



Parent Handbook 2022-2023



KANATA
Montessori

Introduction

Welcome to Kanata Montessori. We look forward to working with you as partners in your child's educational journey. 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 21C 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 Montessori 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 as a private school for its Elementary program under the Ministry of Education.

All of the Toddler and Casa 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 and high school staff have the traditional B.A and B.Ed qualifications, and some also have Montessori training. Staff at KM are some of the most highly trained educators 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 Kanata Montessori High School, 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 8:00 am to 5:00 pm. The office is open from 8:30 am to 4:00 pm.

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 week in the summer, five PD days and all statutory holidays.

KM also offers March Break and Summer Camps. These programs have a separate registration and cost.

Programs at Kanata Montessori

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 Toddler and Casa programs, 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 (8:00 a.m. - 5:00 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 1-6

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 Elementary program has expanded to children 9 to 12 years old, and is also licensed under the Ministry of Education.

The Montessori Elementary Program allows for the child to consume a lifelong 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 coordination, attention to detail and good work habits. The materials build upon abstractions already developed 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 a 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 (8:00-5:00).. Registration is required for all extended programs. .

Kanata Montessori Junior and Senior High School (Grade 7-12)

Kanata Montessori Junior High School opened in 2004 and was originally housed at the main campus. When Kanata Montessori Senior High School opened in September 2016, all Junior and Senior High students (Grade 7-12) were moved just up the road to 275 Michael Cowpland Drive. The high school is a Ministry-inspected school offering students an Ontario Secondary School Diploma with a focus on leadership, student engagement and academics. Major tenets of a Montessori education, including multi-age groupings and personalized learning are maintained throughout Grade 7-12.

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 washrooms 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 (Toddler to Grade 12)

KM follows all health and safety requirements as set out by the Ministry of Education and local government by-laws 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 (Toddler to Grade 12)

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/Twitter and regular enewsletters. Educators also connect with parents through parent nights, parent educator interviews, The Family Hub, and being available at the beginning and end of the school day and through email.

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, the Casa and Toddler integrate new students one or two at a 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 (Casa to Grade 6)

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.

In order for the "Kiss N' Ride" to be successful, we strongly encourage you to arrive between 8:30 and 9:00 am. Please do not park – rather, pull up your car parallel to school and wait for staff to assist your child. If you wish to walk your child to the door, please park in a parking spot.

Under no circumstances should you leave your car running in the parking lot nor leave your young child alone in the car.

Signing your child in and out (Toddler to Grade 12)

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.

Students in Grade 7 to 12 must sign in and out using the book at the front desk.

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 a pair of indoor 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 coming home with your child, you will know that your child has brought wet/dirty clothes home for laundry. Please label all of your child's clothing, shoes & boots.

Nap or rest period (Toddler and Casa)

1:00 p.m. - 2:45 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.

Dismissal (3:30-5:00) (Casa to Grade 6)

Casa

Parents are to pick up their Casa child at the Main Entrance from 3:30-4:30, where a staff member will be available to assist you. After 4:30, parents may enter the building and collect their child from the Extended Program. A sign will be put up at the lobby to let the parents know where the Casa students are. Please ensure that your child says good-bye to their classroom educator or assistants.

Elementary

Elementary students will be out on the west end of the playground from 3:30 onwards. Parents are to enter the playground through the gate near the playpad to pick up their Elementary child. Staff are available to assist you in locating your child. After 4:30, parents may enter the building and collect their child from the Extended Program. A sign will be put up at the lobby to let parents know where the Elementary students are. Please ensure that your child says good-bye to the staff member on duty

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

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. Remember to label all your child's belongings.

Lunches

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

Lunches are provided for toddler and casa-aged children. Students with allergies, other than peanut and/or tree nuts, 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. It is important to remember to place an ice pack in your child's lunch bag. 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.

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 known, 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 with 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 and lunch bags brought from home must be labelled with your child's name.

Snacks

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. Casa parents are to sign up for two weeks of snack duty while Toddler parents may sign up for up to two separate blocks of two-week periods. Casa students bring afternoon snacks from home. 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 food 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/behaviour to look for and a schedule that sets out times the medicine is to be given. The form is available 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 authorization 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 48 hours after diarrhea and/or vomiting is resolved. Please call the office to report that your child will not be at school.

Communicable Diseases

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

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

KM 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](#).

The school has separate and ongoing policies for COVID-19. These are updated regularly based on OPH guidelines.

Serious Occurrence

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

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 school 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 school'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 (Toddler to Grade 12)

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.

General

Parents are encouraged to take an active role in our school 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, and staff, and foster the engagement of and ongoing communication with parents about the program and their children. Our staff is available to engage parents in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents 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 will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents 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, 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 school 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 or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Supervisor and/or Principal.

Procedures

Nature of Issue or Concern	Steps for Parent to Report Issue/Concern:
Educational Matters Requiring Resolution	<ul style="list-style-type: none"> a. Raise the issue or concern to the classroom educator directly. b. If the issue or concern has not been dealt with satisfactorily, the parent shall discuss the issue with the Principal. c. If the issue is still not resolved satisfactorily, a meeting shall be arranged between the parent, the Principal and the child’s educator.
Financial Matters Requiring Resolution	<ul style="list-style-type: none"> a. The parent shall discuss the issue with the Finance Administrator. b. Unresolved issues or issues requiring clarification shall be addressed with the Principal. 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.

Nature of Issue or Concern	Steps for Parent to Report Issue/Concern:
Other Concerns	<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>
Student/Volunteer-Related	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or Principal. <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 become aware of the situation.</p>
Steps for Staff and/or Principal in responding to issue/concern:	
<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised. <p>or</p> <ul style="list-style-type: none"> - Arrange for a meeting with the parent within two business days. <p>Document the issues/concerns in detail.</p> <p>Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent regarding next steps or referral. <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> <p>Provide a resolution or outcome to the parent(s) who raised the issue/concern.</p>	

Escalation of Issues or Concerns: Where parents 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.

Kanata Montessori High School - Mission

“Providing personalized, innovative education and authentic, engaging learning opportunities so students can realize their potential as contributing members of a caring community”.

Kanata Montessori High School (KMHS) is committed to providing the skills, knowledge and experiences to our students to ensure they graduate as confident, compassionate and contributing adults. As an incubator for young professionals, students will leave KMHS with strong leadership and technological skills, having achieved academic excellence, and appreciation for social entrepreneurship and environmental sustainability.

Kanata Montessori High School Goals and Philosophy

Our goal is to give each student the necessary skills and experiences to enter the working world as critical thinkers and confident leaders who are environmentally responsible and see the world from an international perspective.

The world our students will enter is vastly different from the one we entered a generation ago. Many of the careers of the future have not even been created yet and we must prepare our youth for them and to be leaders within those new environments.

Our students will have the opportunity to acquire a broad set of 21C skills that will allow them to bring value to any number of situations and careers.

Our Core Values

At KMHS, we believe every student is capable of successfully achieving an Ontario School Secondary Diploma (OSSD). In Ontario, every student is required to remain in secondary school until they reach the age of eighteen or obtain an OSSD. KMHS aims to provide quality education so that each student has the ability to achieve success according to their own interests, abilities and goals. By setting high standards for all learners and by engaging students through our six core values, KM students receive all the essential components of a quality education.

High Academic Standards

KMHS sets high academic standards and helps students achieve at a high level by having a deep level of engagement in their subject matter. It will not be a case of learning more facts but, in fact, questioning more facts and proposing different solutions that make sense for the future.

Leadership and Critical Thought

Students will be expected to embrace leadership and critical thinking as a core competency in their behaviour and approach to education and problem solving. Leadership and critical thinking is a learned skill, not a generic gift, and we need to train our students to be leaders for tomorrow.

Technology and Change

Students will learn to embrace new technologies and rapid change. They will be challenged to utilize technology as a tool to enhance learning. From computers to robotics, to 3D printers, to coding; students need to be at the forefront of technology to solve the problems in the future. They will learn the benefits and where they need to exercise caution in the use of technology.

Environmental and Moral Ethics

Creating sustainable solutions will be a key driver of the students' knowledge and skill paradigm. The world has a finite number of resources. As the impacts on our world from climate change and resource shortages become more severe, those who have knowledge of sustainable solutions will lead the world in creating a sustainable planet.

Global Perspective

By learning from a global perspective, students come to appreciate challenges they otherwise wouldn't see and the fact that there are others around the world that are less fortunate. It is not just the local community, but the entire connected world that needs new leaders with new ideas. Tomorrow's leaders walk in our halls today.

Healthy Living

We are committed to providing students the opportunity to attain physical fitness through the challenges found in both the natural world and the sporting community. We believe that time spent outdoors and in the gym is part of a healthy active lifestyle. As well, a key component in healthy living is the ability to connect nutrition, food preparation and exercise as essential components to health. Physical education will offer a new paradigm for each student to find their own path to a healthy lifestyle, which will include both team and individual activities such as yoga, weights, cross fit, skiing, nutrition and more. We expect our students to be smoke and vape free, not just at school, but as part of a holistic approach to health and wellness.

Kanata Montessori School Code of Conduct (Grade 1-12)

The Kanata Montessori School Code of Conduct helps to ensure that all students can learn under the best possible conditions. All members of the KM school community should be proud of their school, have a sense of belonging and ownership, keep our school clean and attractive, and keep it safe.

KM believes that students and staff have a right to a safe school environment and freedom from intimidation, harassment and threat. KM expects behaviour that leads to an inclusive, supportive, and respectful environment that maximizes opportunities for learning and working together.

Harassment, bullying, and discrimination on the basis of race, creed, ethnic origin, culture, religion, gender, gender identity, language, disability, sexual orientation, or any other attribute, is unacceptable, and that the deliberate degradation of any individual, or school property, is unacceptable. Students may not utter a threat to inflict serious bodily harm on another person, possess alcohol or cannabis or commit an act of vandalism that causes extensive damage to school property or bully staff or other students, including cyber-bullying

Students at Kanata Montessori are expected to:

Respect Others

KMi's number one priority is to ensure that every member of the school community can learn in a safe environment. All members of our school community are expected to:

- treat others with dignity and respect at all times
- respect individual differences and avoid discrimination of any kind
- use appropriate, professional language at all times
- refrain from bringing anything to school that might compromise the safety of others
- follow safety procedures
- report any incidents of inappropriate behaviour or strangers in the building to administration
- ensure that all websites and communications, whether they be spoken or electronic, are respectful
- submit only work that is their own

Respect the Learning Environment

- arrive on time
- respect the property of others and of the school
- keep the work environment clean and tidy
- wear appropriate clothing which is respectful of a professional environment
- use technology respectfully, reasonably and responsibly

Respect Themselves

- demonstrate honesty and integrity towards others and in academics
- come to class prepared
- take the initiative to catch up on work for any missed classes and negotiate new deadlines with educators when necessary
- show pride in their work
- dress and behave professionally at school

All staff and students have a responsibility to ensure that their school is a safe and secure place and should advise the principal of any issues or situations which may affect the safety or security of the school. If staff members or students believe that a student or visitor threatens the security of the school, they should immediately notify the Principal. Where staff believes that the behaviour of a student or visitor presents an immediate danger, the Principal or designate will obtain police assistance immediately.

Suspension

Suspension is very rare at KM but may occur if there have been serious violations made to the school's code of conduct. Students who are suspended from school have opportunities to continue learning to help them stay on track with their education. Students may be suspended for a period of time ranging from one school day to up to 20 school days. Students cannot go to school or take part in regular school activities or events while on suspension. Only the Principal can suspend a student.

Attendance Policy

All students under the age of 18 years of age are required to be in attendance at school unless they have graduated or are otherwise excused from attendance at school. The Principal will ensure that accurate records of student enrolment and attendance are established, maintained, and retained in the school.

Since irregular attendance may hinder achievement and the development of the learning skills, the school will contact parents of the student when issues of absenteeism arise.

Expectations regarding attendance and the link to student achievement will be communicated to students and parents at the beginning of the school year.

Good attendance is essential for success in school.

- Students are expected to be in their first class by 9:00 am;
- Attendance will be taken at the beginning of each class. Educators record attendance using the Edsembi's ConnectEd Student Information System.
- Parents are expected to contact the school if a student is absent or late;
- If there are ongoing absences, the principal will contact the parents to discuss the concerns. In exceptional cases, this may jeopardize the granting of a credit.

Use of computers

- KM laptops belong to the school. All downloadable materials on these laptops require the educators' consent.
- Educators will provide guidance, and support and instruction to students in their laptop use.
- Internet access will be provided in school. Students should use the Internet for educational purposes only.
- Students in Grade 7-12 are encouraged to email their educators and advocate for themselves if they have questions or concerns.

Inappropriate use of computers may result in termination of computer privileges. Users will not transmit, relay or receive information or materials that are threatening, racist, pornographic, or that are malicious, inappropriate and/or unlawful. Users will not attempt to access another user's personal materials without permission. Students should not reveal passwords to anyone except to their parents and educators. Email and chat messages that cause students any concern should be reported to the Principal immediately.

All staff and students are entitled to a learning environment that protects personal dignity and self-esteem. All students are expected to treat other students, educators, and administration staff with respect, courtesy and consideration. Slurs against any person's race, religion or sexual orientation will not be tolerated. Threats, distasteful remarks, abuse or harassment of any kind is not permitted and is to be reported to the Principal immediately.

Cell Phones

Students in Grade 7 to 12 may use their cell phones before school, at lunch and after school. Students may not use a cell phone during school hours unless they are given explicit permission from an educator. Students using cell phones during class will have their phones confiscated. They will be stored safely until lunch/after school when the student may ask for its return. Parents are expected not text their child during class. Students are encouraged to work through their questions and concerns with their educators first. We are here to help.

Plagiarism

KM aims to teach students the importance of proper referencing and the importance of avoiding plagiarism. Facts and information may not be borrowed from another source without proper citations, and work may not be directly copied from another person or online source without citing the source.

It is the duty of the Principal to ensure all students abide by the school's plagiarism policy. Students caught plagiarizing may be asked to resubmit assignments or have marks deducted at the discretion of the educator and Principal.

Registration and Fees (Toddler to 12)

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) 592-2189 or email 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, the termination date will be sixty (60) days from the date that the school receives written notice. Effective education at KM is built on trust and strong partnerships between home and school. Without this foundation, it is very difficult to support students in their academic and social development. KM reserves the right to remove students from the school register if it appears we are no longer able to adequately meet a students' needs or work productively with families in service of student learning.

Tuition (2022-2023)

Main Campus - 355 Michael Cowpland Drive, Kanata

Toddler Program for children 18 months old to 3 years (12 month program) *

School Day (9:00-3:30)	\$1,850.00 per month
Full Day (8:00-5:00)	\$2,075.00 per month

Casa Program for children 3-5 years of age (10 month program September-June) **

School Day (9:00-3:30)	\$1,750.00 per month
Full Day (8:00-5:00)	\$2,075.00 per month

Elementary Program-Grades 1-6

School Day (9:00-3:30)	\$1,750.00 per month
Full Day (8:00-5:00)	\$2,075.00 per month

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

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

North Campus - 630 Cameron Harvey Drive, Kanata

Toddler Program for children 18 months old to 2.5 years (12 month program) *

Morning Only (9:00-11:50)	\$1,180.00 per month
School Day (9:00-3:30)	\$1,650.00 per month
Full Day (8:00-5:00)	\$1,950.00 per month

Casa Program for children 3-5 years of age (10 month program September-June) **

Morning Only (9:00-11:50)	\$1,050.00 per month
School Day (9:00-3:30)	\$1,500.00 per month
Full Day (8:00-5:00)	\$1,775.00 per month

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

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

High School (The Ridge) - 275 Michael Cowpland Drive, Kanata

Grades 7-12 ***

Junior High (Grades 7-9)	\$1,850.00 per month
Senior High (Grades 10-12)	\$1,900.00 per month

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

Canada Wide Early Learning and Child Care System (CWELCC)

On March 28, the Province and the Federal government reached an agreement on a national child care plan for Ontario. The new Canada-wide Early Learning and Child Care (CWELCC) Agreement establishes the path forward in providing a national system of high-quality, affordable and inclusive early learning and child care services for all families.

Kanata Montessori enrolled and was accepted into the CWELCC in October 2022 and we have received our first instalment of funding for the implementation of the national childcare program. The CWELCC applies to children in the Toddler and Casa programs. Parents of children enrolled in Toddler and/or Casa can expect to receive a refund of 25 percent of their school day or full-day fees retroactive to April 01, 2022. Once the retroactive payment is completed, there will be a monthly 25% rebate going forward. Our calculation and formula will be adjusted upon any new direction given to us by the City of Ottawa.

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 \$850 per family at the Main Campus and \$425 per family at the North Campus is collected for our Capital Fund.

Early/Late Fees

The majority of students are registered in the School Day program (9:00 a.m.-3:30 p.m.). In order to allow parents to juggle busy schedules and also to help alleviate congestion in the parking lot, we have created a grace period of 30 minutes before and after the School Day program for drop off and pick up. Therefore, a School Day student can be dropped off as early as 8:30 am and picked up as late as 4:00 p.m.

If a School Day student is dropped off earlier than 8:30 a.m. or picked up after 4:00 p.m., early/late fees of \$20.00 per portion of 15 minutes will apply.

Full Day students are registered for 8:00 a.m. - 5:00 p.m. Late fees of \$20.00 per portion of 15 minutes apply for pickup after 5:00 p.m.

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 keeps 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 after parents have completed an "Expression of Interest Form.

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

Communicating with Parents

eNewsletter

An eNewsletter will be emailed to parents on a regular basis. eNewsletters will keep you informed about what is happening at the school and remind you of special events. The eNewsletter 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 follow so they can receive daily/weekly updates and photos of classroom, afterschool and field trip activities. We also use Instagram. Students are only identified by first name in any social media post.

E-Mail

If you would like to make any inquiries our e-mail address is info@kmscrhs.ca. Information is also posted on our website at www.kanatamontessori.com. Educators also have their own emails which can be found on "The Family Hub" of the website.

Parent-Educator Interviews

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

Calendar

The school calendar is posted to the school website on "The Family Hub". 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 our regular eNewsletter as well.

School Closures

KM rarely closes. The school remains open when public school buses are cancelled. We have had to close the school only three times 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, Administration will email you as early as possible and a message will be posted to our Twitter feed.

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

As part of the registration process, parents are sent a link to a "Welcome Package". Parents are to complete the form with all current information regarding their child. It is very important that parents advise the school if any contact information changes.

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 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.

Field Trips

Throughout the year, the classes will go out on a variety of field trips. (eg. museum, strawberry picking, concerts) In the event that we need volunteers, they 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.

Students and Volunteers

Although parent volunteers or student volunteers sometimes 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 (Main Campus)

Pizza lunches (cheese pizza) are held near the end of each month for all students from Toddler to grade 6. 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. The Students should look through this bin for their lost articles. All unmarked, unclaimed articles are periodically given to charity.

Child Care on P.D. Days & Interview Days

Currently KM has four professional development days, five for the Toddler program, and four interview days per year. The professional development days are important times for educators to work together. During Interview days, child care is available free of charge during your scheduled parent/educator interviews. Registration for this service is not necessary.

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 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>

Contacts:

Michelle Skene, Principal:	613-297-9411
Yi San Fung, Early Years Supervisor, Main Campus:	613-277-5101
Sandra MacIntyre, Early Years Supervisor, North Campus:	614-302-4575
Ministry of Education, Licensed Child Care Help Desk:	1-877-510-5333 or childcare_ontario@ontario.ca
Children's Aid Society:	613-747-7800

Security

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

1. The student shakes hands with the educator or classroom assistant to say good-bye prior to leaving. Once this is done, the student becomes the parent's responsibility.
2. Parents are required to leave promptly after picking up their child/children. 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.
3. Students will not be released to anyone who is not listed on the student's emergency contacts unless prior approval is given by the parents.
4. If prior approval is not given to the staff by the parents for another individual to pick up the student, the staff will contact the parents for approval. The staff will then ask for identification to confirm the identity of the individual.
5. Staff will question anyone they feel is not part of the school community.
6. Staff will move around the playground areas to ensure maximum visibility and safety of the students.
7. The Casa communal washroom is checked frequently by staff throughout the day. One student at a time per classroom is allowed to use this washroom unless it is an emergency, and/or, an older student is helping a younger student.

8. To ensure the safety and privacy of the students, 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 students 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
KMS – Main Campus	West parking lot beside the music portable	Kanata Montessori High School at 275 Michael Cowpland Dr.
KMS – North Campus	West parking lot	Fire Station 45 at 1040 Cameron Harvey Dr.
KMS - High School	Grassy field beside school	Kanata Montessori Main Campus 355 Michael Cowpland 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 emergency contact list, 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 parents 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