NORTHSTAR
MONTESSORI
Private School

Guiding your child in the right direction!

PARENT HANDBOOK

2021–2022

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ACCREDITED MEMBER
THE CANADIAN COUNCIL
OF MONTESSORI ADMINISTRATORS

Land Acknowledgement

Northstar Montessori would like to acknowledge that the land on which we gather, and which Northstar Montessori operates, is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

For thousands of years, Indigenous peoples inhabited and cared for this land. In particular we acknowledge the territory of the Anishinabek, Huron-Wendat, Haudenosaunee and Ojibway/Chippewa peoples; the land that is home to the Metis; and most recently, the territory of the Mississaugas of the Credit First Nation who are direct descendants of the Mississaugas of the Credit.

We are grateful to have the opportunity to work on this land, and by doing so, give our respect to its inhabitants.

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.

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 has prepared and provided all families and staff with a copy of the Program Statement in both the Parent Handbook and Employee Policy Manual. The Program Statement serves to provide our community with an understanding of Northstar Montessori's approach to teaching and learning, as well as the overall culture of our school. The Program Statement is reviewed and adjusted if needed annually by the Administration and should changes be made, a revised copy will be provided to all family and staff. Staff members will also review the Program Statement as a team at the start of each school year to maintain and gain an understanding of Northstar Montessori's goals as a school.

Northstar Montessori Private School provides classes for students from the toddler age 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 (refer to **School Philosophy, Policy Number A-1.1)**.

The Toddler, Pre-Casa and Casa programs, in addition to meeting the Montessori requirements, fulfill requirements of the Ministry of Education; we are a licensed childcare facility. Our Elementary programs are under the Ministry of Education and we meet and go beyond the requirements of the Ontario Curriculum. We are also fully accredited by the Canadian Council of Montessori Administrators (CCMA).

Northstar offers 5-day programs, half day classes and full day classes, pending on the program. The school opens for the Before School Program at 7:00am. Regular classes begin at 8:45 am 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. Northstar is closed for the summer break from the end of June until the Tuesday after Labour Day (**See attached "NORTHSTAR MONTESSORI Holidays, Closures and Events"**).

At Northstar Montessori, we are committed to promoting the individuality of all our students and aims to be an inclusive school. We endeavour to teach our students to appreciate, respect and value the differences they see in one another. We offer equal opportunities for participation and learning for all our students and will ensure that they feel secure in knowing that their contributions to the school are valued. In order to ensure that all students have an equal opportunity to attend Northstar Montessori, we do accept students who qualify for fee assistance. Northstar Montessori is committed to the teachings of Maria Montessori and the Montessori curriculum. However, we do not limit our approach and we encourage all members of the teaching team and administration to pursue professional development opportunities that will enhance their abilities and understanding of the students and their developmental needs. Workshops and conferences are promoted within the school that we believe will benefit our staff in their practice. We ensure an environment that allows for a range of different learning styles and where all children have challenging targets that enable them to succeed.

We, at Northstar Montessori, take very seriously our responsibility to guide each child through a world of discovery on the path to constructing a secure, balanced personality with an active, competent mind. The happy balance of freedom to explore and work within a prepared, orderly environment, filled with specially designed mind-engaging sensorial materials and activities, is the hallmark of our school. The teacher's role is to respect the freedom of each child to forge his or her own unique path of learning and personal growth, energized by his or her natural curiosity. We are committed to inspire and encourage each child to take in hand a wealth of activities and experiences to ensure successful development. The specialty designed Montessori materials allow for exploration and they encourage students to become independent, yet also promote the concept of teamwork. The classroom allows for the freedom of movement and for the development of a positive work cycle by allowing

the students to choose their activities and to explore with them without interruption. Teachers prepare lesson plans as a guide to ensure that the students are participating in all areas of the class, however, they remain flexible and respectful of the child's need to make choices and decisions in their daily activities.

We encourage the students to communicate and engage in cooperative play/work by supporting their ability to self-regulate and by providing a mix-age group setting where the students remain with the same teachers for three years. This allows for the opportunity to build relationships and to interact with the peers that are younger and older than the student, and with the adults. We also have developed a School Pledge that we recite daily and follow throughout our school and which we refer to when guiding a student's behaviour.

We believe in the worth of every child and a respect for his or her individuality. We plan for and create positive learning experiences in which each child's learning and development is supported by using the international Montessori curriculum and materials that have been proven through research-based analysis to be effective with children from all socio-economic and cultural backgrounds. The function of our school is to augment the development of each child – intellectually, socially, emotionally, spiritually and physically so that the child may eventually emerge as a well-rounded independent adult. Students requiring supports outside of Northstar's expertise will be supported through all avenues possible, including welcoming community partners and other professionals into the environment to help build a better understanding of the students' learning needs. We will support both child and the family by meeting with all necessary persons to understand the child's needs and to learn about and implement any individualized plans and accommodations that have been put forth.

Our program does not limit the learning and personal development experiences to the classroom, rather we extend all learning opportunities to both the outdoor time and scheduled extended care. Students are encouraged to be inquisitive and explorative. We also promote balancing physical exercise with nutrition to ensure that students are maintaining an overall healthy lifestyle. All foods served by Northstar Montessori are from a menu prepared consultation with a registered nutritionist. Student lunches that are prepared at home will be monitored to ensure the meal is healthy and that all foods are packaged and stored appropriately. A copy of the Canada Food Guide has been posted on our Parent Board for all families to refer to when preparing meals. Students are also permitted to rest or engage in quiet activities based on their needs. Northstar diligently meets all requirements of the Ontario Regulation 137/15 which ensures the health, safety and nutritional needs of students in our care are met.

Northstar Montessori also believes that the home and the school should share in the educational process; that parents and staff must work together to ensure that the student's learning needs are being met. We are strong advocates of communication and parental involvement. We formally report to parents three times during the school year but participate in and encourage sharing concerns and updates as they arise to ensure the student is reaching their full potential. Parents are invited into the environment to observe and to gain a better understanding of their child's day and development. Teachers can be reached by email or appointments can be made to meet if parents wish to discuss their child's progress outside of the formal reporting times. We encourage all members of our school community to communicate with one another with confidence and assurance. Whenever guidance or mediation is needed in addressing needs or concerns, Northstar Montessori will provide support. In class the teachers, and as a community we will promote communication skill building as well as help students understand their feelings and their needs. Strategies will be provided to help students manage themselves and to help them to self-regulate.

MONTESSORI CURRICULUM OVERVIEW

T = Toddler PC = Pre-Casa P= Primary (Casa) E= Elementary

<u>This section applies to T, PC, P only</u>

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.

<u>This section applies to P only</u>

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.

<u>This section applies to E only</u>

Arithmetic

The students will continue to explore mathematical concepts with the concrete Montessori materials. The Math area will include study of word problems, currency, 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, poetry 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.

Science

Science is incorporated in all of the subject areas following below. Experiments are conducted according to the specific subject to observe, analyze and form conclusions to affects such as: evaporation, chemical reactions, properties of solids, liquids and gases, as well as functions of plant parts and characteristics of animals. The science lab is used as well as their own classrooms for independent study as well as group explorations.

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. Learning about different cultures and traditions opens them to appreciate and accept the differences of people in our society. The students are introduced to theories, timelines 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. The structure of our Canadian government and the voting process are also explored.

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

Students begin to explore Music through song, dance and rhythm making in class and with the Music teacher. 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 and include percussion instruments, keyboard and wind instruments. Each year the Music teacher involves the students in various performances including a School Choir and instrumental accompaniments during different school assemblies.

Computers and Technology

Computer classes will include keyboarding lessons, learn about parts of a computer and technology, explore the world with Google Earth, and develop a solid understanding of proper usage and navigation. The students will be utilizing Microsoft Office programs like Word, Excel and PowerPoint and be able to assemble, layout and design their work. In Upper Elementary, they will enter the world of social media where they will have their own Google Email account and learn the benefits of having one and how it will be an asset in their academic life. They will eventually transition into learning about poster and layout design principles, photography and videography, photo and video editing, animation, coding and 3D printing.

Creative Art

The students are given the freedom to discover their creative side and to express themselves through Art in all programs. The teacher will explore various artists and styles of Art with the students, and they will have the opportunity to work with a variety of Art media. Elementary students will begin formal Art classes with the Art teacher as of Grade 1. The Art teacher will explore more detailed Art projects, concepts and techniques that will further enhance the student understanding of Art creations.

Physical Education

The physical education program engages students to be active in their daily lives. This will assist in proper cardiovascular and body development. Through physical activities, students develop their ABC's (agility, balance and coordination) and learn about sportsmanship, cooperation, and effort. They also learn to be disciplined in understanding and abiding by the rules of various sports. All elementary students are educated about health and nutrition classes specific to each academic level.

In addition to the physical education program, the students have swimming and skating lessons. Swimming will be in our in-house indoor pool where Casa and Elementary students will receive Red Cross swim training from a certified Red Cross instructor. The skating lessons are also offered to our Elementary students and qualified skating instructors help them progress in whatever skill level they have already attained from previous experience.

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
8:30am – 9:30am	Outdoor Play	8:30am – 9:30am	Outdoor Play
9:30am – 11:30am	Montessori Program Snack Available	9:30am – 11:30am	Montessori Program Snack Available
11:20am – 11:30am	Circle	11:20am – 11:30am	Circle
11:30am – 12:00pm	Lunch	11:30am – 12:00pm	Lunch
12:00pm – 2:00am	Rest Period	12:00pm – 2:00am	Rest Period
2:00pm – 3:15pm	Montessori Program Resumes Snack Available	2:00pm – 3:15pm	Montessori Program Resumes Snack Available
3:15pm – 4:15pm	Outdoor	3:15pm – 4:15pm	Outdoor
4:00pm – 6:00pm	After School	4:00pm – 6:00pm	After School
6:00pm	School will close promptly at 6:00pm	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
8:00am – 8:45am	Students are outside for recess	8:00am – 8:45am	Students are outside for recess
8:45am	Drop off period	8:45am	Drop off period
8:45am	Montessori Program begin	8:45am	Montessori Program begin
11:30am – 12:00pm	Outdoor Recess	11:20am - 12:00pm	Students have lunch
12:15pm – 1:00pm	Students have lunch	12:00pm – 1:00pm	Outdoor Recess
1:00pm	Montessori Program resumes	1:00pm	Montessori Program resumes
3:30pm – 3:40pm	Students prepare for dismissal	3:30pm – 3:40pm	Students prepare for dismissal
3:30pm – 3:40pm	Dismissal	3:40pm – 4:00pm	Dismissal
3:40pm – 4:00pm	After School program commences	4:00pm – 4:45pm	Outside Recess
4:15pm – 5:00pm	Outdoor Recess	4:00pm	After school program commences
6:00	School will close promptly at 6:00pm	6:00pm	School will close promptly at 6:00pm

SCHOOL POLICIES AND GUIDELINES

Arrival and Dismissal

The students are dropped off at 8:45am 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.

When dealing with challenging behaviours, the staff of Northstar Montessori will not partake in the following **Prohibited Practices**:

- use corporal punishment on a child (e.g., slapping, kicking, punching, pushing, grabbing, pulling, spanking, ear pulling, biting, etc.)
- use deliberate harsh or degrading measures that would humiliate the child or undermine his or her self-respect, dignity or self-worth
- avoid, humiliate, shame, frighten or threaten the child
- confine a child in a locked room or a device (e.g. car seat, highchair) as means of punishment or in lieu of supervision or send the child out of the classroom, out of the teacher's view

- deprive a child of basic needs, including food, drink, shelter, sleep, toilet use, clothing or bedding
- inflict any bodily harm on the child, including forcing the child to eat or drink against their will

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.

Sleep Policy

All students enrolled in the Toddler and Pre-Casa classrooms at Northstar Montessori will have a scheduled two-hour rest period each day. Northstar will provide a cot for each student and a sheet for each cot. Parents will have the option to bring a pillow and a blanket from home. All items brought in will need to be clearly labelled. All cots will be disinfected weekly, and sheets will be washed by the school weekly. Students will take their blanket and pillow home each week for washing. The cots will be stored in a safe place that does not interfere with the classroom routines and they will be covered to ensure they are kept cleaned.

Teachers will encourage the students to nap and will provide a quiet environment. If a student is not sleeping after an hour of resting, teachers will offer quiet activities to the student that will not disturb others. If parents do not want their child to nap at school, they must submit their request in writing and include a reason for their request. If the staff feels that the child will benefit from a rest period, they will inform the parents and a joint decision will be made. Teachers will communicate any concerns or changes to the child's sleep directly to the parents. The goal is to ensure the student is comfortable, rested and ready to participate in the program.
Visual checks will be conducted while the child is asleep. The visual check will involve the staff member being physically present beside the sleeping child and looking for signs of distress or unusual behaviour. The visual check will be conducted every half-hour beginning at 12:30pm until the scheduled wake up time of 2:00 pm. There will be sufficient light within the room to ensure the staff member can conduct the visual check accurately. A log of the visual check will be maintained and available for reference.

Students transitioning into the Casa program that may display a need for a rest period or nap, will not be denied the opportunity.

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 always adhere to the uniform requirements 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/guardians 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 Administration staff. A complete outline regarding to whom issues/concerns should be addressed is available in the office (a copy has also been provided to all 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. Issues/concerns may be brought to Northstar's attentions in verbal or written form. Responses will be provided in verbal form, or written form where required. When an issue/concern is brought to our attention, the appropriate person(s) will respond to parents/guardians within 2 business days; however, where an incident is deemed to be of an urgent matter, Northstar will make all attempts to address the issue/concern immediately. Such issues would include responding to allegations of abuse or mistreatment and questions regarding accidents/injuries. The level of detail provided to the parent/guardian will maintain the confidentiality and respect of all persons involved. All persons who raised the issue/concern will be kept informed throughout the resolution process. Northstar will ensure that all investigations of issues/concerns will be fair, impartial and respectful to all parties involved. We will also maintain confidentiality to respect the privacy of parents/guardians, students, staff and any other person(s) that may be involved. However, where Northstar is required legally to disclose information, we will be cooperative in doing so (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

When there is a concern or issue that the teachers need to address with the parents that cannot wait for the formal interview dates, the staff will contact the parent in order to set up a meeting time. This meeting may take place in person or over the phone depending on the availability of the persons involved. The staff will also make the Administration aware of the concern or issue in advance, and guidance will be provided where needed for resolution and a Parent/Teacher Conference Form will be completed. Should the parents or staff request the Administration to be present during the meeting, they will make themselves available. However, staff and parents/guardians are encouraged to communicate and to reach a resolution together as a team for the betterment of the student.

In finding resolutions Northstar will maintain its commitment to prompting positive interactions, communication and role-modeling for the students. Harassment and discrimination will not be tolerated from any party. Also, if the person(s) involved in the resolution of the issue/concern, feel uncomfortable, threatened or compromised in any way, they may immediately end the conversation and seek assistance from the Administration.

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.

Equal Opportunity for all Students/Inclusion Policy

Northstar Montessori offers an inclusive environment where we celebrate uniqueness, diversity, and the acceptance of individuals with varying abilities. In accordance with the Ontario Human Right's Code, Northstar Montessori is committed to equal opportunity in the learning environment for all persons, regardless of race, ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, citizenship and varied physical abilities.

We will reasonably accommodate the needs of students within a manner that respects their dignity and helps maximize their experience at Northstar Montessori. We recognize the importance of strengthening relationships and ensuring social inclusion, participation, and a sense of belonging.

To achieve equal opportunity and to accommodate individual needs, we will need to take a flexible management approach, which may mean addressing student needs in different ways. Professional development opportunities will be encouraged whenever possible to help all team members better understand students' needs and accommodation opportunities and procedures. We will also connect with community partners to better support the mental health and well-being of families and children, e.g. Peel Children's Centre, Peel Inclusion Resource Services (PIRS).

In accordance with the Child Care and Early Years Act (CCEYA), Northstar will ensure that individual Program/Support Plans are in place and kept updated for all students with special needs. These plans will be developed in collaboration with the child's parents/guardians, teachers and all professionals that are supporting the child and family.

Northstar recognizes in order to meet its goals of inclusive practices there must be a consistent and accountable approach to the process of addressing each child's individual needs, i.e. medical/physical, social/emotional, behavioural, etc. When concerns arise, and any child's placement is at risk, Northstar, families and community partners, along with any other professionals will work together to ensure that every effort is made to continue the child's placement at Northstar. Documentation of accommodations, meetings and observations will be maintained. These records will also include:

- Assessing the environment and making reasonable program modification as to ensure every child is included in the program
- Discussing and documenting observations shared with the child's family and any decisions made and feedback given.
- All strategies being applied, and all directions given by professionals and community partners that are involved with the child and family.
- Updates provided to Northstar regarding the child's wellbeing, including, but not limited to, physical/mental health and social/emotional wellbeing.

All involved persons (e.g. teachers, families, PIRS representative, OT) will meet regularly to discuss the child's progress within the program. If after all reasonable measures have been taken and assessments have indicated that the program is not a fit for the child's need, Northstar will take the initiative to recommend withdrawal from the program. Northstar will also provide ample notice so that the child's family may connect with community resources, such as PIRS, to explore other childcare options. During this time, Northstar will use and follow the Continued Placement process. (Please refer to PIRS Memorandum of understanding).

Please refer to the **The Provision of Goods and Services with Disabilities** policy for more details regarding accommodations.

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 clients receive the same value and quality;
- allowing clients 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 clients 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 client'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 client 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 client 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 present 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 client 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 client is not prevented from having access to the support person. There may be times where seating and availability prevent the client 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 client, prior to any conversation where confidential information might be discussed.

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

Clients can submit feedback to:

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

Clients 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.**

Northstar Montessori has a detailed Evacuation Procedures Policy that all staff must adhere to when an emergency has been confirmed. A copy is available for parents to review in our school office.

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

Waiting List Policy

Northstar Montessori establishes a Waiting List each year in February after the registration is complete for the coming school year. Parents/guardians are welcome to place their child's name on the Waiting List if the program that they are seeking does not have availability or if their child is not yet qualified for the program that they are wanting due to age or developmental requirements (e.g. toilet training, walking). There is no cost associated with being included on the Waiting List. Students are maintained in the order that they were listed by date. If an opening should become available, parents/guardians will be contacted, and a mutually acceptable response time will be established where the parent/guardian will indicate if they will be enrolling their child. If the parent/guardian decides not to enrol their child, the opening will be offered to the following student on the list. If we are unable to reach the parent/guardian, we will wait 48 hours before moving onto the next student on the list. Once a child is placed on the Waiting List, parents/guardians are welcome to call into the school to follow-up on where their child is on the list at anytime. The Waiting List is in effect from February to the following January.

Current students and their siblings are always given priority at registration time and once a Waiting List is established. This means that should a current student have a sibling who is on the Waiting List, or who has indicated an interest in enrolling, and a spot becomes available in the appropriate program, Northstar will give priority to this child and offer them the opportunity to enroll. Should they decline, Northstar will refer to the Waiting List and offer the vacancy to the next eligible student. A student wishing to return to Northstar who has withdrawn from the program, will be placed on the Waiting List and offered a spot in the order of their placement.

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 LUNCHES 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-aware 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. Students who have been sent home due to high fever, diarrhea, or vomiting, must be symptom-free (without medication) for 24 hrs.

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, and asked to pick up their child. The student will remain supervised in the office and comforted, until the parent/guardian is able to pick them up. Should the child be in need of emergency medical attention, 911 will be called.

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 pus-like 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 can 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 ☐ Newsletter and Yearbook only

Signature of Parent(s) / Guardian(s): _____ _____

VOLUNTEERING/REPORTING DUTIES/PROHIBITED PRACTICES

I/We hereby confirm that I have read and understood the requirements in order to be eligible to volunteer in any capacity at Northstar Montessori. I have also been made aware of the **Prohibited Practices** as outlined in the **Behaviour Management Policy**, and the requirements of the Children's Aid Society in regard to the duty to report any incident that would suggest a child is in need of protection as per the **Reporting Duties** policy. A complete description of "a child in need of protection" and the Child Abuse Policy is available in the office upon my request.

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
- ✓ Volunteering / Reporting Duties / Prohibited Practices
- ✓ Immunization Records Form
- ✓ TUIO Registration Form

The following are to be included with above forms:

- ✓ 2 copies of child's Immunization Records
- ✓ Copy of Health Card
- ✓ Deposit ($500 half-day or $1000 full day)
- ✓ Registration Fee ($200)
- ✓ TUIO Registration Form (to set up tuition payments)

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's space cannot be reserved.

TUIO REGISTRATION FORM

What is TUIO?

TUIO is a billing and payment app used by day care centers, pre-schools and schools all across Canada.

Using TUIO provides the following benefits to families:

- *Access invoices any time*
- *Electronic alternatives to postdated cheques*
- *Auto-billing*
- *Emailed invoice notifications*
- *Responsive and friendly support team*

Who will be processing my payments?

When it comes to processing payments, Tuio has partnered with the industry top players, including Versapay (publicly traded Canadian corporation, processes over $1 billion annually), PsiGate (15 years of experience, subsidiary of Home Capital Group, a $1.3 billion publicly traded Canadian corporation), and TD Canada Trust. Due to their extensive presence in the payment processing industry, it is highly likely that you have already experienced with any or all of those providers, sometimes without knowing it.

Where will my data be stored?

For data storage, Tuio works with the industry leader AWS (Amazon Web Services), which is Amazon's branch for server infrastructure. AWS is used by organizations such as Netflix, the CIA, and many Fortune 500 companies. As an additional benefit, all of Tuio's data is stored in Canada.

What are the next steps?

You will receive an activation email (one per family) from Tuio within 24h, which will contain instructions to set your account password. If you do not receive any email within that time frame, please send a note to support@tuiopay.com to ensure that they have the correct email address on file. Once your account is activated, you will be able to change the name and email address on the account if necessary. You will also be able to set up your payment instructions for your next upcoming invoice(s). For detailed instructions to activate and set up your account under 5 minutes, visit…
https://tuiopay.com/parentsupport/.

APPLICATION FOR ADMISSION

Student's Name: _____ Home Phone: _____
Address: _____ Date of Birth: _____ MM-DD-YYYY
City/Postal Code: _____ Male/Female: _____

Application for: (check applicable boxes)

- ☐ Toddler Morning
- ☐ Toddler Full Day
- ☐ Pre-Casa Morning
- ☐ Pre-Casa Full Day
- ☐ Primary (Casa) Full Day
- ☐ Elementary (Gr. 1 – 6)
- ☐ Junior High (Gr. 7 – 8)
- ☐ Before School Program
- ☐ After School Program
- ☐ Before and 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: _____ MM-DD-YYYY
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: _____

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 $200 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 $50 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: _____

_____

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