



# Parent Handbook 2020-2021





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## Table of Contents

Introduction .....	1
What is a Montessori Education?.....	1
History of Kanata Montessori .....	2
Hours of Operations .....	2
Toddler and Casa Programs .....	3
Elementary Program .....	3
Junior High, Adolescent Program.....	5
Cedar Ridge High School (The Ridge).....	6
Application/Registration Procedure.....	6
Withdrawal of Student .....	7
Tuition.....	7
Main Campus & The Ridge.....	7
North Campus.....	7
Sibling Discounts.....	7
Capital Fund.....	8
Additional Care Hours and Late Fees.....	8
Wait Lists.....	8
Program Statement.....	9
Integrated Curriculum.....	10
Routines Provide Security.....	10
Appropriate Behaviour Through Modeling .....	10
Connections to the Natural World .....	10
Health and Safety.....	11
Engagement with Parents and Community.....	11
Routines for Casa and Toddler Students .....	11
Integration of new students.....	11
Classroom placement.....	12
Separation anxiety .....	12
Kiss N' Ride program .....	12
Signing your child in and out.....	13
How to dress for school .....	13
Spare clothing .....	13
Nap or rest period .....	14
Leaving from the playground .....	14
After school care .....	14
Toys .....	14

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## Table of Contents (continued)

Lunches .....	15
Snacks .....	15
Birthdays .....	16
Donate a book on your child's birthday .....	16
Medication .....	16
Preventing the Spread of Virus and Illnesses .....	17
Communicable Diseases .....	17
Serious Occurrence .....	17
Bulletin Board & Mailboxes .....	18
Newsletter .....	18
Social Media.....	18
E-Mail .....	18
Calendar.....	18
School Closures .....	18
Student Information Forms.....	19
Field Trips.....	19
Criminal Reference Checks .....	19
Students and Volunteers .....	19
Student and Volunteer Orientation .....	20
Pizza Lunches - Main Campus .....	20
Lost and Found .....	20
Classroom Observations.....	20
Parent-Educator Interviews.....	20
Child Care on P.D. Days & Interview Days .....	20
Behaviour Management.....	21
Prohibited Practices at Kanata Montessori .....	21
Parent Issues and Concerns Policies and Procedures .....	21
Defnition.....	22
General.....	22
Confidentiality .....	22
Conduct .....	23
Procedures .....	23
Escalation of Issues or Concerns .....	23
Concerns about Suspected Abuse or Neglect of a Child.....	24
Security .....	24
Evacuation and Other Emergencies .....	25
Conclusion .....	26

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## Introduction

Welcome to Kanata Montessori. We look forward to working with you as partners in your child's educational journey. We believe strongly that education can be so much more than what most of us experienced as students. At Kanata Montessori (KM), we are committed to providing an engaging and rich learning experience for each child and one that results in students who are the leaders of tomorrow with a strong skills set and requisite soft skills to become successful adults. The purpose of this handbook is to provide information about the school, the programs it offers and how it operates.

## What is a Montessori Education?

Montessori is a philosophy of education, which was developed by Dr. Maria Montessori (1870-1952) in the early part of this century. The Montessori approach helps children fulfill their own potential. Each child works at their own pace and level under the guidance of specially trained educators, who use Montessori-designed teaching materials.



The Montessori philosophy recognizes in the child a natural curiosity and desire to learn. The philosophy stresses that children learn and progress at their own pace so that fast learners are not held back and slower learners are not frustrated by their need for more time to perfect themselves.

The classroom provides rich learning experiences based on your child's individual developmental needs. Children are presented with concepts at a time when they are most receptive to learning them. Dr. Montessori called these the Sensitive Periods of learning. The classroom consists of mixed age groups, which provides opportunities for peer learning and teaching. Respect for others and their work is fostered in this classroom environment.

KM is the only school in Kanata that is accredited by the Canadian Council of Montessori Administrators (CCMA), an accrediting body that promotes standards of excellence in Montessori education in Canada. As well, the school is licensed as a child care center for its Casa and Toddler program and a private school for its Elementary program under the Ministry of Education.

All of the Montessori educators at KM have training from centers affiliated with nationally and internationally recognized Montessori associations (AMI, AMS, TMI, MACTE). These associations are committed to upholding, publicizing and furthering the pedagogical principles and practice devised by Dr. Montessori. Most of our elementary staff have the traditional B.A and B.Ed qualifications, in addition to Montessori training. Staff at KM are one of the most highly trained staff in Ottawa.



## **History of Kanata Montessori**

KM has been operating for over 40 years. It was started in 1974 by Stella Koros, a parent who had moved into the new subdivision of Kanata. It was known then as March Montessori School. The name was officially changed in 2002 to Kanata Montessori School. Within a matter of months of starting the school, Stella had 48 parents and the school was up and running. The school has maintained its not-for-profit charity status since inception. It continues to depend on an elected parent board of directors to provide strategic direction and hires professional staff to ensure the school is operated professionally and efficiently. The school has moved a number of times in its history, from church basements to shopping malls. It moved to its location here at 355 Michael Cowpland Drive in 1989 and completed a 6,000 square foot addition in 2008. KM added a North Campus in 2010 to serve families in Kanata North and its surrounding areas. In 2016, we added Cedar Ridge High School (The Ridge), offering grades 9 to 12. We are now the only school in Kanata providing a superior educational model for students from aged 18 months to 18 years. Although the school continues to grow to meet the needs of students and parents, maintaining the friendly atmosphere and homelike environment for students is a priority.

## **Hours of Operations**

The school is open from 7:30 a.m. to 5:45 p.m. The office is open from 8:00 a.m. to 4:00 p.m.

Casa, Elementary, Junior High and High School programs run from September to June. These programs observe a two-week Christmas break, a two-week March break, four PD days as well as all statutory holidays.

The Toddler Program is a year round program. The Toddler program is closed during the two-week Christmas break, a PD day at the end of August and all statutory holidays.

KM also offers PD day field trips, March Break and Summer Camps for Casa and Elementary students. These programs have a separate registration and cost. Visit [www.kmsregistration.com](http://www.kmsregistration.com) for more information.

## **Toddler and Casa Programs**

### **Early Years Ministry licensed programming**

KM provides programming for children starting at 18 months. Children aged 18 months to six years are offered what KM calls a Toddler and Casa program, which aligns with the Montessori philosophy of mixed aged groups and a hands on learning environment.

Parents can register their child for Morning only at the North Campus (9:00 a.m.-11:50 a.m.) and School Day (9:00 a.m.-3:30 p.m.) or Full Day (7:30 a.m.-5:45 p.m.) for both campuses.

The Casa and Toddler programs are licensed by law by the Ministry of Education and operate under the Child Care and Early Years Act, 2014. As such, the program is strictly regulated in terms of programming requirements, staffing and health and safety protocols. A program statement is included in this document.

Once students graduate from the Casa and Toddler programs they enter the Elementary program. This program is described below and although we are registered as an independent school, the Ministry of Education has no input on the curriculum or the methods of instruction.

## **Elementary Program**

### **Grades one to six**

In 1996, the school launched the first part of the Elementary program for 6 to 9 year old children following the Montessori method of education. The program, now expanded to children 9 to 12 years old, is licensed under the Ministry of Education.

The Montessori Elementary Program allows for the child to consume a life long education. It



allows for the natural growth of the 6 to 12 year old child.

Dr. Montessori noted that knowledge can best be given where there is eagerness to learn so this is the period when the seeds of everything can be sown. The child's mind is like a fertile seed ready to receive and germinate into culture. Hence the whole universe is presented, for in the universe are the answers to all questions. The Elementary program responds to the power of imagination, the child's interests and needs. Great stories and key lessons reveal the truths of the universe arousing the children's curiosity.

Materials in Math, Science and Geometry are self-teaching and accommodate the individual's level of ability. The apparatus aids in the child's mental development and self-construction. The material aids the child's growth by providing stimuli that capture the child's attention and initiate a process of concentration. The child learns to use the apparatus to develop co-ordination, attention to detail and good work



habits. The materials build upon abstractions already developing in the children through their earlier work with concrete materials in the Children's House (Casa).

The elementary child has a desire to know everything. The curriculum is open ended, following the keen interest and pace of the child. The curriculum and prepared environment provide the keys of each discipline of study: Arithmetic, Geometry, Language, Grammar, Botany, Zoology, Geography and History in a manner that meets the elementary child's needs for inspiration as well as order.

The disciplines are fully integrated. The lessons and materials are presented in such an intriguing manner that the child's curiosity is bound to be captured. The key lessons are the means to help each one reach his/her own potential.

The role of the educator is that of a guide and facilitator. It is their responsibility to respond to the interest of the children and to capitalize on those interests in order to help the child find meaningful involvement. The function of the educator becomes that of conservator of the relationship between subjects. The educator organizes them around the child's vital interests according to the needs of the child.

In addition to providing a regular school day, the school also offers before and after school care for elementary children. Parents can opt for school day programming (9:00-3:30) or full day programming (7:30-5:45), which not only provides an education and care from 7:30-5:45 but also includes care during PD days and interview days. Registration is required for all after school activities, PD day and interview day field trips.





## Junior High, Adolescent Program Grade seven and Grade eight

In 2004, KM launched the first part of the adolescent program for grade 7 following Dr. Montessori's principles of education. This now expanded grade 7 and 8 program is licensed under the Ministry of Education and is located at The Ridge.

The Adolescent program invites students to continue their Montessori education and provides the student with the tools to successfully meet his/her changing environment.

Adolescence is a humanistic age. During this stage of development, students are trying to find their place

in the world. Adolescents are asking big questions like "Who am I? Where do I fit in?" Dr. Montessori noted that adolescents need to interact with the adult world and need to be able to take on adult responsibilities. The student, through the Casa and Elementary programs, is able to meet that challenge. The adolescent, through engagement in meaningful work, continues to be a contributing member to the community. Adolescence ushers in a new level of independence. This independence must be provided for in the Montessori environment by increasing activity from the point of view of work level, choices, and planning.

The adolescent student (Adole) continues to work in Math, Science and Geometry with a focus on how these apply to real life situations. Students are now performing higher-order thinking skills and are continuing their exploration of subject matter.

Language arts, social science and second language instruction are integral at this stage of development. The adolescent is attracted to creative work that provides an opportunity for self-expression. Different cultures, and different time periods entice the adolescent to explore new topics.

The student develops confidence in subject matter through seminar, oral presentations, debates, drama, essays, play writing, poetry, and short stories.

Subjects are fully integrated in order to intrigue and excite the student. Students work independently and in groups to reach their own potential.

The role of the educator is as a guide and facilitator. Adolescents must come in contact with experts in



specific subject matter. The adolescent and educator have a unique relationship in a Montessori program. The educator helps to build awareness and introduction of subject matter and the adolescent pursues the big work.

### **Cedar Ridge High School (The Ridge) Grades 9 to 12**

In response to parent requests to extend the successful KM programming through secondary school, KM launched Cedar Ridge High School (The Ridge) in 2016. This secondary program is fully accredited with the Ministry of Education and graduation leads to an Ontario Secondary School Diploma. The program is open both to KM graduates and the community at large. The Ridge is located at 275 Michael Cowpland Drive.

### **Application/Registration Procedure**

A deposit of \$2,150 per family is to accompany the application in order to secure a space for your child. The deposit includes a \$150 non-refundable registration fee as well as a security deposit of \$2,000. The security deposit will be refunded when the student leaves the school, or will be applied to the final month(s) that the student attends the school (not the end of the current school year).

At the Toddler or Casa level, the Educator schedules a meeting with parents to discuss integration of their child into the program.

At the Elementary or Junior High level, students normally visit a classroom for 1-3 days. Following this visit, the Principal will schedule a meeting with the parents to complete the registration process.



Families interested in learning more about our grade 7 to 12 programs should call (613) 592-9019 or email [info@kmscrhs.ca](mailto:info@kmscrhs.ca) to set up an appointment.

## Withdrawal of Student

KM requires sixty (60) days notice to withdraw a student from the program. If the decision to withdraw is at the discretion of the parents/guardians, the termination date will be sixty (60) days from the date that the school receives written notice.

## Tuition

### Main Campus & The Ridge

	School Day (9:00 a.m. – 3:30 p.m.)	Full Day 7:30 a.m. – 5:45 p.m.)
Toddler Program*	\$1,735 per month (12 months)	\$1,945 per month (12 months)
Casa Program**	\$1,630 per month (10 months)	\$1,945 per month (10 months)
Elementary Program	\$1,630 per month (10 months)	\$1,945 per month (10 months)
Junior High***	\$1,690 per month (12 months)	n/a
	\$1,750 per month (10 months)	n/a

\*Lunch and diapers included in School Day and Full Day fee

\*\*Lunch is included in School Day and Full Day fee.

\*\*\*There is no charge for extended hours for Junior High students.

### North Campus

	Morning only (9:00 a.m. - 11:50 a.m.)	School Day (9:00 a.m. – 3:30 p.m.)	Full Day 7:30 a.m. – 5:45 p.m.)
Toddler Program*	\$1,125 per month (12 months)	\$1,575 per month (12 months)	\$1,840 per month (12 months)
Casa Program**	\$990 per month (10 months)	\$1,420 per month (10 months)	\$1,680 per month (10 months)

\*Diapers included in Morning fee; Lunch and diapers included in School Day and Full Day fee

\*\*Lunch is included in School Day and Full Day fee.



## Sibling Discounts

KM offers discounts to families who register more than one child, with the second child receiving a 15% discount. The third child receives a 40% discount.

## Capital Fund

KM is a not-for-profit educational institution and a registered federal charity. An annual donation of \$825 per family at the Main Campus and \$425 per family at the North Campus is collected for our Capital Fund.

## Additional Care Hours and Late Fees

Parents can request for extra child care hours at a cost of \$6.50 per half hour or \$13.00 per hour for the Main Campus and \$4.50 per half hour or \$9.00 per hour for the North Campus.

The majority of students are registered in the school day program (9:00 a.m.-3:30 p.m.). We have extended the grace period for pick up to allow for parents to juggle busy schedules and also to help alleviate congestion in

the parking lot. Extra child care charges are incurred when a School Day student is picked up after 4:00 p.m. For example, parents who pick up their children at 4:05 p.m. will be billed for 30 minutes of child care and a 5:00 p.m. pick up would result in an extra charge of 60 minutes. Late fees of \$20.00 per portion of 15 minutes apply if you are picking up your child up after 5:45 p.m., in addition to the extra child care fees. Students registered in the morning program at the North Campus will be charged late fees starting at 12:00 p.m.

Children often get anxious when their parents are late. We would appreciate a phone call if you are going to be late so we may reassure your child that everything is fine.

## Wait Lists

KM will occasionally keep a waitlist for programs that are at capacity. There is no fee or deposit required for this service. KM will place students on the waitlist in the order that parents request this



service. Placement from the waitlist into the programs will go to the first child on the list and will move down the waitlist as children are placed or the space declined by the parents.

This list is private but parents will be verbally informed how long the waitlist is and what place they hold on the list.



## Program Statement Ministry of Education Early Years Licensed Programming

KM provides a high quality Early Years program that is consistent with the Ministry of Education's policies and pedagogy. Some of the ministry documents we have referenced in the development of our program are: "How Does Learning Happen?", "Think Feel Act: Lessons from Research about Young Children" and the "Ontario Early Years Policy Framework."

As is consistent with the Ministry of Education's pedagogy, it is our aim to facilitate the development of each child based on the following four foundations:

- Every child has a sense of belonging when they are connected to others and contribute to their world.
- Every child is developing a sense of self, health, and well-being.
- Every child is an active and engaged learner who explores the world with body, mind and senses.
- Every child is a capable communicator who expresses themselves in many ways.



KM uses the writings and philosophy of Dr. Maria Montessori to create an engaging environment where children can learn and grow. Our environment consists of dynamic and purposeful, age appropriate materials, classrooms with different ages to foster leadership and independence, and three-hour work cycles to allow children to develop self-regulation and a lifelong love of learning. In our program, children are given the opportunity to choose their work and follow their interests. Our classrooms are seen as communities in which each member is unique and able to contribute in many different ways. At KM, the children and the educators are viewed as colleagues, working and learning together.

### Children are competent, capable, curious and rich in potential

*"Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future."*

-Dr. Maria Montessori

KM enables each child to develop at their own pace by creating prepared environments with purposeful materials where each child works at a level consistent with their current developmental abilities. Children are given the opportunity to repeat materials within daily work cycles as many times as they would like, to develop concentration, self-regulation and mastery of skills. The materials in the classroom engage the children on many different levels including sensory, fine and gross motor, creatively and socially. There are many extensions to the work available in the classroom that allows the child to look deeper into any subject he or she is interested in. The

educators take time to observe, record and communicate with each child about their work to ensure each child is engaged and attaining everything they can from the materials.

## **Integrated Curriculum**

Math and Language are woven into all of the daily activities at KM. We strive to build on the child's natural mathematical mind and their desire to organize and classify the world around them. We read books and sing songs in both French and English to encourage language development. We communicate through story-telling, conversations, expressive arts and other informal means are encouraged.

## **Routines Provide Security**

Routine is also an important part of the environment at KM. Routines around arrival and departure, outdoor play, lunch time, nap time and using the bathroom are very important to help the children feel safe and secure while at the program and to help them become self-reliant in dressing, toileting, washing, eating and putting their work away. To encourage self-reliant behaviour, educators are always present and available for assistance when needed, but the expectation is for the child to be responsible for the job at hand.

## **Appropriate Behaviour Through Modelling**

KM encourages children to communicate in positive ways through modelling. The educators in our program are continuously modelling the behaviours they would like to see in the children. They use gentle, calm voices and kind language when speaking with the children. Small group activities are also used to allow the children to practice social behaviours such as shaking hands and saying "good morning" or "goodbye", saying "excuse me" or walking away when someone is bothering them. There is a focus at KM on respect and understanding through appropriate communication.



## **Connections to the Natural World**

KM believes in a connection to nature. Our outdoor environments allow children to engage with nature in ways that stimulate mind and body. Children are encouraged to discover what nature has to offer and to explore their physical limits in a safe and well-maintained, outdoor area. To further develop a sense of community and responsibility, children are encouraged to help take care of all our environments, including the outdoors. In the winter, the children help to shovel snow and in the spring, summer and fall, rake and sweep when need be.

## Health and Safety

KM follows all health and safety requirements as set out by the Ministry of Education and local government bylaws regarding recommendations, inspections, first aid, immunization, illness and accident, serious occurrence and anaphylaxis. All menus for the school-provided lunches and snacks follow the Canada's Food Guide and are posted for children, parents and staff to see. This information is also available for parents for guidance on what to send for snacks when needed.

KM strives to create an environment where children feel safe and secure and are able to express who they are. Educators and staff at KM ensure that each and every child in our care feels respected and cared for. Children in our program have the ability to choose their work and guide their learning. They also have time in the afternoon to rest or enjoy some quiet space if needed.



## Engagement with Parents and Community

KM is committed to supporting strong relationships with parents and community. We view parents as experts on their own children and strive to connect with parents regularly to ensure a well-rounded understanding of their child. Parents are also connected to the classroom through observation windows, postings on Facebook and monthly newsletters. Educators also connect with parents through parent nights, parent educator interviews and being available at the beginning and end of the school day and through e-mail.

Educators at KM have strong connections to community partners that can help parents and children through many different challenges. KM also encourages community members to participate in classroom activities through education programs and the sharing of knowledge and traditions.



### Routines for Casa and Toddler Students

#### Integration of new students

In order to ensure that no classroom is overwhelmed with children who are new to the school, KM integrates new students one or two at time. This ensures that returning children can assume their leadership roles and helps new children adapt quickly as

the school focuses on your child during the first few days to ensure they have a successful beginning at KM. Once you have formally registered at KM you will be given a start date and the classroom educator will call you to set up the integration process.

### **Classroom placement**

The decision to place your child in a specific class is at the discretion of the Principal. For toddlers moving into the Casa program, the Toddler educator along with the Principal will make the decision of where to place your child based on your child's needs and best interest. As much as possible, the school tries to maintain a balance of ages and sexes in each classroom. It is important to remember that the interests of the whole class are taken into account, as well as the particular needs of your child.

### **Separation anxiety**

As a parent, it is important for you to impart to your child that they will have a great day and you will be back for them at the end of the day. This gives your child confidence that you know your child will have a good day. The staff greeting your child at the front door are ready and willing to accept responsibility for your child, even if he or she is experiencing some separation anxiety. Children experiencing distress are given care and attention immediately and usually stop crying as soon as the parent has left.

If your child continues to cry for an extended period you will be notified and strategies will be discussed to make the separation process as smooth as possible. It is important to remember that it is quite natural for your child to be upset when you leave, but almost without exception when they realize you have left they turn towards the staff or their peers and within a short period are happily engaged in the classroom. The saying that the parents suffer more than the children in this process is so often true. Staying in the hall only makes this process more painful for your child as they wonder if you are just outside the door.



### **Kiss N' Ride program**

At the Main Campus, there is a drop off area, which has been incorporated into the parking lot. Parents of Casa and Elementary students are encouraged to drop off their children using the drop off lanes between 8:30 am and 9:00 am. Staff will be outside to greet children and ensure they get settled into the classroom. Please do not park – rather, pull up your car parallel to school and wait for staff to assist your child.



In order for the “Kiss N’ Ride” to be successful, we strongly encourage you to arrive between 8:30 and 9:00 am.

Under no circumstances should you leave your car running in the parking lot.

### **Signing your child in and out**

All children under the age of six who are in the Casa and Toddler programs are signed in and out of the program each day. Educators initial the time of day that the students arrive and depart. The normal school day operates from 9:00 am to 3:30 pm, with a 30-minute grace period in which students in the school day program can be dropped off or picked up without any additional charges. School day students who are in programs before 8:30 or after 4:00 pm are charged on a half hourly basis for care.

### **How to dress for school**

#### **Indoors**

Children should dress appropriately for working in class. The children often work on the floor and this should be kept in mind when suggesting what your child might like to wear to school. It is very important that children wear shoes in the classroom. In order to keep the classroom as tidy as possible, it is best if the student has an indoor pair of shoes that are kept at school. In case of emergency, the children must be ready to vacate the school immediately.

#### **Outdoors**

Children should also wear appropriate outdoor clothes, especially in winter. Children are encouraged to dress and undress themselves, so clothing that is easy for children to put on and take off is best. Casa children often have an outdoor playtime toward the end of the morning and also at the end of their school day. Outdoor activities help the child develop physically, socially and emotionally. If your child is not well enough to go outside we recommend you keep them at home.

#### **Spare clothing**

The school requires each Toddler and Casa child to have a complete change of clothing including underwear and socks. The children can leave extra clothes, plus a plastic bag, in a bag provided for this purpose on their hook. When you see the plastic bag hanging on the hook you will know that your child has wet clothes to bring back home.





Please label all of your child's clothing, shoes & boots.

### **Nap or rest period**

**1:00 p.m. - 3:00 p.m.**

The Toddler and first year Casa (3 year olds) students have the opportunity to nap daily. If a Casa child is awake at approximately 60 minutes into the sleep time, they will return to their classroom. Children, who normally nap in the afternoon, will continue to have the opportunity to do so. Children who have this rest period bring a small blanket and pillow, which can be kept at the school. These items should be taken home every other Friday to be washed.

### **Leaving from the playground**

At times, the children will be dismissed from the playground. We ask that you pick up any clothes, artwork, etc. before collecting your child. Once your child has said good-bye to his/her educator, we ask that you leave the playground area promptly. This is primarily for safety reasons and we must also adhere to specific student/staff ratios on the playground.

Educators are available to meet with you before or after school regarding your child's progress. If you would like to speak at length to the classroom educator, please book a time with your child's educator.

### **After school care**

**4:00 p.m. - 5:45 p.m.**

Children may be picked up at any point during this time. If the children are in the indoor environment, please let the educator know that you have arrived and allow time for your child to disengage from his activities. If the children are outdoors when you arrive, please collect all necessary items from your child's hook and then come to get your child. Please ensure that your child says good-bye to the staff member on duty. All children in this program must be signed out by the parent or designate. Additional child care fees are charged for children picked up after 4:00 p.m. and are based on 30-minute intervals.

### **Toys**

Children may not bring toys in to the school. Please leave them at home or in the car. The one exception to this is for children who may want a soft toy for naptime. If your child is bringing a toy for naptime, please place it in the bag with his/her blanket.

## Lunches

Please note that KMS is a peanut and tree nut-free school.

Lunches are provided for toddler and casa aged children. Students with allergies are not allowed to participate in the hot lunch program to further help reduce the exposure to any range of products....cheese, fish, wheat etc. Parents may also opt out of the lunch program for their child due to dietary restrictions or if their child is over 44 months as approved by the Ministry of Education.

If your child brings his lunch to school, please ensure that the lunch consists of a well-balanced, nutritional meal, excluding candy and other highly sugared foods with excessive quantities of additives and preservatives. Parents who send lunches and/or snacks from home are also asked to adhere to KM's peanut/tree nut-free policy. Staff will inspect all lunches brought from home on a daily basis and verify the ingredients of any product brought into the school to reduce the risk of exposure. The hot lunches provided by the school do not include snack. Morning snacks are organized with the assistance of parents for the Casa & Toddler students.

Note that commercial food products may contain trace amounts of peanut/tree nuts from equipment used during processing or touching another product containing nuts (e.g. donuts, cookies, and other baked goods). These small amounts have been known to cause life-threatening anaphylactic reactions. If there are any doubts about what is in a product or if the ingredients are not know, then parents are asked not to include the product in their child's lunch bag.

Should a food item brought from home contain/may contain traces of peanut/nuts or may have come in contact peanut/nuts, the item will be placed into a re-sealable plastic bag and sent home in the child's lunch bag. Staff will contact parents for verbal confirmation of a school provided alternative.



All food and drink containers brought from home must be labelled with your child's name.

## Snacks

A schedule will be posted outside your child's classroom indicating to you which week(s) you are required to provide snack for the classroom. Please contact your child's educator about any food allergies that may be present in the classroom.

A healthy snack might include some of the following:

- fresh fruit (apples, oranges, bananas, melon)
- raw vegetables (celery, carrot sticks broccoli, cauliflower, cucumber)
- whole grain pita bread with cheese or hummus
- plain yogurt or cottage cheese with fresh fruit
- miniature rice cakes with Wowbutter

### **Birthdays**

If your child is celebrating a birthday during the school year, feel free to bring in a special chocolate- & peanut/tree nut-free snack (fruit platters or veggies and dip are a good choice) that day, provided that you have notified the educator in advance. Invitations to any birthday parties, which do not include all the children in the class, should not be distributed at school. Children can be extremely sensitive and we wish to avoid unnecessary hurt feelings.



Please be aware that KM enforces its peanut/tree nut-free status very strictly. We cannot allow cakes or other foods into the school that are not confirmed as being peanut/tree nut-free and made in a peanut/tree nut-free environment. To avoid disappointment at being asked to take a special cake or food item home, verify before you bring the item that it was prepared in a peanut/tree nut-free environment.

### **Donate a book on your child's birthday**

In an effort to increase the wealth of books in the school, we are suggesting parents donate a book to the school on your child's birthday. A special stamp will indicate who and when the book was donated. This thoughtful donation will help us keep our library up to date and will give something special for your child to share with other students on their birthday.

### **Medication**

The school will administer medicine to children. The medicine must be in the original container and must have the child's name clearly marked on the bottle. Parents must complete an authorization form giving staff permission to give your child the medicine, as well as indicating dosage, symptom/behavior to look for and a schedule that sets out times the medicine is to be given. The form will be available at the office or from your child's educator. The medicine and completed form should be left with the child's educator. Staff members may apply sunscreen, calamine lotion, diaper cream, etc on a child only with written permission from a parent/guardian.

Please note that the regulations for the use of prescription drugs are mandated by the Ministry of Education. The school has no ability to be “flexible” on these issues as our licensing depends on strict adherence to these provincial regulations.

## Preventing the Spread of Virus and Illnesses

Children who are not well enough to participate in any outdoor activities should be kept at home. Please do not send your child to school if they are ill. Sending sick children to school also increases the chances of spreading the disease, especially in the winter. Parents who send children to school when they are ill will be called and will be required to pick up their child. Students may return to school 24 hours after a fever breaks or 24 hours after diarrhea and/or vomiting is resolved (48 hours if during an outbreak). Please call the office to report that your child will not be at school.

## Communicable Diseases

In accordance to regulations issued by Ottawa Public Health, students who have contracted communicable diseases may be readmitted to the school per the following:

<b>Chicken Pox</b>	The child feels well and is able to fully participate in all school activities
<b>Diarrhea</b>	Stools are solid
<b>Flu</b>	Five days after the onset of symptoms OR until fever free and feeling better, whichever is shorter
<b>Gastroenteritis</b>	24 hours after diarrhea and vomiting is resolved or 48 hour if during an outbreak
<b>German Measles (Rubella)</b>	Seven days after the onset of the rash
<b>Mumps</b>	Nine days from the onset of swelling in the salivary glands
<b>Pediculosis (Head lice) and Nits</b>	When no further nits (eggs) or lice (insects) are present and special treatment has been given
<b>Pink Eye</b>	24 hours after the onset of antibiotic treatment
<b>Strep Throat, Scarlet Fever</b>	24 hours after the start of effective medication, provided it is continued for 10 days
<b>Whooping Cough</b>	Five days after beginning of antibiotic treatment

KMS follows the Ottawa Public Health guidelines regarding communicable diseases. For further details on any other medical issues not listed above, please see [Guidelines for Communicable Diseases and Other Childhood Health Issues for Schools and Child Care Centres](#) at [OttawaPublicHealth.ca](http://OttawaPublicHealth.ca).

## Serious Occurrence

As required by the Ministry of Education, in the case of a serious occurrence, KM will post a serious occurrence notification form in accordance with the Ministry policy.

## **Bulletin Board & Mailboxes**

Please make a point of checking the bulletin board outside your child's classroom regularly. Notices on these boards will provide you with the pertinent information about what is happening in the class and how you might help to enhance the class program. Please check your mailbox regularly for school communication. Parent mailboxes are located at the beginning of the main Casa hallway at the Main Campus.

## **Newsletter**

A Newsletter will be posted on our website on a monthly basis. Newsletters will keep you informed about what is happening at the school and remind you of special events. The newsletter is our way of keeping in touch with parents.

## **Social Media**

KM has a Facebook and Twitter page and we encourage all our families to like the page so they can receive daily/weekly updates and photos of classroom, afterschool and field trip activities. Students are only identified by first name in any social media posts.



## **E-Mail**

If you would like to make any inquiries our e-mail address is [info@kmscrhs.ca](mailto:info@kmscrhs.ca). Information is also posted on our website at [www.kanatamontessori.com](http://www.kanatamontessori.com). Educators also have their own emails.

## **Calendar**

Please keep the current school calendar handy so that you will be aware of special events at the school; interview times, professional development days, etc. You will be reminded of these events through your monthly newsletter as well. The school calendar is posted on our website.

## **School Closures**

KM rarely closes. We have had to close the school only once in the past 20 years; however, the school may have to be closed because of severe weather. If the Ottawa-Carleton District School Board closes their schools, KM will be closed. Should closure of the school become necessary, a member of the staff will contact you as early as possible and a message will be posted to our Facebook page. Please listen to CBC Radio One (91.5) for an announcement or Move 100 FM (100.3). These stations have agreed to broadcast our announcements.

In some cases, the school may be closed for instruction, but emergency care will be provided as much as possible. On those days where it is quite dangerous to be on the roads the school will make every effort to provide emergency staffing for parents who require care for their children.

### **Student Information Forms**

Each year the parents are given student information forms to be updated with all current information regarding your child. It is very important these forms are filled out and returned to the office promptly in order that we have updated information regarding your child and all current contact information for parents.



### **Field Trips**

Throughout the year the classes will go out on a variety of field trips (eg. museum, strawberry picking, concerts). All volunteers must provide the office with a recent copy of a police vulnerable sector check that is dated less than 6 months from the date of submission. Your signature will be required on a consent form for each school year.

### **Criminal Reference Checks**

As directed by the Ministry of Education, any staff member or volunteer who is in a position of trust must provide a police vulnerable sector check, acquired not more than 6 months from the date the check is submitted to KM, before they are allowed to interact with the students.

### **Students and Volunteers**

Although parent volunteers or student volunteers are welcome to accompany staff on field trips or help in the classroom, these volunteers cannot be counted in the staffing ratios. Volunteers are not a replacement for trained, dedicated staff and do not form part of the supervision ratios at any time.

Volunteers are never to be left alone with the children at any time. Every volunteer or student will be supervised by an employee at all times and is not permitted to be alone with any child who receives care at KM. The volunteers or students are available to assist educators and supervisors in supportive activities but never in a direct teaching, prescriptive or evaluative role.

The educator is responsible for supervising and guiding any student or volunteer in the classroom. If any staff members have any cause for concern regarding a parent or student volunteer, please bring it to the attention of the supervisor immediately.

## **Student and Volunteer Orientation**

All students and volunteers will have an orientation before beginning their volunteer session.

Students and volunteers will:

1. obtain a Police Vulnerable Sector Check
2. review Kanata Montessori policies
3. be shown around the school building and shown which areas he/she will be working in as well as the appropriate bathrooms and staff room to use
4. be introduced to the educator/supervisor they will be working with
5. be given written or verbal directions as to what tasks they will be expected to do

## **Pizza Lunches**

Pizza lunches (cheese pizza) are held near the end of each month for all students. Pizza lunches are part of the school's fundraising efforts. As well, they are a social event for the children.

## **Lost and Found**

Lost and found articles are kept in a bin at the end of the Casa hallway at the Main Campus. These articles are displayed in the main hall during Pizza Lunch day, for parents and students to identify their lost articles and take them home. All unmarked, unclaimed articles are periodically given to charity.

## **Classroom Observations**

Classroom observations are welcomed. For short periods of time you may observe your child at work through the one-way windows. If you would like to observe a specific activity or book a specific classroom observation time, you may approach your child's educator to arrange a suitable appointment time.

## **Parent-Educator Interviews**

There are two opportunities each year for parent/educator interviews. The dates are indicated on the school calendar. If you wish to speak to the educator about your child, at any other time, please arrange an appointment. Discussions at the classroom door are discouraged. It is difficult for both educator and parent to concentrate adequately on a discussion with the children present. Interviews are generally 15-20 minutes.

## **Child Care on P.D. Days & Interview Days**

Currently KM has four professional development days and four interview days per year. These professional development days are important times for educators to work together. The school offers care during professional development days and interview days. You will be able to register for these programs at [www.kmsregistration.com](http://www.kmsregistration.com).



During Interview days, child care is available free of charge during your scheduled parent/educator interviews. Registration for this service is not necessary.

## **Behaviour Management**

Discipline of misbehaviour of a child will be handled in the following order as misbehaviour escalates:

- a. child is redirected to another activity.
- b. child is kept close to an adult in the class.
- c. child is kept close to an adult outside the class

If the behaviour problems persist, the Principal will be consulted. If necessary, parents will be asked to meet to discuss measures to be taken in handling their child's behaviour.

## **Prohibited Practices at Kanata Montessori**

- Corporal punishment of the child.
- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- Locking the exits of the child care center or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
- Inflicting any bodily harm on children including making children eat or drink against their will.

The behaviour management practices of employees are monitored on an ongoing basis by the Principal throughout the school.

## **Parent Issues and Concerns Policies and Procedures**

It is important for the instructional staff to work effectively with you as a partner in your child's education. KM has a Parent Issues and Concerns Policies and Procedures. The purpose of this document is to provide a transparent process for parents/guardians, the child care licensee and

staff to use when parents/guardians bring forward issues/concerns.

## **Definitions**

**Licensee:** The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

**Staff:** Individual employed by the licensee (e.g. program staff, supervisor).

## **General**

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff is available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by all staff at KM and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

## **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

## **Conduct**

Our centre maintains high standards for positive interaction, communication and role modelling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

## Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<b>Educational Matters Requiring Resolution</b>	<p>a. Raise the issue or concern to the classroom educator directly.</p> <p>b. If the issue or concern has not been dealt with satisfactorily, the parent shall discuss the issue with the Principal.</p> <p>c. If the issue is still not resolved satisfactorily, a meeting shall be arranged between the parent, the Principal and the child's educator.</p>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> <li>or</li> <li>- Arrange for a meeting with the parent/guardian within two business days.</li> </ul> <p>Document the issues/concerns in detail.</p> <p>Documentation should include:</p>
<b>Financial Matters Requiring Resolution</b>	<p>a. The parent shall discuss the issue with the Financial Administrator.</p> <p>b. Unresolved issues or issues requiring clarification shall be addressed with the Principal.</p> <p>c. If concerns or dissatisfaction remain, the issue may be brought to the attention of the Principal and Vice Chair concurrently. The Vice Chair would be made aware of the issue and ensures that parents are dealt with in a fair and equitable manner.</p>	<ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern;</li> <li>and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<b>Other Concerns</b>	<p>a. Any concerns other than those of an educational or financial nature shall be addressed directly with the Principal,</p> <p>b. If concerns or dissatisfaction remain, the issue may be raised to the Vice-Chair or Chair of the Board.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within two business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<b>Student/Volunteer-Related</b>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> <li>or</li> <li>- the supervisor and/or licensee.</li> </ul> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Board of Directors.

Issues/concerns related to compliance with requirements set out in the Child Care and Early Years Act., 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

**Contacts:**

Jonathan Robinson, Principal	(613) 233-9418
Yi San Fung, Supervisor, Main Campus	(613) 277-5101
Mackenzie Leach, Supervisor, North Campus	(613) 986-2615
Ministry of Education, Licensed Child Care Help Desk	1 (877) 510-5333 or childcare_ontario@ontario.ca
Children's Aid Society	(613) 747-7800

### **Concerns about the Suspected Abuse or Neglect of a Child**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>

### **Security**

The school encourages every parent to discuss the following policies with their children, so they become security aware.

1. The child shakes hands good-bye with the educator or assistant prior to leaving. Once this is done the child becomes the parent's responsibility
2. Children will not be released to anyone who is not listed on the child's emergency card unless prior approval is given by the parents.
3. If prior approval is not given to the staff by the parents for another individual to pick up the child, the staff will contact the parents for approval. The staff will then ask for identification to confirm the identity of the individual.

4. Parents are required to leave promptly after picking up their child/children to minimize the number of persons in the hallway at one time.
5. Staff will question anyone they feel is not part of the school community.
6. Staff move around the playground areas to ensure maximum visibility and safety of the children.
7. Communal washroom is checked frequently by staff throughout the day. One child at a time per classroom is allowed to use this washroom unless it is an emergency, and/or, an older child is helping a younger child.
8. To ensure the safety and privacy of the children, parents and caregivers are not allowed in the communal washroom with their child.

### Evacuation and Other Emergencies

KM has an emergency management policy in place to provide clear direction for staff to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of KM, the meeting place to gather immediately and the evacuation site, should it be deemed “unsafe to return” to KM, will be located at:

	Meeting Place	Evacuation Site
<b>KMS - Main Campus</b>	West parking lot beside the music portable	The Ridge at 275 Michael Cowpland Dr.
<b>KMS - North Campus</b>	West parking lot	Fire Station 45 at 1040 Cameron Harvey Dr.

In the event that KM needs to evacuate or lockdown the school, due to fire, flooding or another threat to the safety and well-being of students and staff, KM will contact parents, via the phone numbers provided by parents on the Student Contact Information Sheet, to update them on the situation when it is safe to do so.

Students will only be permitted to leave the evacuation site with their parent if the Principal cancels the rest of the school day and authorizes educators to contact parents to pick up their children. Students being picked up from the evacuation site must be signed out by their parents before they are permitted to leave.

## **Conclusion**

Most families join KM when their child is very young. And many students spend the full academic career at KM before graduating to The Ridge and completing their Ontario Secondary School diploma.

We also welcome students at any stage of their academic career who will benefit from the Montessori program. This handbook is primarily designed for first time parents with children in the Early Years program.

KM provides a rich learning environment that changes and grows with the student as their needs change. We encourage you to attend all our information sessions and join with us as we provide your child with a rich and engaging educational experience that will set them up to become successful, compassionate, critical thinking adults ready to contribute to the world and to make the world a better place for all. Please do not hesitate to contact us if you require further information about our programs.

***“If one helps them a little the children work by themselves from a very early age.”***

***“We do not prepare the child for school but for life.”***

***Dr. Maria Montessori***



KANATA  
Montessori