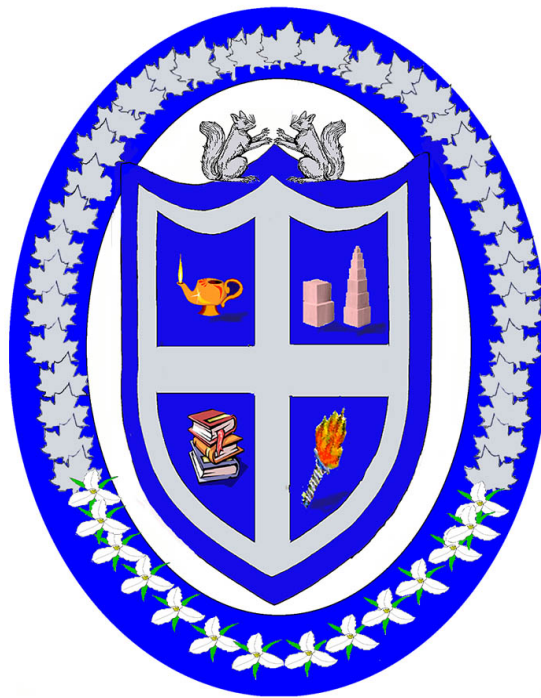




Montessori Learning Centre 750985 Ontario Inc.
“Knowledge with Understanding”

GENERAL INFORMATION AND GUIDELINES



401 Kingston Road
Pickering, Ontario L1V 1A3
Tel: (905) 509-1722 Fax: (905) 509-8283

631 Liverpool Road
Pickering, Ontario L1W 1R1
Tel: (905) 839-1161

www.mlcp.ca
Email: info@montessorilearningcentre.com

July 20, 2023

THE MONTESSORI PHILOSOPHY

The Montessori method was conceived as an approach to learning, presenting a comprehensive view of the child. Montessori regarded the classroom as a laboratory of sorts for observing children and testing and retesting ideas and aids to their growth. She approached education as a scientist and pursued her ideas with an open mind and always with strong respect for the child as an individual. It is a scientifically designed method to develop the whole personality of the child at their own natural rate of progress and thus, free their potential for self-development within a prepared environment.

Montessori felt that for each of the four stages of human development (birth to six, six to twelve, twelve to eighteen and eighteen to twenty-four) it was necessary to change our basic approach to the child ensuring their well-being as competent, capable, curious beings.

The Montessori curriculum places no restraints on the student's ability and provides manual and physical activity through use of concrete and abstract experiences to help them gain mastery of themselves and their environment.

The materials encourage the child to explore the world through their various senses. Lessons allow them to gain self-confidence and self-mastery – knowing how to do things for themselves, through the successful completion of work that is meaningful to them. They gain the confidence necessary to competence by experiencing failures only as a stepping stone as he works from the simple to the more complex. Dr. Montessori felt that self-education was of the greatest value and that to be in control of one's self the ultimate achievement.

What has always been most unique about the Montessori method is the detailed emphasis given to sensorial experiences, and herein, lies the key to its great success in later learning.

Based on "The Essential Montessori" – Elizabeth Hainstock

CORE VALUES

- L**eadership – we strive to be leaders in the community paving and maintaining the way for tomorrow's leaders.
- E**xcellence – we commit to the continuing improvement of our teaching methods and curriculum.
- A**ccountability – in all that we do each day.
- R**espect – for students, parents, peers and our varied customs and beliefs.
- N**urture – meeting the individualization of each child and moving them towards achieving their potential.

MISSION STATEMENT

To continue on our path of excellence in education, recognizing the importance of respect, knowledge and individualization for each and every student.

HISTORY

The Montessori Learning Centre of Pickering first opened its doors at 415 Toynevale Road in September of 1984 with 25 students and 4 staff members. The school offered a full Montessori Programme with 2 classrooms – a CASA grouping (3 to 6 years) and a Junior Elementary classroom (6 to 9 years). As the first Montessori school in Pickering, it quickly expanded. The school grew steadily adding Intermediate Elementary (9 to 12 years) and the Senior Elementary (13 years and up). An Infant Programme was also added in 1996 catering to children from 6 months to 18 months old. Due to increasing numbers, 401 Kingston Road was purchased in September 1998. 409 and 417 Kingston Road were also acquired as an extension of the school; home at last! The curriculum has expanded and improved continuously throughout the school's life.

STAFF LIST INCLUDES

Principal
Speciality Teachers

Vice-Principals
Montessori, ECE's & Support Staff

Office Staff
Housekeeping / Cook

ABSENCE/LATENESS

Please telephone us should your child be ill or away for any length of time. Consistent and punctual attendance is important, especially at the Elementary level.

AGES SERVED

MLCP is pleased to offer Montessori's curriculum/theories and philosophies to students between 6 months and Grade 8. Students under 4 years of age are licensed by CCEYA. The school also enjoys membership and registration with CCMA, OFIS, Ministry of Education, ISAA and AMI.

ALTERNATE NEEDS/BEHAVIOURIAL SUPPORT

MLCP commits to being respectful of the individual needs of all students and families. Amendments and/or changes will be made to the best of our ability to meet the needs of students with special requirements, physical or otherwise.

Accommodations for communication, mobility, diet, etc. will be discussed prior to acceptance to ensure our ability to properly, safely and respectfully support each student attending.

MLCP promotes respectful interaction between individuals involved with the school and students. All parties are expected to deal with each other politely and respectfully. Conversations will be conducted in places as seen appropriate – depending on the type of conversation. Variances from the norm in dealings between students, parents or staff members must be dealt with professionally. Issues or concerns should be brought to the classroom teacher or office – where we can work together towards a solution.

Students are reminded of gentle hands and kind words. Support and alternatives are always discussed and practiced and, should the need arise, students are offered the option of moving away from the situation until feeling more receptive to positive interaction. In extreme cases parents will be asked to come in to the school for a meeting to discuss consistent strategies for better behaviours. Elementary students and parents are required to sign our discipline contract and the sign off on these guidelines acknowledging agreement of the content.

MLCP is known for its dedicated and supportive staff and we take our care of your children seriously. Staff works hard to ensure that your children receive a positive and supportive education. Staff are screened prior to employment, are encouraged to attend professional development opportunities, regularly review policies and work hard towards the goal of supporting the competent, caring, potential rich children in our care.

ARRIVAL/DISMISSAL

A reminder that parents are expected to arrive by 8:30 for the 8:45 start and pick up between 4:00 or 4:15 if not using daycare. Please respect and honour our policy of quick drop off and departure – the sooner the younger students realize you are gone, the sooner they can begin the business of their day. With these younger students' tears are not unusual, for both parties, but once settled after saying good-bye, the children quickly become involved in activities. As parking can be an issue, please vacate the space as soon as possible so that another parent may use it. We will begin meeting the cars and escorting the students inside as soon as a comfort level is reached by the students – usually by October. The Evelyne Avenue access is an option at busy times. For our Liverpool students, drop off can be at either the front or the back. A front entrance drive by, however, allows access along the safe path at the side of the building without the need for drop off parking.

BIRTHDAYS

Children are welcome to bring a small and generally healthy snack for their birthday celebration (please send in plates, serviettes and disposable cutlery as needed). Some parents choose to do a class lunch time pizza party. Please see the office for details. Should you hold a private party, please give invitations to the teachers for hand out to appropriate parents, in an effort to alleviate any hurt feelings for those not invited.

COMMUNICATION

General communication is handled through newsletters, notices, main foyer notice board, weekly email memos and day-to-day contact. By giving MLCP your email address, you are giving the school permission to use your e-mail as a means of communication. Parents are responsible for collection of notices, etc. from pouches, hooks or cubbies as applicable.

The P.T.A. Facebook group, the school Facebook page and the school website: www.mlcp.ca are also an excellent means of information. Please view regularly for current activity, photographs, homework and newsletters.

Please do not hesitate to bring any concerns or comments you may have to the classroom teachers or to the office. Serious issues may warrant more than a conversation and will certainly be discussed, documented and worked through – always with the children’s best interest as the focal point. We ask that issues be dealt with away from the classroom or hallways (if at a drop off or pick up time). Should discussions become heated in any way they are best dealt with away from the public forum.

Ongoing information is communicated through forwarded emails to the provided address each Monday. Please check the website regularly for added communication. Our youngest students take home daily notes, the middle groups weekly and the Elementary students receive and use agendas. Each child does have a labelled pouch where additional or complimentary information can be exchanged. Parent Teacher Interviews and Report Cards allow for academic tracking and discussion.

C.T.B.S.

The Canadian Test for Basic Skills is offered each year to children 6 years and older. The Elementary children are tested at the end of the first and third terms. Graduating Casa children are tested towards the end of the third term. This test is administered only as a recognizable grading of appropriate movement to, and a record for, alternative educational settings. This test absolutely does not test the true academic achievements of children in Montessori settings.

DAYCARE

Daycare is available during the following times:

7:30 am	-	8:15 am
4:30 pm	-	5:30 pm

Please note that Daycare from 8:15-8:45am and from 4-4:30pm is complimentary. Daycare Tickets are available in denominations of 1 hour, 5 hours and 10 hours. A late fee of \$6.00 per 15 minutes will be charged for children still in Daycare after 6:00pm and is payable immediately to the daycare provider. Tickets must be presented at drop-off and pick-up time in payment for the time used. If Daycare tickets are not purchased, billed Daycare at month end is at a higher charge.

EMERGENCY EVACUATION

Should a governmental issued emergency evacuation (e.g. nuclear) be required, children will be transported by whatever means available (bus, staff car, parent car, etc.) to the area designated at that time. Unless you are in the immediate area and able to assist with emergency transportation, we suggest that you go directly to our designated site to avoid unnecessary traffic in the area. Please keep the phone lines open for emergency communication. Information will be broadcast on CHFI FM 98.1 and CKDO AM 1350, via email and/or phone call.

Local or school-initiated evacuations at the main Kington Road campus will use the church at Rosebank and Highway 2 as an offsite evacuation point.

EMERGENCY MANAGEMENT

MLCP has emergency management policies and procedures which are posted on our website www.mlcp.ca for review. An emergency can mean an urgent or pressing situation requiring immediate action.

EMERGENCY SITUATIONS/SERIOUS OCCURRENCES AND ACCIDENTS

Accidents/injuries are documented in the accident book at the time of occurrence and copies forwarded home. There is, located in each building, a book allocated for accident/incident reporting. All accidents and mishaps will be noted for parental information and understanding. An accident report will be completed and a copy forwarded to the parent. In the event of more serious injury, you will be notified by phone. Should the child require medical attention he/she will be transported to the most convenient hospital according to EMS and parents will meet a staff member there. For this reason, especially, we need contact changes as soon as they occur. New concussion policies require medical permission for return to school.

A serious occurrence is a situation in which a staff, child or person on site is impacted in a way that extremely affects the normal procedures of the day causing interruption to the health, safety or wellbeing of the individual. A serious occurrence for the purposes of the CCEYA mandates are as follows.

Categories and Definitions

- ❖ The death of a child that occurs while participating in the daily activities or on the property of MLCP or at home.
- ❖ Any alleged or abuse/mistreatment of a child that occurs while participating in the daily activities of MLCP. Abuse in the form of physical force or action injuring a child, neglect of basic needs, emotional abuse including teasing, belittling, rejecting and exposure to domestic violence or sexual abuse.
- ❖ A life-threatening injury or illness.
- ❖ Any situation where a child/person is missing/missing and found or is temporarily unsupervised.
- ❖ Any disaster causing unplanned disruptions, such as a fire, flood, gas leak, carbon monoxide detection, outbreak, lockdown, other emergency relocation or temporary closure.

Each situation will be accessed for safety and the needed immediate responses. Police, Fire, Medical care, CAS, Poison Control @ 9-1-1. Emergency procedures are to be followed as needed or instructed in each instance. Emergency contacts are posted beside each phone.

Serious occurrences will be reported to the Ministry, through CCLS within 24 hours and to DRHD. The parents will be notified of the occurrence. A (non identifying) summary report will be visibly posted for a minimum of 10 days and updated as new information becomes available.

By reading and signing off on this General Information and Guidelines policy you will hereby release and agree to indemnify MLCP, its teachers, administrators, agents and employees from any and all actions, causes of actions, claims and demands for damages, indemnity, costs, interest, loss or injury of every nature and kind whatsoever and howsoever, which you have had, may now have or may hereafter have, in your personal capacity or on behalf of your child, in any way relating to or arising from your child's enrolment or participation in MLCP, all MLCP activities and events, including all excursion-related activities and events, and any communicable illness that may be contracted on school premises, provided MLCP exercises due diligence and complies with all applicable laws.

The Serious Occurrence Policy will be reviewed by staff at the beginning of each year, when revisions are made and at any time deemed important for an additional review.

In the case of an emergency situation requiring extended school closure the following will apply:

- ❖ Where possible, students will move to an online learning scenario created to, as closely as possible, match classroom learning. Younger students, less able to cope online, will be accommodated as possible.
- ❖ In such a force majeure situation, adjustments to tuitions may not be possible.

FEES

School Fees are annual but may be broken up over payment periods. Fees cover the academic portion of the day with daycare and lunches being additional charges. Late fees do apply for late payment. It is our policy to receive payment in advance of the month. E-transfers are now accepted at mlcpfees@gmail.com – please see the payment options and indicate your payment method on the Annual Sign Off Form. Please note that, at this time, MLCP is not enrolled in the Canada-Wide Early Learning & Child Care initiative.

MLCP runs on a 12-month calendar year. We offer a 10-month Montessori Academic Programme between September and June and an eight week Summer Camp Programme, for interested families, with students under 6 years of age through July and August.

There are five weeks of designated holiday time when the school is closed - two weeks in December, one week in March and one week at the end of June and August. We do close for statutory holidays. Please see the annual calendar on the website or forwarded fridge magnet for specific dates each year. There will be no adjustments in the case of additional time away during the school year.

FIRE DRILL/EVACUATIONS

These are held monthly in an effort to familiarize the children with escape routes and associated information. Your support and encouragement at home are especially important at the beginning of the year when younger children, despite explanation, may be scared by the noise and change in routine. Footwear must be worn at all times as these are held throughout the year.

IMMUNIZATIONS

Students in Ontario are required to submit proof of immunization upon registration. Please use the link on our website to download the required form for the Health Department and submit with application form. Updates, as required, must be forwarded to the Health Department and the school. Students not receiving immunizations must complete a standardized industry approved Statement of Medical Exemption form available through the Ministry of Health.

LABELLING

Please ensure that all bedding, clothing and items from home are labelled. Bedding (something to cover with and something to lie on) will be used for the week and sent home each Friday for laundering. The Elementary uniforms especially, being identical, must be labelled. While there will be the inevitable lost articles, clear labelling does assist in faster return.

LOST AND FOUND

All lost and found articles not claimed at the end of each term will be delivered to charitable organizations.

LUNCHESES

Lunches and snacks are prepared on site by our cook at Kingston Road and by an area restaurant at Liverpool. We do not serve pork and do prepare halal and vegetarian meals as needed. Menus are posted on the main foyer notice board, in each building and on our website.

Elementary students not using the hot lunch programme may utilize the microwave. Other students are required to bring warmed lunches in an appropriate container. Each family is responsible for maintaining necessary safety temperatures for home lunches. Ice packs, frozen juice boxes or water bottles are all good options. We are unable to heat lunches for the CASA students. Students under 4 years of age are required to use the school lunch program.

Children are encouraged to eat lunches provided by parents – any uneaten portions are sent home.

While MLCP works hard to meet the individual needs of each family, there may be situations when food substitutions from home are necessary.

Please ensure that lunches are nutritionally balanced as required by the Ministry of Health. Carbonated drinks are not encouraged. For the younger children, may we suggest the smaller/half size juice boxes. Often, large portions of juice boxes are thrown away, being simply too much to consume at one sitting and difficult to return home. Lunchtime staff will contact parents if we see ongoing or consistent struggles with a particular child and their lunch.

Please note that the school is a “**nut aware environment**” for allergy related reasons. Therefore, please confirm that packed lunches from home contain nut free products. Alternate nut butters/pastes from home are **not** allowed as they are extremely difficult to monitor. Products containing nuts are carefully monitored by the school as are lunch boxes and meals from home.

From an environmental aspect, may we ask that lunches be as “undisposable” as possible. Plastic re-usable containers would be most appreciated.

Monthly hot dog/grilled cheese or pizza lunches are offered on alternate months and usually on a Wednesday. Interest slips containing information and cost will be sent home prior to the lunches, for your completion. Please note that this payment only applies to students over 4 years of age and who are not on the hot lunch programme – form return is still encouraged.

MEDICAL NEEDS

MLCP is an inclusive, supportive environment. Children with medical needs, with which we can confidently cope, are welcomed. Individualized plans prepared with parents create a safe and informed environment.

MEDICATION

Medication can be administered only if noted in the medication booklet and on the notice board with parental documentation to the prescribed patient. Any prescription medication can only be administered as written on the original container or with a doctor’s written instruction.

Emergency dosages of antihistamines, fever reducers or pain relievers, etc. can be administered with signed consent as needed and only if provided by the parent. We suggest parents, particularly of younger students, store a fever/pain reducer and an antihistamine with the student’s name clearly noted at school. In the event of these being needed, we can only administer labelled medication sent from home with parental signature to the applicable student.

Standing medications require a specific form and should be updated as needed i.e. puffers, epi-pens, insulin etc. As such, we do suggest that you keep a supply at school to be stored with the classroom teacher.

Medications of any kind (prescribed or over the counter) may not be stored in backpacks or lunch bags nor carried by the student but must be stored with the classroom teacher in the emergency bag or the fridge.

A reminder that children who are unwell must remain at home until symptom free for 24 hours or 48 hours if stomach related.

OFF SITE ACTIVITIES

Parental permission is required for all field trips. Forms will be sent home, and a prompt response is appreciated. Forms are also required for offsite times for Elementary students, irregular lunches and some Elementary gym activities, etc.

Offsite experiences are important for all our children. Students and staff are transported by chartered bus, school van or occasionally staff car to designated venues. Students may join the field trip with the forwarded information form returned dated and with parent signature. Fees to cover the activity and transportation will be part of the permission form.

OFFICE

Office hours are from 8:30am-4:30pm. Immediate connection or response between 11:30am and 1:30pm may be difficult as all staff assist with lunch. The answering machine will pick up messages during these hours and at any time that phone lines are busy. We endeavour to return calls as soon as possible. Communication via email is also returned in as timely a manner as possible.

OUTSIDE TIME

The Health Department stipulates that the children must be outside each day for fresh air, weather permitting. Children **MAY NOT REMAIN** inside. We operate on the assumption that if a child is well enough to be at school, they are well enough to be outside. We are not staffed for alternative situations. Outside time in colder weather is adjusted according to the children’s comfort levels. We suggest extra clothing be kept at school especially during winter. Recognize that for health reasons, fresh air and socialization are most important and puddles, mud and “wetness” are part of our seasonal Canadian lifestyle.

PARENT CONCERNS AND ISSUES

We offer a transparent process for parents/guardians, MLCP and staff to use when parents/guardians bring forward issues/concerns. Parental concerns will be taken seriously and addressed within the shortest time frame possible. We ask that parents confidently bring their issues to our attention so resolution and understanding allow positive movement forward.

We suggest that if the issue concerns a student - addressing the concerns with the classroom teacher - if a positive conclusion cannot be reached, please bring the issue verbally or in documented format to the office. After discussion with, recognition of, and understanding from all involved a mutually agreeable resolution can be decided upon.

If the issue concerns a staff member – please bring the concerns to the office where again, discussion, information gathering and resolutions can be discussed.

Where immediate attention cannot be attributed - MLCP commits to a 24-hour maximum of recognition and discussion of the concern.

Students, staff and parents are expected to be courteous, respectful and supportive at all times.

Discussion about students or classroom management should take place with the classroom teacher first. Conversations with parents about students must be discussed with the Head Teacher prior to or as soon after as possible. If resolution is not achieved, the conversation should be brought to the attention of the office. Please see the Parental Issues and Concerns Policy for more detailed information.

PARENTAL PERMISSION

Children will not be released to other than a parent without written authorization. If there are a number of people who will be picking up your child, please document the names in a permanent note and, where possible, make introductions prior to the first pick-up. If our MLCP staff is not familiar with the person picking up your child, picture ID will need to be shown before we release your child into their care.

PARENTAL RESPONSIBILITIES

Parents and guardians have an important role in the education of their children and can help school staff in maintaining a safe and respectful learning environment for all students. Parent responsibilities should include but are not limited to the following as per the “Rights of the Child” as mandated in the Ontario’s code of conduct for the education sector:

- ❖ Parents are expected to have their child(ren) at school, ready to begin at the assigned times, picked up on time and ensure that their child(ren) attend school regularly.
- ❖ Lunches, should they be sent from home, be nutritionally balanced and nut free.
- ❖ Students should be suitably attired each day in their uniform or clothing without any offensive or damaging depictions.
- ❖ Parents are expected to be unimpaired by drugs or alcohol when dropping off and picking up their child(ren). We are unable to release to a parent who appears debilitated in any way.
- ❖ Inform the school about their child(ren)'s absence or late arrival.
- ❖ Encourage and help their child(ren) follow the rules of behaviour and support staff in managing issues which may arise.
- ❖ Are engaged in their child's schoolwork and progress and communicate regularly with the school.
- ❖ Recognize that the education of each child is the joint responsibility of the parent, student, faculty and school community and that working cooperatively is in the best interest of the child.
- ❖ Treat members of MLCP staff and fellow parents in a professional and respectful manner.
- ❖ Exhibit a good example for students in their conduct, language and behaviour while on school property or at school sponsored activities.
- ❖ Seek to clarify a child’s version of events with the school’s view in order to avoid misunderstanding and to bring about a successful resolution to any dispute.
- ❖ Contact the school directly when you have a question or need clarification of a school matter rather than depending upon the interpretation of parents or other non-official school sources.
- ❖ Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of the school or its employees, including on social media sites and also refrain from using social media to fuel discontent or criticism of individual school employees, other parents, students, or school programs or services.

- ❖ A parent cannot be prevented from entering the premises or accessing their child unless it is believed that the parent doesn't have a legal right of access, the parent could be dangerous to the child(ren), staff, other parents or premises or is behaving in a debilitated/disruptive manner.
- ❖ Refuse to comply with any reasonable request from a school employee in the performance of his/her duties.

PARENT-TEACHER MEETINGS / REPORT CARDS

Formalized parent-teacher meetings are scheduled twice per year in Term I and Term II. Please watch the main foyer notice board for all upcoming dates. Report cards are issued in December, March and June for the Elementary students and June for the Casa and Pre-Casa children. Parent Teacher meeting documentations are forwarded at Term end with all pre-elementary students. Parent Information Meetings, Parent Teacher Association Meetings, Monday Memos, observation opportunities and daily interactions all provide a means of keeping parents aware of school activities.

Please refrain as much as possible from engaging the staff in unscheduled lengthy conversations at other times. While the children are on the premises (7:30 am – 5:30 pm), they must be our primary concern. Should you wish to “touch base” with a teacher, please do so through a scheduled telephone call, email or interview, which we will happily arrange.

PROHIBITED/FORBIDDEN PRACTICES

MLCP staff, volunteers and students are expected to be familiar with the prohibited practices and support the implementation protocols. Adults will engage in positive, responsive interactions, understanding that this is critical for children's overall learning, development, health and well-being. Variances from the norm in dealing with the students, parents or staff members must be dealt with professionally.

These provisions forbid physical punishment and other harmful disciplinary practices in order to protect the emotional and physical well-being of children. They set out clear direction regarding prohibitive practices to support the overall well-being of children.

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults.

By following Montessori's guidelines and the practices suggested by HDLH, the following can be managed quite easily. Prohibited practices include:

- ❖ corporal punishment of the child including hitting, spanking, slapping and pinching
- ❖ physical restraint of the child, such as confining the child to a highchair, 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 centre 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

No employee, volunteer, or student who is on an educational placement with MLCP shall engage in any of the prohibited practices set out above with respect to a child receiving child care. Should these be observed or reported they will be documented, discussed and carefully monitored moving forward (see Staff Accident & Incident Occurrence Report).

Should same behaviours be reported or observed, staff may be required to attend pertinent workshops or seminars, they may be removed from their area of responsibility or, depending on the severity, suspended without pay or terminated.

Blatant intentional physical harm to a child will result in immediate termination.

P.T.A. INFORMATION

MLCP has hosted a Parent Teacher Association since its inception. Meetings are held about once a month either on Zoom or on-site. Please refer to your calendar for dates. Childcare is complimentary. While the P.T.A. does some fundraising, this evening is also an opportunity for problem solving, idea presenting and concern or comment sharing. Your participation is encouraged whenever you are able to attend. The P.T.A. is an excellent source of information and parental contact.

REST TIME

Younger students are encouraged to balance each day with a nap or rest time. Quiet space and cots or cribs are provided for sleep, rest or quiet play as determined for each child. While parent instructions are always closely observed we need to be directed by the child's needs each day and provide for them as needed. Rest periods should not exceed two hours of time.

Parents will be consulted respecting their child's sleeping arrangements at the time of enrolment and at any other necessary time and made aware of MLCP's nap time protocols to ensure that the optimum sleep time arrangements are followed.

As per CCEYA regulations, sleeping infants will be carefully monitored. Nap time will be a soothing, peaceful time with music and rubbed backs or rocking as requested by parent or needed by child. They will be monitored for comfort. Infants who are unable to roll independently or are under 12 months will be placed on their backs. Infants may sleep for approximately two hours and are awoken gently and with respect.

Assigned cribs and cots will be labelled and occupants of the sleep room noted at its entrance.

Monitoring sheets will be prepared listing all students, who will be checked at certain intervals and initialled by the staff doing the check.

Licensed students and/or their parents may decide whether a child naps or partakes of quiet activity.

Should there be significant sleep patterns or behaviour changes noted with any napper, these will be relayed to parents/guardians along with any adjustments made to the regular routine to make the child's sleeping experience as pleasant as possible (raised bed, additional blanket, etc.). As always on-going communication with the parents is of utmost importance especially for our youngest students.

MLCP strives to create a program making all parts of the child's day a positive experience.

SCHOOL CLOSURE

In the event that the School needs to be closed (e.g. weather), information will be relayed on CHFI FM 98.1 and CKDO AM 1350 and via email.

SCHOOL HOURS

In the best interests of the students beginning their day together with an introductory sharing of information, we ask that you adhere to specified times.

7:30 am	-	8:15 am	Daycare
8:45 am	-	4:00 pm	Daily Session
11:45 am	-	12:30 pm	Lunchtime
12:30 pm	-	2:30 pm	Quiet Time or Nap Time for younger students
4:30	-	5:30 pm	Daycare

Recess periods are scheduled throughout the day as regulated by CCEYA and the Department of Health.

As per your prospectus package and our website, the admission procedure requires an on-site visit where the programme information package and facility are discussed and viewed. Parents are encouraged to thoroughly review information before we finalize admission.

Students withdrawn before the year-end are required to give two months' notice or two month's fees – other than in the event of fee pre-payment (see fee schedule).

All students leaving MLCP are required to provide academic forwarding information so that files may be transferred to the applicable school.

SICKNESS

Please ensure that the Ministry of Health forms are completed and returned as soon as possible. Should a child be uncomfortably ill they will be guided from their group and you will be contacted and asked to do a pick-up. A reminder that children who are unwell must remain home until symptom free for 24 hours or 48 hours if stomach related. We do require a Doctor's note if a child is away for an extended period of time. It is the parent's responsibility to forward updated immunizations to the Ministry of Health and to MLCP.

Please note that new Health regulations regarding concussion management state that a child receiving a blow to the head must be seen by a doctor before a return to school.

SMOKING

The Smoke Free Ontario Act prohibits the smoking of tobacco, medical marijuana and electronic cigarettes anywhere on MLCP properties.

MLCP promotes a healthy smoke free environment. Smoking or vaping is not permitted on the school premises or in the presence of the children. This includes off-site activities such as field trips. Failure to comply with this policy could result in disciplinary action.

SNACKS

As required, MLCP provides snacks for the students mid-morning, mid-afternoon, and before and after school. Snacks usually cover two food groups. Everyone is encouraged to try/lick/smell food items each time and opportunities are always ongoing to encourage taste tests of previously declined items.

SUMMER CAMP

Summer Camp is offered each year for eight weeks in July and August for interested families with students under 6 years of age. Information and registration are usually available by March of each year.

VOLUNTEER STUDENT SUPERVISION

Volunteers and students are welcomed at MLCP. As per our policies – MLCP will obtain criminal reference checks and a lead staff will conduct tours and review all pertinent policies prior to the start date. Volunteers and students will not be left unsupervised and will be monitored and mentored by the head teacher in the classroom.

We welcome volunteers, Montessori and ECE interns and high school students needing community service hours. We support not only the community involvement but the shared learning opportunities.

WAIT LIST PRIORITY

Prospective parents are always welcomed in learning about MLCP. In the event that classrooms/age groups are full, parents are directed towards the option of joining a waitlist. There is no charge associated with being placed on the MLCP waitlist.

Waitlist acceptance involves the completed registration form so that pertinent information along with contact information is readily available. Prospective parents are accepted to the list, notified of their number placement, notified that full day spaces and siblings are given priority and are notified of the first possible absolute day of acceptance. At the point of acceptance, the registration fee and all additional information will be required. Parents are asked to maintain contact with MLCP as to the waitlist placement movement before the suggested availability date.

Should a space become available before their absolute date, they are contacted by MLCP administration and offered the spot. At that point, a prospective parent can choose to take the space, remain on the waitlist, refuse the space or ask to be removed.

Please note that MLCP's Policies and Procedures are available online.

**Please ensure that you have read all pertinent information
before signing and submitting the MLCP Annual Sign Off Form
found on our website www.mlcp.ca**