

Winnipeg Montessori School Inc.

School Policies

1. Enrollment:

New students will be enrolled into the school on the following basis:

- i. after all returning children, siblings of presently enrolled, and siblings of former Winnipeg Montessori School students have registered;
- ii. on a first come basis at the school's Open House.
- iii. by date of application on the waiting list.

Once school commences in September, enrollment will be taken in order of application on the waiting list. All children must be 2 1/2 years of age by the time they begin the program and up to and including six years old. **All children must be fully toilet trained.**

In the event of parental separation, the parent or guardian will inform Winnipeg Montessori School Inc. of the custody agreement or court orders pertaining to the child in care.

If the school feels it cannot meet the needs of a child in our program, the school can request that the parent/s withdraw the child from the program.

2. Enrollment of Special Needs Children:

Winnipeg Montessori School Inc. will accept a maximum of one 5 half day special needs child in the morning program and one 5 half day special needs child in the afternoon program.

Acceptance for enrollment of a Special Needs Child is conditional to funding being secured, and the appropriate assessment report/information forwarded to the director.

3. Inclusion :

We believe that the key tenets of inclusive practice are that:

- a) all children, including children with additional support needs, are encouraged to participate fully in group social play and in the program's experiences and routines.
- b) positive attitudes are demonstrated by the staff when making changes to accommodate all children.
- c) all staff are aware of the goals of each IPP and support them in everyday activities
- d) staff work as a team with parents and other professionals to develop, carry out and regularly review IPPs for children with additional support needs
- e) staff pursue specific training in inclusive practice

At Winnipeg Montessori School we adhere to the principles of inclusion which are access, participation and support.

Access

Access describes community inclusion and the inclusive environment.

At Winnipeg Montessori School

- a) we accept and welcome children of all abilities
- b) we set up the physical environment so that all children can access areas, materials and activities and they can make choices based on their abilities, interests and needs
- c) we are flexible in our daily program in order to meet the needs of each child. Adjustments are made to routines and transition to make learning experiences positive for all children

Participation

Inclusion encourages the development of relationships, a sense of belonging and a respect for the dignity and equality of every child. Experiences and routines are adapted so all children actively participate in a meaningful way, each learning from the others, in a supportive approach which promotes the development of each child to their potential.

At Winnipeg Montessori School

- a) in the spirit of acceptance and inclusion we readily adapt experiences and routines so that all children can participate actively and meaningfully, feel successful, and have a sense of belonging
- b) all staff are aware of the goals of each IPP and ensure that the IPPs are revised annually
- c) we address the goals for children with additional support needs during play experiences with their peers
- d) we plan field trips so that all children can attend and participate in the activities on the trip
- e) we provide opportunities for children to learn from each other and to develop relationships with one another throughout the day
- f) we observe, document, consider and respond to individual needs, abilities, and progress and we promote growth in all areas of development in a supportive approach that builds on **each** child's strengths

Support

Support describes family oriented practice, collaboration among partners, and staff supports.

At Winnipeg Montessori School

- a) we encourage and support parents in making decisions about early intervention options
- b) we acknowledge and respect the priorities that families have for their children and encourage them to be part of the decision making process
- c) we support families by consulting with them and with early intervention professionals who have valuable knowledge and expertise to share with us and together, as partners, we set goals for an IPP
- d) we adapt existing supports and we use community resources to reach the goals
- e) we share pertinent information on a daily basis with other staff and with the parents
- f) we support staff in professional training in order to respond effectively to the needs of all children
- g) we are committed to learning more about child development research, theory and practice in order to provide full inclusion of each child in our program

4. Drop off/Pick up:

Children are to be transferred to and from school by the parent, guardian or designate. Winnipeg Montessori School Inc. will assume responsibility for each child at the time they are greeted by a staff member and checked in on the attendance sheet.

Parents, guardians, or driver designates must accompany his/her carpool children to and from the building, and wait until the teacher records the children's attendance. This is a requirement per the Province of Manitoba Early Learning and Child Care Program.

Once a parent, guardian or designate enters the playground, it will be assumed by all staff members that this person is now responsible for their child, carpoolers, siblings, and young visitors.

Please keep right upon entering the parking lot and observe the no parking and handicap parking zones.

Please keep idling to an absolute minimum to protect the health of those children in the playground and walking through the parking lot.

5. Child Safety:

The school must be informed as to whom specifically we may or may not release your child. We will not release your child to anyone without your consent. **If a person other than the regular driver is picking the children up, the school must be notified in writing or by telephone. If notifying the school by phone, a description of that person will be required, and that person must bring identification with them to the school.**

6. Reporting Teacher:

Each child in our program is assigned to a Reporting Teacher. While all teachers work with all the children, your child will spend more time with his/her Reporting Teacher. She is responsible for tracking your child's progress and is the one you will meet with at the Parent Teacher Conferences in November and April. Any questions or concerns regarding your child's progress, interests, friendships etc. may be directed to her as well. If you do not know who is reporting on your child, please contact the Director.

7. Withdrawal:

In the event that a child is to be withdrawn from Winnipeg Montessori School Inc., the following steps must be taken:

- a) One month notice, provided in writing, must be given to the school.
- b) Child's last day of attendance at the school must coincide with the final date on the written notification.
- c) Parents will receive a refund of tuition for the remaining **weeks** of the school year.
- d) No tuition refunds will be given after March 1st of the current school year.

8. School Closure:

When closure is due to inclement weather, no tuition refunds will be issued for the cancelled period. When closure may be required due to inclement weather, parents are advised to listen to radio station CJOB (680 AM). No tuition refunds will be issued. In the event of school closure for reasons other than weather, parents will be notified by telephone.

9. Carpools:

The formation of carpools is the responsibility of the parents. Class lists are available upon request to assist with this task. Once organized, the names in the carpool must be submitted to the school. This list is vital for attendance and messages.

The carpool driver must accompany his/her carpool children to and from the building, and wait until the teacher records the children's attendance. This is a requirement per the Province of Manitoba Early Learning and Child Care Program.

If a person other than the regular driver is picking the children up, the school must be notified in writing or by telephone. If notifying the school by phone, a description of that person must be given and that person must present identification upon arrival.

10. Snack Program:

A daily snack is provided for the children which may not include all food groups. **Nut or nut oil products are not permitted for allergy reasons.** The snacks are carefully selected to ensure they are "safe" for all children attending Winnipeg Montessori School. We ask that NO food items come to the school in order to ensure a "safe" environment for all children.

11. Anaphylaxis Policy:

When a child in our program has a life-threatening allergy and may require the use of adrenaline by auto-injector;

- a) Parent/Guardians of the child are required to leave an adrenaline auto-injector in the school office.
- b) Parents/Guardians of the child must sign an Authorization Form for Administration of Adrenaline Auto-Injector.
- c) Parents/Guardians of the child must review and approve our list of snack items to ensure these items are safe for their child to consume.
- d) Parents/Guardians of the child must keep the school informed of any changes in the child's allergies or reactions.
- e) Parents/Guardians of the child must complete an Allergy Biography.
- f) Copies of the Allergy Biographies are kept in the kitchen and office and staff are aware of their locations.
- g) Staff are informed of the presence of all children with known risk of anaphylaxis.
- h) Staff are trained in the use of the adrenaline auto-injector.
- i) When an adrenaline auto-injector is used, an ambulance will be called immediately and the child will be transported to the hospital. The child's Parents/Guardians will be contacted at this time. The cost of ambulance transportation is the responsibility of the Parents/Guardians.

12. Evacuation Procedures:

Evacuation procedures are practiced once a month for all children attending the school. These procedures involve the following:

- a) All children lining up at the South, West, or North exits, to proceed directly outside to the fence. A headcount will be taken and matched to the daily registrar.
- b) The Secretary or Director will call 911.
- c) The Secretary will collect the class list and attendance forms.
- d) Parents will be contacted to pick up the children at the Erv Parent (Western) Ltd. building, 5 Otter Street.

13. Indoor Dismissal:

Should the weather not permit outside play, dismissal will be from indoors. The teachers ask that parents please wait in the locker area until a teacher brings your child or carpool to you. This will avoid confusion when many children are leaving at one time.

14. Late Pick Up:

Parents are responsible and accountable for dropping off and picking up their children on time. As the Montessori program officially ends at 11:30 a.m. and 4:00 p.m. respectively, a 1/2 hour leeway time has already been provided to parents to allow ample time for pickup (until 12:00 noon and until 4:30 p.m. respectively Monday to Thursday) Violation of these stated times will be reported to the Board who reserves the right to impose financial penalties.

15. Parent/Teacher Interviews:

Parent/Teacher Interviews are scheduled for the Fall and Spring of each school year.

16. Observation of the School Program:

The staff welcome all parents to come and observe the school program once an appointment has been made. In order to ensure that the program continues to run smoothly, the teachers would appreciate parents noting and abiding by the following guidelines:

- a) The visiting parent is welcome in a non-interactive role as an observer.
- b) Appointments are scheduled after November 1 of that school year.

17. Sick Children:

It is not unusual to expect sniffles, colds, or flu's during the school year. If your child will not be attending school due to illness (or for any other reason) please call and notify the school. It is better to miss one day than to prolong an illness, or risk spreading germs to others. A few symptoms which may be reason to keep your child at home are as follows; runny nose, persistent cough, and glassy eyes. For contagious diseases/conditions such as colds, chicken pox, lice, pink eye, measles and strep throat, please keep your child at home to speed their recovery and to avoid an epidemic. Should symptoms or sickness develop while the child is at school, the Director will have the parents or guardians contacted. Public Health Guidelines are followed where applicable.

Should a child require hospitalization, an ambulance will be called and a teacher will accompany the child. Parents (or other emergency contacts) will be contacted. Any expenses incurred, including ambulance fee are the responsibility of the parents.

18. Communicable Diseases:

If any child is identified as having a communicable disease, the following procedures will occur:

- a) The parent or emergency contact will be called to pick up the child immediately.
- b) The child will not be sent home with the carpool (if applicable).

If your child will not be attending school due to illness (or for any other reason) please call and notify the school.

19. Children Requiring Medication or Having Allergies:

Should it be necessary to administer medication to a child during school hours, permission from the parent(s) detailing times and dosages must be submitted and authorized in writing to the School. Medication must be sent to the school in the original bottle, as well as the dispenser to be used. If the child has any allergies, the teachers must be notified in writing of the child's condition or possible reaction(s).

20. Communication Model for Parents:

Any questions or concerns that a parent has about his/her child should be presented to the child's Reporting Teacher. Any questions or concerns that a parent has about the program in general should be presented to the Program Director.

For issues other than the program, parents should contact the chairperson or director of the school. If the issue needs to be brought before the board, it must be tabled on the agenda for the board meeting. All parents are welcome and encouraged to attend any board meeting, but do not hold a vote unless they are board members.

21. Parental Separation:

In the event of parental separation, the parent or guardian will inform Winnipeg Montessori School of the custody & access arrangement and where applicable will supply Winnipeg Montessori School with a copy of the parents' custody agreement or court orders pertaining to the child in care.

22. Behavior Management:

The behavior Management policy for children attending Winnipeg Montessori School Inc. is in accordance with The Manitoba Child Care Program Licensing Manual and The Child Welfare Act. The following principles listed below are sanctioned by the staff and the Board of Directors of Winnipeg Montessori School Inc.

- a) All children who attend Winnipeg Montessori School Inc. will be taught respect for themselves, other children, adults and the environment in which they work and play. Class rules are established which enhance group cohesion and emphasize co-operation between classmates and teachers.
- b) The teachers of Winnipeg Montessori School Inc. will;
 - a. Establish the classroom as a group;
 - b. Ideally, ask children to label their feelings and find a solution;
 - c. Redirect the child from a potentially stressful situation;
 - d. As a last resort, isolate (remove) the child from the immediate environment, never to be unattended. A discussion of appropriate behavior is exchanged from teacher to child. The teacher would never indicate the child as "bad", but rather the action as inappropriate.
 - e. After a continued period of time, if the inappropriate behavior continues, we will discuss the situation with the parents, for a better understanding of the child, and to seek parental help. In severe cases, we could certainly ask for professional assistance with the parents consent.
 - f. A staff member shall not permit, practice, or inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance. Physical punishment includes striking a child, either directly or with an object, shaking

shoving or spanking, it also includes forcing a child to repeat physical movement, force feeding, or any other action carried out which results in physical injury to the child. Verbal or emotional abuse includes any harsh, belittling or degrading response by an adult, which would humiliate or undermine a child's self respect. The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding or toilet facilities.

23. Noncompliance of Payments:

- a) In the case of noncompliance of payments of fees; the Board will consider what course of action will be taken on an individual family basis to be invoked at any time.
- b) The Board reserves the right to revoke any and all privileges and services rendered; if the family does not comply with the course of action proposed by the school and / or Board of Directors.
- c) The Board reserves the right to collect past due funds through small claims court, collection agencies and any such means. All expenses and fees will be charged to the family.

24. Returned Cheques:

In the case of returned cheques, the family must make the required payment promptly and include any and all bank charges in addition to a \$20.00 returned cheque administration fee to Winnipeg Montessori School.