in obtaining this will be the responsibility of the applicant.

Each year we also form a Parent Committee that organizes and plans special events, functions and fundraisers. We welcome parents/guardians to participate and to help build a strong school community. Again, a Vulnerable Sector Police Records Search will be required to participate in the Parent Committee.

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

Student Placements and Volunteers

All persons who are involved with Northstar Montessori in the capacity of “Volunteer” or “Student Placement” are not considered as employees of the centre and therefore will not have direct unsupervised access to the students and are not counted in staffing ratios. At no time will the students of Northstar be supervised solely by persons under the age of 18. Northstar will ensure that they review The Behaviour Management Policy and the Allergy & Anaphylactic Policy with all Volunteers and Student Placements before they become actively involved in the centre. A Vulnerable Sector Police Records Search (criminal reference check) is required for all persons having direct contact with children at Northstar Montessori, including Volunteers and Student Placements. Expectations and limitations of Student Placement and Volunteers are outlined in detail in the Northstar Montessori Staff Policy Manual (Section 1.2b Volunteer & Student Placement Responsibilities) and is available in the office.

The Provision of Goods and Services to Persons with Disabilities

Northstar Montessori will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- ensuring that all customers receive the same value and quality;
- allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- taking into account individual needs when providing goods and services; and
- communicating in a manner that takes into account the customer's disability.

Persons with disabilities may use their own **assistive devices** as required when accessing goods or services provided by Northstar Montessori. In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. A customer with a disability that is accompanied by a **guide dog, service animal or service dog** will be allowed access to premises that are open to the public unless otherwise excluded by law. “No pet” policies do not apply to guide dogs, service animals and/or service dogs. The customer that is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time. If a health and safety concern presents itself for example in the form of a severe allergy to the animal, Northstar Montessori will make all reasonable efforts to meet the needs of all individuals. If a customer with a disability is accompanied by a **support person**, Northstar Montessori will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person. There may be times where seating and availability prevent the customer and support person from sitting beside each other. In these situations Northstar Montessori will make every reasonable attempt to resolve the issue. In situations where confidential information might be discussed, consent will be obtained from the customer, prior to any conversation where confidential information might be discussed.

Northstar Montessori shall provide customers with the opportunity to provide **feedback** on the service provided to customers with disabilities. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (hand written, delivered, website or email), will be available upon request.

Customers can submit feedback to:

Virginia Ramirez Principal, Director of Education
(905) 890-7827 x223
4900 Tomken Road, Mississauga, ON, L4W 1J8
mrs-ramirez@northstarmontessori.com
www.northstarmontessori.com

Customers that provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted. The policy in its entirety is detailed in our Staff Manual, Policy C4.3 and it is available in the main office. Please refer to it for a complete list of detailed definitions, limitations and procedures.

Emergency Closures

An emergency closure of the school due to weather or other unforeseen reasons will be decided between 6:30am and 8:00am of that school day. Please refer to our website (www.northstarmontessori.com) under the latest news section. A message will also be posted on our Facebook and Twitter account.

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**.

Shuttle Service

An optional shuttle service is available for pick-up / drop-off of students to and from the school. More details are available in the office. Please note that transportation fees and routes may change yearly.

Security / Visitors

To ensure the security of the students and staff, all entrances to the school will remain locked during the school day and are monitored via video camera. All visitors to the school are expected to use the main entrance located on the east side of the building. The building will also have outdoor lights to ensure that visibility is maintained in the evening. 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. The Parents/Guardians wishing to observe their child after 9:15am, must also sign-in at the front office and obtain a visitor's pass.

Northstar Montessori is a Smoke-Free Facility

In accordance with the Ministry of Health and the Smoke-Free Ontario Act, Northstar Montessori School and its surrounding grounds are smoke free; this includes the parking lot and vehicles parked on the premises. Persons seen smoking on the school grounds and repeat offenders will be reported to

the Region of Peel via the Smoking on School Property Witness Report. Persons found smoking with a child under the age of 16 will also be reported to the Region of Peel. Ontario police have the authority to enforce the Smoke-Free Ontario Act, and any fines or tickets incurred while on Northstar Montessori's property, is the responsibility of the offender.

For more information please refer to: www.ontario.ca/smokefree

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/guardians and visitors unless requested by law.

GUIDELINES FOR THE CONTENT OF LUNCHESS BROUGHT TO SCHOOL

All lunches brought to school must meet Canada's Food Guide Requirements.

Each lunch should contain a sandwich, juice or milk, a vegetable item, 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/guardians 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 close supervision of what each student eats at school.

If a lunch was accidentally forgotten, the parent/guardian will be notified immediately. If the Parent/Guardian is unable to provide lunch, the student will be offered lunch from the catering company or from the supply of emergency food. The cost will be incurred by the parent/guardian.

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 to keep any food from spoiling. They also require that each lunch bag be clearly labelled with the student's name.

Student Illness Reporting and Exclusion Policy

The students, who are ill and not able to participate in the entire program/daily class activities, including outdoor recess, are expected to stay home until able to do so. If a student is going to be absent please call the office and report the absence and provide the reason with as much detail as possible. If a student is at school and begins vomiting, experiencing diarrhea or develops a temperature, the parent/guardian will be notified and asked to pick up their child immediately.

If a student has contracted an infectious disease please inform the school immediately. The students should be excluded from school if they have a condition which may be communicable to others (e.g. rash, sore throat or any suspected communicable disease). In keeping consistent with the requirements of the Region of Peel and Peel Health, the Northstar Administration will decide if a student is required to be excluded from the program. A student will be allowed to return to class

when exclusion requirements of reportable communicable diseases are met or when the condition of minor communicable disease has cleared or when a doctor has given permission for the student to return; a letter stating that the condition is no longer communicable to others will be required. Any costs incurred to obtain a doctor's note will be the responsibility of the parents/guardians. Absenteeism considerably above the average and apparently due to communicable disease will be reported directly to Peel Health. If exclusion regulations have been met, but the student is still not participating / benefiting from the school program, parents/guardians will be notified of the concerns.

MEDICAL / EMERGENCY INFORMATION

Communicable Disease – During the year, it is sometimes necessary to contact parents/guardians and have them take their child home because he/she 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.

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

TYPE OF ILLNESS	PERIOD OF EXCLUSION
Chicken Pox	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
Fifth Disease	Contagious before onset of rash and probably not contagious after onset of rash – hand washing is important
Hand, Foot, Mouth Disease	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
Head Lice	Children are excluded until treated and nits are removed from hair
Influenza	Contagious for 3 to 5 days from onset of symptoms, up to 7 days in young children
German Measles	Contagious for about 1 week before and at least 4 days after onset of rash – exclude child and re-admit on 8th day from onset of rash
Measles	Exclude child and re-admit on the 5th day after the appearance of rash, if child is well enough to participate
Mumps	Re-admit 9 days after onset of swollen glands or once swollen glands have returned to normal size, whichever is the shorter time frame
Pink Eye	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
Strep Throat / Scarlet Fever	May return after 24 hours of antibiotic therapy and if well enough to participate
Whooping Cough	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. Any student without up to date immunization cannot be admitted to the school.

Allergy and Anaphylactic Policy

The Parents/Guardians 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 Private School will continue to be a nut and peanut-free environment and will visually monitor all food brought into the school. The teachers will remove food from the lunch bag when unlabelled food is brought in that may be of a risk. They will contact parents/guardians 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 Private School will also ensure that all staff members are informed of all 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 as well as a copy of all R.E.A.C.T Forms.

All of the staff members, student teachers and regular volunteers must also receive training from a physician or parents/guardians 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 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 Private School.

ADMINISTERING MEDICATION

The Northstar staff members are not permitted to administer any over the counter medication that is not specifically prescribed to the child by a doctor. Proof of prescription is required by either pharmacy label or doctor's note.

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

- provide details on the enrollment form under the Medical Conditions section of all known long term conditions, allergies
- authorize consent with your signature on the Medication Form and provide details of amount and time to administer medication
- release medication only to the class teacher (or teacher in charge) and indicate if medication is to be refrigerated
- any medication must be in the original bottle and labelled 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/Guardians 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 Private 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): _____



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

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,

Virginia Ramirez
Principal
Director of Education

Sherry Gosal
Vice-Principal
Directress

Visit us at www.northstarmontessori.com

REGISTRATION CHECKLIST FOR NEW STUDENTS

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

The following are forms to be filled out:

- Application for Admission Form (1pg)
- Enrollment Form (2pgs)
- Enrollment Agreement Form (1pg)
- 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 to be attached to the Pre-Authorized Agreement (form is available upon registration)

NOTE: The deposit and registration fees are both non-refundable once it has been received and accepted by an administrative staff. If not received, your child space cannot be reserved.

APPLICATION FOR ADMISSION



Student's Name: _____

Phone: _____

Address: _____

Date of Birth: _____

City/Postal Code: _____

Male/Female: _____

Application for: (check applicable boxes)

- | | |
|---|--|
| <input type="checkbox"/> Toddler Morning | <input type="checkbox"/> Primary (Casa) Full Day |
| <input type="checkbox"/> Toddler Full Day | <input type="checkbox"/> Elementary (Gr. 1 – 6) |
| <input type="checkbox"/> Pre-Casa Morning | <input type="checkbox"/> Junior High (Gr. 7 – 8) |
| <input type="checkbox"/> Pre-Casa Full Day | <input type="checkbox"/> Before and After School Program |
| <input type="checkbox"/> Primary (Casa) Morning | <input type="checkbox"/> Before School Program |
| <input type="checkbox"/> Primary (Casa) Afternoon | <input type="checkbox"/> After School Program |

Parent Information:

Parent/Guardian 1:

Mr. Mrs. Ms. _____ Cell Phone: _____

Home Address: _____ Home Phone: _____

City/Postal Code: _____ Email: _____

Work Address: _____ Work Phone: _____

City/Postal Code: _____ Extension: _____

Parent/Guardian 2:

Mr. Mrs. Ms. _____ Cell Phone: _____

Home Address: _____ Home Phone: _____

City/Postal Code: _____ Email: _____

Work Address: _____ Work Phone: _____

City/Postal Code: _____ Extension: _____

Siblings/Other Children:

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

ENROLLMENT FORM



Student's Name: _____ Phone: _____
Address: _____ Date of Birth: _____
City/Postal Code: _____ Male/Female: _____
Student currently lives with: (please specify) _____

Parent/Guardian 1:

Mr. Mrs. Ms. _____ Cell Phone: _____
Home Address: _____ Home Phone: _____
City/Postal Code: _____ Email: _____
Work Address: _____ Work Phone: _____
City/Postal Code: _____ Extension: _____

Parent/Guardian 2:

Mr. Mrs. Ms. _____ Cell Phone: _____
Home Address: _____ Home Phone: _____
City/Postal Code: _____ Email: _____
Work Address: _____ Work Phone: _____
City/Postal Code: _____ Extension: _____

Alternate Emergency Contacts:

1. Name: _____ Phone: _____ Relation: _____
2. Name: _____ Phone: _____ Relation: _____

Adults to whom child may be released:

1. Name: _____ Phone: _____ Relation: _____
2. Name: _____ Phone: _____ Relation: _____
3. Name: _____ Phone: _____ Relation: _____
4. Name: _____ Phone: _____ Relation: _____

Paediatrician 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)

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)

Special Written Instructions for Diet / Medication:

Record of Immunization:

Please submit original or photocopy of Record of Immunization

OR

Date: _____	Diphtheria	Date: _____	Tetanus
Date: _____	Rubella	Date: _____	Measles
Date: _____	Pertussis	Date: _____	Polio
Date: _____	Mumps	Date: _____	TB Skin Test & Results

Date Admitted: _____ Signature of Parent/Guardian: _____

Date Withdrawn: _____ Signature of Parent/Guardian: _____

NEW STUDENTS ENTRANCE SURVEY

Welcome Aboard! As a new family in our school community, we are very interested in getting to know your family as well as your intended plans for your child's education. We are here to do our best to ensure your child's education is full of experiences and rewarding. Please take the time to fill out our survey so we can best accommodate your child during their time here at Northstar.

1. What was your main reason for choosing a Montessori School?

2. What kind of care did your child receive prior?

3. What are your immediate expectations you wish for your child?

4. What were your reasons for choosing Northstar Montessori for your child?

5. Do you have a good understanding of how the Montessori Philosophy works?

6. What are your future intentions for your child's education?

7. Would you be interested in learning more about the curriculum? Elementary Program?

Yes _____ No _____ If yes, please include email address _____

8. Would you be interested in being more involved with school events by joining the Parent

Committee? Yes _____ No _____ If yes, please include email address _____

9. Are you willing to volunteer during field trips? (Criminal Reference Check required)

Yes _____ No _____ If yes, please request for form at the office

10. Do you apply the Montessori philosophy in your home?

Yes _____ No _____ If yes, please explain _____

If no, do you want to learn how to apply it in your home? Yes _____ No _____ If yes, please include email address _____

THANK YOU FOR PARTICIPATING IN THE SURVEY, YOUR FEEDBACK IS APPRECIATED!