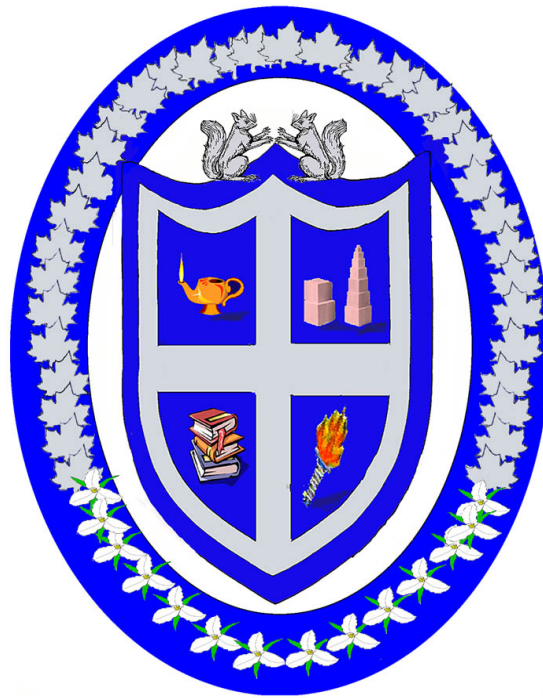




Montessori Learning Centre 750985 Ontario Inc.  
“Knowledge with Understanding”

## ELEMENTARY INFORMATION



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July 22, 2024

**Maria Montessori** taught us how children learn best. Her practices can be summarized into key objectives:

- ❖ To foster competent, responsible, adaptive citizens who are lifelong learners and problem solvers.
- ❖ To promote learning in an inquiring, cooperative, nurturing atmosphere, through self and teacher-initiated experiences.
- ❖ To support learning through the senses, by manipulating materials and interacting with others, leading to the abstract understanding of ideas.
- ❖ To consider the individual as a whole. Physical, emotional, social, aesthetic, spiritual and cognitive needs and interests are inseparable.
- ❖ To respect oneself, others, the environment and all of life.

### **ELEMENTARY INFORMATION**

Welcome to the Montessori Learning Centre Elementary Programme.

The following information is provided as a means of introduction and understanding of the activities of the Junior, Intermediate and Senior pupils. Their year is full – we ask that you please pay attention to notices, agendas, and emails for any changes or additional information.

### **ART, PHYSICAL SCIENCE & TECHNOLOGY**

Art, Physical Science & Technology classes also compliment the curriculum once per week.

### **ATTENDANCE**

As is required by Law, children over the age of **SIX** years must maintain a **REGULAR** five-day a week school attendance. It is essential at this level that **prompt arrival** be recognized and that all students are present at the **8:45 morning attendance roll call**. Consistent late arrivals will result in detention and repeated absences could involve a report to the Truancy Officer.

### **CLASS TRIP**

Our extended trip is held in June each year. All **Elementary** children are expected to attend as the trip does make up part of the annual curriculum. Past visits for the **Seniors** have included Ottawa, Quebec and Niagara-on-the-Lake. **Juniors** enjoy LEAP adventure camp each year (a Montessori based programme in the Collingwood area). **Intermediates** have visited Brock and Queen's University for their leadership and science programs and enjoyed time at Wildfire, Albion and other student based programmes. Trips range between \$350 and \$550 per student. Information is forwarded in Term II. The following of directions and rules by the students is extremely important on these away trips and parents will be called for pick up and lose trip payment if necessary.

## **COMMUNITY SERVICE – INTERMEDIATE AND SENIOR ELEMENTARY**

This allows the children an opportunity to recognize the value of doing for others with no thought of reward. Senior service may include assistance to the elderly, persons with alternate needs, younger students and those disadvantaged and is usually off site. Intermediate students offer on-site service to various areas of either location of the school, story reading, working with materials, gardening, maintenance, etc.

## **DISCIPLINE CONTRACT**

In the interest of all parties recognizing acceptable behaviour and the school's policies regarding consequences, please read through the Discipline Contract and ensure understanding. Agreement and support of the contract is to be forwarded via signed acknowledgement.

## **FOSTER CHILD FUND ELEMENTARY FUNDRAISING**

The Elementary classes sponsor a child each year through a charitable organization. We ask that children be assigned a task at home for which they are "paid" \$1.00 per month, which they then donate each month to this undertaking. More recently, at student request, we have taken on the support of a mine detecting rat in Cambodia. Raised funds are divided between the two causes. These initiatives are funded through civies, bake sale and tuck shop.

## **GYM SCHEDULE**

Tentative plans for each term's activities are forwarded and posted at the beginning of each school year. Changes are forwarded to the students via agenda, e-mail and board postings. Some minimal costs are involved especially for interschool tournaments and skiing. We endeavour to use school buses/school van for off-site gym destinations. Children may be transported in staff cars to restrain costs where possible. Payments are due upon notification and are considered as permission.

## **HOME ECONOMICS**

Weekly lessons may cover such aspects as cooking, baking, rug hooking, quilting, sewing and basket weaving. Cookery and sewing activities are alternated monthly.

## **HOLIDAYS AND VACATIONS**

While we realize the necessity for some of your family vacations to occur during academic times, please attempt to arrange these around school vacations. At this level, consistent attendance is essential and legally required. Refunds for time away are not considered.

## **JUNIOR LIBRARY VISITS**

These are scheduled according to library availability and involve the children choosing, borrowing and returning books. Please take note of the due date in case the books need to be returned before our next scheduled visit as this is the student's responsibility. Library cards are best stored at school.

## **MUSIC**

While music and its appreciation are an integral part of our curriculum, we encourage individual advancement along with group lessons. To this end, we ask that the acquisition of a soprano recorder take place before October each year. We do have a supply available through the office. While the instrument obviously belongs to each child, we do request that they remain at the school for the academic year. Practice is encouraged during free periods or after school prior to pick up. Older Students are also required to rent larger instruments for band practice.

## **REPORTING PRACTICES**

Report cards are formally issued in December, March and June. Parent-Teacher Interviews serve as further communication and occur twice per year. Parents may be contacted for additional conferences should any concerns arise.

## **SNACKS**

The school provides a mid-morning snack for the Elementary children. Fruit and vegetables are available if another snack is needed in the pm. Assigned Senior students will be asked to do group purchasing, menu planning and preparation for the Liverpool location each week as part of their community service.

## **SPECIAL ELEMENTARY LUNCHESES**

These may occur on occasion and involve participation in the preparation of a somewhat more complex meal. Notices for donations will be posted prior to each lunch. A charge per child will apply. Proceeds would go towards the year-end trip.

## **SUPPLIES**

Elementary students are required to acquire a number of items. Please see the supply list appropriate for your child's class and ensure that all items are purchased in time for the first day of school. Additional items (pencils, paper, etc.) will be required during the year and are the responsibility of the student to acquire. We suggest renewing pencils, exercise books and paper at the beginning of each term.

## **TESTING/REVIEW**

C.T.B.S. testing is administered twice yearly. Please be aware that this test is not a true test for the Montessori child – but it is a nationally recognized test packet. Although the testing is important, please do not place undue stress on your child – their attendance is the most important criteria during test times (December and May). Test sections will not be re-administered if missed due to absence from school or late arrival.

Spelling and/or dictation tests occur weekly. Practice lists are made available via classroom documentation and are available on the website. Math reviews for established groups are administered weekly.

There are regular French quizzes with materials available on the website and also covered in class. Please check with your son/daughter or, alternatively, the teacher regarding the schedule if uncertain.

Parental support with homework/reading and studying is both necessary and appreciated.

## TUCK SHOP

Elementary students are offered the opportunity to partake in Tuck Shop at lunchtime each week. Tuck Shop houses a variety of snack items and classroom essentials for 25¢ to \$1.00. Students are asked to purchase only 1 snack item.

## UNIFORMS

As per the discipline contract, full uniforms must be worn at all times. Oxford shirts, turtlenecks or golf shirts with school logo, navy skorts or skirts, grey pants or shorts with **black belts**, navy socks/tights, black **dress** shoes and navy cardigan/vest with logo, represent the School uniform. **Senior Elementary** students must wear Oxford shirts and ties every day apart from gym days and “civvies” days. Seasonal gym attire is also required (navy track suit with logo/navy t-shirt, shorts with logo and white socks), and must only be worn on specified gym days. Please ensure that long hair is off the face and neck, neatly brushed and held back with navy, black, grey or white accessories. Prominent jewellery is discouraged. Nail polish may be clear, natural or French manicure. After three warnings about improper uniform attire, lunch time **detention** will be served. A meeting will be held with parents to remedy discrepancies should this continue.

Civies choices each Wednesday are expected to be socially acceptable clothing items. Please keep an eye on possible wording on shirts and the amount of extra skin exposure.

## WEEKLY BAKE SALE

This takes place on a Friday afternoon. Children are assigned specific dates on which they should bring in baked goods. The “goodies” are then for sale after lunch for 25¢ to \$1.00. This money is used to supplement the Foster Parent Plan and Year-End Trip – (approximately once per child per term). Please see posted dates.

Students are assigned a **bank drawer** space to keep loose change for any of the above (civvies, tuck shop, bake sale, etc.). Large amounts are not suggested but coins to have on hand if forgotten weekly have helped ease much sadness.

# **MLCP'S DISCIPLINE CONTRACT**

Please note that complete policies and procedures are available on our website **mlcp.ca**.

## **APPEARANCE**

Pupils are required to be clean, tidy and correctly dressed in uniforms, at all times. If necessary, a pupil will be sent to the bathroom to brush untidy hair or to repair such things as a hem that has come down. Proper and complete uniform will be worn at all times during academic hours and during school excursions and functions. Parents will be notified should uniforms require additional changes or should the student need to return home to correctly implement the uniform. Please see the Uniform section of the Elementary Information for further clarification.

## **ATTITUDE**

Disrespect for the rights and attitudes of others will be countered with a letter of apology and appropriate discussion. A descriptive essay on the need for respect may also be required.

## **BATHROOM**

Pupils will go to the bathroom with supervision/permission one at a time and will be required to leave the room as tidy and clean as it was upon entering. Should the need arise; a teacher will accompany a student to the bathroom and wait outside the door.

## **CELL PHONES / ELECTRONIC DEVICES**

Cell phones and electronic devices or any equipment deemed obtrusive to the academic betterment of the student are not permitted during academic hours. They will be collected at the beginning of the day, returned at lunch, recollected and returned again at days end. Should they be seen or used during class times without teacher consent, they will be confiscated for the remainder of the day with increasing time frames for repetition. Senior students may use their personal devices at lunchtime, after school and when allowed by the classroom teacher.

## **COMPUTER**

We offer the computer curriculum to Elementary students as part of their academic programme. Students have assigned, formalized instruction each week with opportunities for research time as necessary. Students must adhere to the rules on internet safety and computer room regulations. An assigned weekly time is part of the schedule and additional time for research can be arranged. Abuse of the time or content viewed can result in revoked privileges for a specified period of time.

## **DETENTION & SUSPENSION**

Lunch time detentions may be issued for on-going or unresolved concerns. An accumulation of 5 lunch time detentions can result in an after school detention which will be communicated to the parents at least the day before.

An in-school suspension will be issued at the discretion of the classroom teachers and Principal. Parents will be notified once this decision has been reached. After repeated unsolved suspensions or other serious deviances from the Discipline Contract, the School reserves the right to suspend such pupil for a prescribed period of time should that be deemed necessary.

### **INTERMEDIATE / SENIOR OFF-SITE LUNCH TIME OR AFTER SCHOOL PRIVILEGES**

Grade 6 Intermediate and Senior students, with signed permission, may leave the property during the lunch break in groups of no less than three. Intermediates may leave on Wednesdays only. The Seniors may leave daily – unless other documented arrangements are made. Trips, off site after school from the Kingston Road location, may be made by the Elementary students who have signed permission.

Grade 6 Intermediate and Senior students may visit the establishments between the stop sign at Wharf at the north and the food trucks at the south. Students must sign out AND sign in on the designated board and be back onsite at the required time. Students should stay together in groups of at least 3 observing respectful and socially acceptable behaviours.

While at MLCP, should confirmed reports of unacceptable actions be communicated, these privileges may be revoked, amended or curtailed.

The school can assume no responsibility and/or liability for students while off property.

### **LANGUAGE / GESTURES**

If a pupil uses unacceptable language or makes undesirable or rude gestures, he/she will be required, at the Principal's request and in staff presence, to call a parent and report what he/she has said or done. Thereafter with repeated occurrences, such pupil could be removed from the classroom with work to do and serve a prescribed in-school suspension.

### **RECESS**

Students are required, by law, to spend time outside during the academic day. Exercise and fresh air are important components of everyone's day. We do however abide by the theory that, should a student be well enough to be at school, they should be well enough to go outside. Please ensure that students are adequately clothed for all weather as they are expected to be out of the building for each weather permitting recess.

### **RESPECT FOR MATERIALS / FURNITURE**

Should any item of material or furniture be deliberately damaged or broken by a pupil, such item will have to be repaired or replaced at **NO COST** to the school – in the event of any item being removed from the school without permission, such item must be returned immediately. Pupils are also required to respect one another's property and such property must not be handled or removed without the owner's presence or permission.

## **RESPECT FOR OTHERS**

Bullying is defined as aggressive, repeated behaviour intended by the person or people to cause undue physical, psychological, social or academic harm to another person or their reputation. While we endeavour to support the expected responsibility and respect towards each other, and do not subscribe to the “NO TOUCH” policy held by many schools – students are expected to be respectful of each other’s property, bodies and space. Students may not negatively interact with each other or in any physical or verbal way. We expect problems/issues to be discussed, taken to a prefect or taken to a staff member for options and solutions. Negative physical contact is taken very seriously and can include, among other things, in-school suspension as a consequence.

Respectful behaviour towards staff is expected.

## **RESPONSIBILITY FOR BELONGINGS**

Pupils are solely responsible for all personal items of clothing, books, etc., together with any school materials used, and must ensure these are placed/stored in their correct places at all times. Any items of clothing etc. left lying on the floor will be placed in the “lost and found” box and, if unclaimed, will be donated to a charitable organization at the end of each term.

## **WORK COMPLETION**

If assigned work is not completed, half the recess time on a given day will be devoted to such. Should there still be an on-going need for extra time, the pupil may be asked to work until 4:30 in an after-school detention. In the case of repeated disrespect or disruption of classroom time and the studies of others, that student will be asked to work away from the group – possibly the office. Strategies involving workspace, responsibility and expectations may involve parents if the situation is not easily resolved at school. Homework folders and/or communication books will be established should the need arise. A last resort will involve completing the exercise at home, with parent’s signature. Tests/projects will be assigned and some home study will be necessary.

In conclusion, we wish you a year of growth, security and continued enthusiasm. Please do not hesitate to contact the teachers or the office should you have any concerns.