



Parent Policy Manual

Winnipeg Montessori School Inc.

Facility Number: 2024

Location: 1525 Willson Pl

Winnipeg, MB R3T4H1

Phone: 204-452-3315

E-mail Address: admin@winnipegmontessori.com

Website: www.winnipegmontessori.com

Revised Jan 2022

1. INTRODUCTION:

Established in 1967, Winnipeg Montessori School is one of Winnipeg's oldest and most respected Montessori pre-schools. We moved into our current facility in 1989 at 1525 Willson Place (off of Waverly Street). We offer two, three, and five day programs which are authentic to the Montessori Method for children age 3-6yr.

We also offer a small sized (total of 9 students) 5 day Kindergarten class that offers both half day and full day classes for students who are 5 or turning 5 by the end of December.

2. MONTESSORI PHILOSOPHY

The Montessori philosophy believes that the goal of Early Childhood Education is to cultivate each child's natural desire to learn. At Winnipeg Montessori School, we lay the foundation which enables self-directed learning and we focus on "learning by doing". Our warm and friendly atmosphere allows children to progress at their own level, while emphasizing respect for themselves and others. Our caring and experienced staff maintains a friendly and fun environment while "*Promoting the Love of Learning*".

3. SCHOOL HOURS AND OPERATIONS

The school is open from 8:00 a.m. to 5:30 p.m., Monday to Friday except statutory holidays.

Half-Day Program Times 8:30-12:00AM
1:00-4:30PM

Formal class time will end at 11:30AM in the morning and 4:00PM in the afternoon. Parents have a flexible pick-up time between 11:30-12:00AM, and 4:00-4:30PM.

Full-Day Program Times 8:00AM-5:30PM

4. BEFORE & AFTER SCHOOL CARE FOR HALF DAY STUDENTS

Before & After School Care is available for families who require it and must be pre-arranged with the Executive Director. Before Care is available for early drop off between 8-8:30AM, and After School Care is available for an extended pick-up time between 4:30-5:30PM. Additional fees at \$5.00/day for before care and \$10.00/day for after care apply if pre-arranged with the Executive Director.

5. STAFF

All staff members at Winnipeg Montessori School Inc. are selected based on their qualification, experiences, and their passion to work with children. All our group teachers

are Montessori certified and we also strive to maintain the regulated minimum of 2/3 of trained Early Childhood Educators (ECEs).

All staff members working at our school must submit for a criminal record check with vulnerable sector search and child abuse registry check upon hiring. Teachers will not be allowed to work alone with the children until these checks are completed.

All staff members are required to have current First Aid and CPR-C certifications.

Professional development opportunities will be provided to all staff based on their needs and interests.

6. CURRICULUM STATEMENTS

Winnipeg Montessori School Inc. Curriculum Statement

Winnipeg Montessori School Inc is a non-profit nursery school which provides a safe, nurturing and stimulating environment to help children develop socially, intellectually, emotionally and physically. Our curriculum is based on Montessori principles encouraging self-motivated learning, choice making and respect for self and others. We continuously encourage children to engage themselves in activities and to interact with the children and staff around them. We do this by sitting with the children at eye level, either on the floor or at a table. We ask questions and provide age appropriate materials to enhance learning. In this way, children learn social and emotional skills such as sharing, turn taking, cooperation, conflict resolution and independence. They develop cognitive skills such as creativity, problem solving and retention of information such as colors, letters, and numbers when they work with the Montessori materials. These materials include letter tracing, phonetic matching, number rods and object counting. The children develop physical skills through fine motor activities such as pouring and spooning, and gross motor activities such as running, jumping and climbing. The children's daily learning experiences are passed on to the parents by the teachers through verbal communication and our monthly newsletter. We also have a communication board in our front entrance that highlights the activities, songs and snack enjoyed by the children that day. This helps us build a positive relationship with our families so they are comfortable sharing with us.

We provide learning experiences based on the interests of the children as observed by the classroom teachers all day long. We also follow a flexible curriculum schedule we have created to further stimulate the learning process. The activities planned by the teachers are actively modeled while the teachers work with the children. The teachers give lessons to the children to demonstrate how an activity is done or how to work with a certain piece of equipment. Each group has their daily program schedule which is flexible based on the developmental capabilities and interest of children and is

inclusive of children with additional support needs. We may extend work times when children are actively engaged as this will further their learning and development.

The teachers make observation notes on the children that are used as the basis in planning and implementing age appropriate activities. The duration of developmental activities changes depending on the level of interest of the children. The children's art related to the planned activities is displayed on some of the classroom bulletin boards to showcase the children's work. Our classrooms are organized based on the 5 Montessori learning areas. The materials in each learning area are regularly changed to support and enhance the interests of the children.

We incorporate the similarities and differences of the children and their families as part of multiculturalism such as getting information from the families about their culture and practices. We share this information during group time. Parents are welcome to come and speak about their culture to the children as well as lend samples of cultural attire to have on display. The teachers also regularly play music from different cultures for the children to enjoy.

7. ENROLLMENT

Effective September 2023, all students must be 3 years of age by December 31st and up to and including 5 years old to enroll. **All children must be fully toilet trained.**

All students, including currently enrolled students must register for each school year. Currently enrolled families and past affiliated families will be given an earlier registration date before new families.

Re-Registering Currently Enrolled Students and Past Affiliated Families

Registration for the upcoming school year will take place at the end of January or early February. An exact date will be communicated to our current families and past-affiliated families. Registration for currently enrolled students and past affiliated families will be on a first come, first serve basis. Application forms and fee schedules will be distributed prior to the registration day.

A registration will be considered complete when the following is submitted:

- a) *Completed Application form;*
- b) *Payment of a \$200 non-refundable registration fee (e-transfer, or cheque dated the date of registration)*
- c) *Early withdrawal fee payment, which is equivalent to 4 weeks of tuition; and which will be non-refundable should withdrawal occur prior to September 1st of the school year. The child may attend for the first four weeks of school.*

Open House and New Student Registrations

An Open House for new families will take place at the beginning of February for the upcoming school year. The date of the open house will be communicated to all wait listed

families and posted on our website. Registration will begin immediately after the open house and on a first come, first serve basis.

A registration will be considered complete when the following is submitted:

- a) *Completed Application form;*
- b) *Payment of a \$200 non-refundable registration fee (e-transfer, or cheque dated the date of registration)*
- c) *Early withdrawal fee payment, which is equivalent to 4 weeks of tuition; and which will be non-refundable should withdrawal occur prior to September 1st of the school year. The child may attend for the first four weeks of school.*

Enrolling During School Year

Students are able to enroll mid school year if there are spaces available, however no new students will be enrolled after the end of February. Registration process is the same as above with prorated tuition amount based on start date.

NSF Fees

Any NSF cheques will result in a \$25.00 charge plus any additional bank fees to be paid within two weeks of receiving notice from WMS.

8. PHASE IN POLICY

Phase-in is incorporated in authentic Montessori schools all over the world. At our school, the phase-in process applies only to new students who are starting their first year with us. During the first week and half, each new student will only attend one day, which will help ensure our teachers have time to orient new students to the classroom, and to help them adjust to a new environment, new friends, and being away from home.

Upon completing registration, all new families will receive an email with important information for upcoming school year in the summer, and your child's phase-in date will be included in this email. Tuition fees apply to the phase-in week as a part of the beginning of each new school year.

A minimum of one month prior to a new student's first week of school, you will be notified of their phase in day. This is a regular day for your child to attend the hours for which they have registered, however it will be the only day that week that a new student will attend. They will begin their regular schedule the following week as registered.

9. WITHDRAWAL

In the event that a child has to be withdrawn from WMS Inc., the following steps must be taken:

- a) A minimum of 4 weeks' notice must be provided in writing or emailed to the Director at (admin@winnipegmontessori.com).

- b) Child's last day of attendance at school must coincide with the final date that is stated on the written notice
- c) Parents will receive a tuition refund for the remaining **weeks** of the school year
- d) No tuition refunds will be given after **March 1st** of the current school year
- e) Any family intending on withdrawing a currently registered child between the time of registration and September 1st will still be required to give written notice. The Early Withdrawal Fee (dated Sept 1) along with the \$200 deposit fee are non-refundable.

The office will be closed during the summer months; however, notice may be given by email.

10. CARD ACCESS SECURITY SYSTEM

The school's front door will be locked at all times. All enrolled families can gain access with a key card at the beginning of the school year. We will charge a deposit of \$25.00/card. Families can request additional key cards if needed.

This access card is to be used by parents and/or guardians when entering the school and when picking-up your child. Your access permissions will reflect the hours that your child is enrolled at our school. No access permissions will be given during weekends, holidays, and school closure.

At the end of the year, if your family will not be returning for the next school year, your key card can be returned to the school and the deposit will be refunded. Lost and damaged cards will not be eligible for refund.

For any lost key cards, please inform the school immediately so we can deactivate it right away to ensure safety.

11. TUITION PAYMENT & RECEIPTS

A Tuition Fee Schedule will be provided to all families prior to enrollment and payment can be made according to the payment schedule.

Tuition payment(s) can be made via cheque, money order, or e-transfer. Postdated cheques can be provided to the school at the beginning of the school year for your convenience.

Applicable invoices will be emailed out to families one week prior to the due date (1st of each month).

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. 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.

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.

Tuition receipts will be issued twice a year – January for the previous fall (September – December tuition) and again in June of the current year (January – June tuition). Duplicate receipts will be issued upon request. A \$20.00 administration fee must be collected prior to being mailed or picked up.

12. FUNDRAISING/DONATIONS

Winnipeg Montessori School is a Charitable and not-for-profit organization and have a number of fundraising events throughout the year. The monies raised from these fundraisers go towards program development. If you wish to opt-out of fundraising events and wish to make a monetary donation, a tax receipt will be issued. Fundraising is part of our budgeted revenue and we greatly appreciate your support. Fundraising goals and progress will be communicated with all families.

13. INCLUSION POLICY

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 transitions 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 special enrichment opportunities to supplement classroom learning
- 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

14. BEHAVIOUR MANAGEMENT POLICY

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;
 - i. Establish the classroom as a group;
 - ii. Ideally, ask children to label their feelings and find a solution;
 - iii. Redirect the child from a potentially stressful situation;
 - iv. 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.
 - v. 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.
 - vi. 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.

15. ARRIVALS AND DEPARTURES

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 parent/guardian will be picking up the children, the school must be notified. That person must bring identification with them to the school.**

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 designate that drops off a child must accompany the child to and from the inside of the building, and wait until the teacher records the children's attendance. This is a Licensing Regulation requirement per the Province of Manitoba Early Learning and Child Care (ELCC).

During outdoor recess, 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 and siblings.

Children will not be released to any individual, parent/guardian or designated pick up, who appears to be under the influence of alcohol or drugs (prescription, cannabis, or other). In such instances, an alternate pick-up person will be contacted for the child. If one cannot be reached, then All Nations Coordinated Response (ANCR) would be contacted to pick up the child.

16. INDOOR DISMISSAL

Should the weather not permit outside play, dismissal will be from indoors. Please greet a staff member to ensure that someone on staff has seen you. This will avoid confusion when many children are leaving at one time.

17. LATE POLICY

Parents are responsible and accountable for dropping off and picking up their children on time. For half day students, the morning program runs Mondays-Fridays 8:30-12:00AM. For the afternoon, the half-day program runs Mondays- Fridays 1:00-4:30PM. Full-day program schedule is from 8AM to 5:30PM, Monday-Friday.

Please contact the school immediately if you will be late in picking up your child. There will be a verbal warning for the first two documented times of the listed pick-up time. A

third late pick up time will result in a \$10 fee. Families will be charged for every 10-minute increment of time the parent is late. Parents will be required to pay late fees via cash or cheque payable to the school within 24 hours. Violation to the late fee policy will be reported to the Board, who reserves the right to impose greater financial penalties or temporary suspension from school. In order to avoid this situation, we encourage parents/guardians to arrive a few minutes early each day.

18. PARKING LOT SAFETY

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.

19. BOARD OF DIRECTORS

We are a licensed non-profit organization managed by a volunteer parent Board of Directors. The Board of Winnipeg Montessori School Inc. is a voluntary group of parents, guardians, and community members who meet on a monthly basis (or as needed) to discuss and review issues related to the governance, policy, and strategic direction of the school. Members are elected to serve a one-year term. There are eight members with the following positions: Chair, Vice chair, Treasure, Secretary, staff liaison and members at large who assist with fundraising, special events, and building management.

Please contact the Executive Director if you are interested in becoming a Board member.

20. CONFIDENTIALITY

Access to a child's information record will only be given to the legal guardians of the child, the staff involved in the operation of the school and if applicable, the assigned Manitoba Early Learning and Child Care Coordinator. In the case of an emergency or injury to a child, information may also be released to the proper authorities, such as medical staff attending to the child, or in the case of suspected abuse, the appropriate child protection agency.

No information, verbal or written, regarding a child or their family will be released to anyone other than required by law or special permission has been given by the parents/guardian.

All children's files are confidential and are stored in a secured area. They are for the use of Winnipeg Montessori School Inc. only.

We also ask parents/visitors to keep what you observe and hear at the school confidential and not share with the larger community.

21. PARENT SEPARATION & CUSTODY PAPERS

In the event of parental separation, the parent or guardian must inform Winnipeg Montessori School of the custody and 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.

It is important for families to know and understand that we cannot refuse a non-custodial parent access to his/her child(ren), nor can we ask the police to enforce custody arrangements if legal documents are not provided for the school.

22. REPORTING TEACHER

Each child in our program is assigned to a reporting teacher. While all teachers work with all of the children, your child will spend more time with his/her reporting teacher. He/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 the reporting teacher as well.

23. PARENT TEACHER CONFERENCES

Our school offers two official parent teacher conferences in November and April each school year. The parent teacher conferences are great opportunity for parents and teachers to meet and discuss your child's strength, development, and learning at our school. Registration for these meetings will be via School Appointments. Details will be sent out to all families prior to the meeting dates for registration.

24. STATUTORY HOLIDAYS

Winnipeg Montessori School Inc. will be closed for all federal and provincial statutory holidays listed below:

Labor Day
Truth and Reconciliation Day (September 30)
Thanksgiving Day
Remembrance Day (If it falls on a weekday)
Christmas Day
Boxing Day
New Year's Day
Louis Riel Day
Good Friday
Victoria Day

Please note that our school will also be closed for two weeks for Winter Break, and one week for Spring Break.

25. IN-SERVICE DAYS

Each school year will include approximately seven (7) in-service days. School will be closed for all half day students during these days so our teachers can work on preparing new learning materials and programming in the classrooms. Care will be offered to our full day students who normally attend school on these days. Please note that programming for the in-service days will be slightly different than a regular Montessori day to accommodate for the teacher's rearranging and re-organizing within the classrooms.

*Please note that our school will be closed for ALL students on our teachers' PD day (professional development), in-service day before Winter Break, and last day of school in June. No care will be provided on these days. Please refer to our school calendar for details.

26. WEATHER AND 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 check emails or parents may call the school for a recorded message. No tuition refunds will be issued. In the event of school closure for reasons other than weather, parents will be notified by email.

27. HEALTH POLICIES

SNACKS & LUNCHES

Snacks are required to be provided daily, once in the morning and once again in the afternoon.

A snack menu is posted in the children's locker area for your information. Staff will write on our communication board daily indicating the snack that will be served.

Snacks have been carefully chosen. Snack items that are considered to be nut and peanut-free will be served. If your child has an intolerance to gluten or dairy products, please speak with the Director.

A list with the child's name and their known allergies is kept in the kitchen and classrooms. All teachers including substitute teachers are notified of children's allergies when they are responsible for snack preparation and lunch supervision.

During special occasions, such as Holiday Circle in December, the last day of classes in June, during studies of other Countries, there will be a special snack provided. Parents/Guardians will receive advance notice of the snacks that will be provided.

Full day children will be required to bring their lunch. All lunches must be brought to school in a sealed bag or container and labelled with the child's name. **Please ensure that all food items in your child's lunch are nut/peanut free. Lunches may be further restricted if there are other documented allergies during the school year.** We ask that parents please read all food labels carefully and do not send any items that have warnings on them (eg. may contain peanuts and/or nuts). Staff will be monitoring children's lunch contents. If a staff finds a food item that has a warning, your child will not be permitted to consume that item at school. The item will be placed in an area away from the children and parents can pick it up at the end of the day. We encourage parents to send nutritious food options that will support your child's ability to learn and grow. The children are not forced to eat and each child is responsible for how much of their food will be eaten and/or whether they choose to eat the food provided that day.

Casual Lunch Option – Our casual lunch option may be available to all families and must be requested and confirmed before the child attends the lunch program. The cost for the lunch program is \$10.00 per day. A separate invoice will be issued at the end of each month and must be paid within 5 regular school days.

Arrangements are to be made via an email request to the Director.

Lunchtime – 12:00-1:00PM

MEDICATION

A Medication Form must be signed and completed by the parent/guardian if any medication is to be administered at school. All medications must be clearly labelled and in the original dispenser supplied by the doctor and/or pharmacy or original packaging for over-the-counter medications. Staff will sign and date the form for each dosage administered.

Medications will be stored in a secure location within the school and will not be kept in a child's lunch bag, locker or backpack. All medications must be handed to a teacher at the beginning of your child's day.

If the child has any allergies, the teachers must be notified in writing of the child's condition or possible reaction(s).

ILLNESS

It is not unusual to expect sniffles, colds, or the flu during the school year. If your child will not be attending school due to illness (or for any other reason), please call or email the school before the start of day. It is better to miss one day than to prolong an illness,

or risk spreading the illnesses to others. A few symptoms which may be reason to keep your child at home are as following: fever, persistent cough, sore throat, runny nose, suspected pink eye, diarrhea, and vomiting. For contagious diseases/conditions such as colds, pink eye and chicken pox, please keep your child at home to speed their recovery and to avoid an epidemic.

If any child is identified as possibly having a communicable disease, the parent or emergency contact will be called to pick up the child immediately and Public Health Guidelines are followed where applicable.

Our Illness Policy for common conditions are as follows:

Skin Rash – rash must be diagnosed, and proper treatment applied, following Doctor’s instructions

Diarrhea – the child must be taken home after the second incident on the same day

Giardia – (mucus diarrhea which is caused by a parasite) the child may attend after she has been on medication for 24 hours.

Vomiting – parents/guardians will be contacted immediately and asked to pick up their child.

Elevated Temperature – if child’s temperature is 38 degrees Celsius/100.4 degrees Fahrenheit, parents/guardian will be contacted immediately and asked to pick up their child.

Colds – the child may attend the Centre but, if his or her temperature becomes elevated or the child cannot participate in daily routines and transitions, the parents/guardians will be contacted to pick up their child.

Ear infection – the child may attend the Centre after 24 hours on medication.

Infections being treated with an antibiotic – the child may attend the Centre after 24 hours of treatment or until the infectious period has ended

Conjunctivitis (Pink Eye) – the child may attend the Centre after 24 hours of treatment or until the infectious period has ended

Nits/lice – The only effective measure against head lice is the complete and thorough removal of all eggs (nits). Any child found with head lice will be asked to remain at home until no visible evidence of head lice is seen for 24 hours.

Please note that during pandemics such as H1N1 and COVID-19, our school will adhere to and enforce all provincial and federal public health orders and guidelines.

INCIDENTS & INJURIES

We make every effort to reduce the possibility of incidents and injuries. All staff members at the school have current First Aid and CPR C training.

All injuries are recorded on an incident report. Parents are requested to read and sign all reports which will then be placed in the child's file. Incidents that require an immediate call to a parent/guardian include:

- Any bites that break the skin
- Any break of the skin that may result in scarring
- Any fall or incident that results in a blow to the head (which may or may not result in a visible injury)
- Any injury that results in a nosebleed
- Any injury in close proximity to the child's eyes
- Any injury that the staff deem may require medical attention or follow up

If an injury requires minor medical care, we will contact parents immediately to ask that the child be picked up and get the necessary care required. If we are unable to reach the parents, we will contact emergency contacts provided at the time of registry.

If the injury requires emergency medical care an ambulance will be called, a teacher will escort your child to the hospital. The parents, guardians or designate will be notified immediately. The teacher will remain with the child until the parent, guardian or designate has arrived. You will be responsible for any costs incurred – including ambulance.

We report any injuries requiring parents to seek medical care to Manitoba Early Learning and Child Care office within 24 hours.

URIS PROGRAM AND ANAPHYLAXIS

The Unified Referral and Intake System (URIS) is a joint initiative of the provincial Departments of Families. URIS supports community programs in the care of children with specific health care needs. Community programs that are eligible for URIS support include schools, licensed childcare facilities, selected accredited recreation programs and agencies providing respite services. URIS provides a standard means of classifying the complexity of health care needs and establishes the level of qualification required by personnel to support children with these health care needs. Health care needs that are classified as 'Group B' can be delegated to non-health care personnel who receive training and monitoring by a registered nurse. For children with 'Group B' health needs (e.g., anaphylaxis), the nurse provides the following support:

- develops and maintains a written health care plan;
- provides training to community program personnel that are responsible for the child; and
- monitors community program personnel that receive training.

WINNIPEG MONTESSORI SCHOOL INC. 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 a Unified Referral and Intake System (URIS) form which includes an authorization 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 indicate allergies at time of registration if known at that time and indicate those allergies on the application form.
- f. Copies of the URIS forms are kept in the kitchen and classrooms. Staff is aware of the locations of these copied forms.
- 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.

28. BIRTHDAY CELEBRATIONS/INVITATIONS

Our special way of celebrating a child's Birthday is to implement the Montessori activity referred to as the Birthday Walk. The child's teacher will provide the parent with a Birthday Walk notice. The Birthday Walk will then occur during the child's group-time with their designated color group. The parent will be asked to provide pictures from birth to the child's current age, and to provide a short write-up of the child's milestones and interests. The teacher will display the pictures on the office window on the day determined for the child's Birthday Walk.

We ask that Parents do **not** send any treats with your child on his/her Birthday Walk day.

Birthday Party Invitations

During the school year we understand you may want to invite some of your child's Montessori friends to a birthday party. We think this is a wonderful idea!

We are happy to assist in the following ways:

- By providing a list of child's friends
- By forwarding invitations to families you wish to invite

We are unable to hand out invitations at school. Some parents may choose to leave invitations in the children's lockers. You are welcome to do this however, please be aware that sometimes invitations may get lost or parents may not see them within the lockers. It is not the teacher's responsibility to keep track of any of the details of your child's birthday party.

29. NAP/REST TIME

Parents of full-time children will determine whether or not the child will require a nap each day and the length of the nap. Nap/rest time will begin around **12:30PM**. Children that are awake will resume school activities by 1:00PM. Children that require a nap will be allowed to continue napping, but no later than 2:00PM.

The school will supply cots and sheets to each **napping** child and they will be set up in a quiet, darkened room. The children are allowed to bring one blanket (labelled with child's name) and the sheets provided will be laundered by parents on a weekly basis or more frequently if required. Parents can also supply sheets if they prefer. It is the parent's responsibility to wash their child's sheet and blanket on the last day of their child's weekly program and return on the first day of their program the following week. The school will assign the same cot to each child each day.

30. OBSERVATION OF THE SCHOOL

It is understandable that parents are curious about what their child's day entails and how they have adapted to the Montessori Teaching Method. Thusly, we are pleased to offer parents the experience to come and observe the school program once the school year is under way, and the children are feeling settled into their new routines. This is a unique opportunity that gives you the freedom to be in the classroom and experience the wonderful dynamic WMS provides for your children, yet allows you the anonymity of being a quiet observer. In order to ensure that the program continues to run smoothly during your visit, the teachers would appreciate parents noting and abiding by the following guidelines:

- a) Appointments are scheduled after November 1 of that school year.
- b) All appointments must be approved and scheduled by the Director.
- c) Interested parties must discuss proper observation etiquette and obtain approval from the Director prior to observation within the classroom.
- d) Please note that repeated requests for observational visits by returning observers may be denied by the Director, as too many visits constitute a misuse of the purpose of the program. It is up to the Director's discretion as to what is considered a reasonable number of visits per family. As the program is for general observation, any other purpose/intent a parent may have must be pursued through a different avenue, ie: a private appointment

booked with the teacher. The Observation Program is not an opportunity for parents to approach a staff member and discuss any personal concerns that they may have regarding the program or their child.

31. PARENT/GUARDIAN INVOLVEMENT

Parents/guardians may wish to volunteer their time by helping out with becoming a Board member, become a trained substitute when teachers are absent, prepare art activities, shop for snacks, photocopy, help in the art room with special projects (annual art show, Mother's Day gift's, Father's Day gifts, etc.), and help with minor repairs. Please speak to the Director if you wish to help out or volunteer.

32. INDOOR/OUTDOOR CLOTHING

Dress your child in comfortable, washable clothes. We believe that children learn best through play and hands on experiences that may be messy. Children should also be dressed in clothing that allow them to be as self-sufficient as they are capable.

Please provide a pair of indoor shoes which can be kept at the school. Please ensure that all of your child's clothing items are labelled with his/her name. Staff are not responsible for misplaced items or exchanged items. A Lost & Found box is located in the locker area and items are placed in there if we find them out of place and unmarked.

Parents should encourage their child to dress with minimal help. Allow time for your child to learn to button and snap buttons, and zip-up zippers. We will be having outdoor recess every day unless temperatures are below -25C or other inclement weather is occurring. Staff will help children but self-help skills are an important part of gaining independence, confidence and pride.

33. ITEMS NEEDED AT THE CENTRE DAILY

A backpack

A set of extra clothing, including socks and underwear placed in the backpack

A reusable water bottle, to be taken home each day to be washed

One pair of indoor shoes and one pair of outdoor shoes, shoes should have closed toe and firm grips

Seasonally appropriate clothing for outdoor play (hat for summer)

Nutritious lunch for full day students, please include ice pack/thermos to keep lunch fresh/warm

34. TOYS/COSTUMNS

It is our Policy not to allow any dress up costumes and toys from home, other than a cuddly toy for nap time or to help with separation anxiety. Children are allowed to bring a favorite stuffed animal to cuddle with at time of separation. Teachers will encourage the child to put the stuffed toy away once the child has settled into the daily routine. Please ensure the stuffed toy is labelled. The school and the staff cannot be responsible for toys and may not be able to assist families in finding toys that are lost. A “Lost & Found” box is provided at the school for items that we cannot identify. Any other toys that a child may want to share with friends should be for special days assigned by the teacher only.

35. SPECIAL EVENTS & IN HOUSE VISITORS

We believe that special events, and in-house visitors are a fun and important way of exposing children to many aspects of our community. When planning these events we take into account the developmental level of all children. Any parents/guardians wishing to volunteer will be welcome.

36. PHOTOGRAPHING AND VIDEOTAPING PERMISSION

I understand that while my child is present at Winnipeg Montessori School recording (ie videotaping or photography) may be used by the staff for the use of displaying only in the school. Videotaping and photography may take place by families during special school functions such as first day of school, Holiday circle and the last day of school. A separate permission form will be distributed in your welcome package at the start of the school year for photography during special events, and social media posts, and written consent is given on the child’s application form at the time of enrollment.

37. CHILD ABUSE

In Manitoba, it is every citizen’s legal obligation to protect children. This responsibility includes identifying and reporting a child who is or might be in need of protection.

The Community Day Care Standards Act requires that any child care staff who has reason to suspect that a child has suffered or is suffering from abuse (neglect, emotional, physical or sexual) that may have been caused or permitted by a person who has or had charge of the child, must report to All Nations Coordinated Response (ANCR).

38. PARENT CONCERNS & COMMUNICATION

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 Executive Director.

For issues other than the program, parents should contact the Executive Director, or the Chairperson if required. 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 to attend any board meeting, but do not hold a vote unless they are board members. If you wish to attend any board meetings, please connect with the Executive Director.

39. PERSONAL INFORMATION RELEASE

I understand that while my child is present at WMS, personal info (ie name, phone number and email address) will be published in the form of a class list to be released to families attending WMS, unless otherwise indicated on the Registration forms (ie for birthday invitations).

Glossary

Early Withdrawal Fee Cheque - Is a non-refundable portion of a child's tuition that is calculated to be equivalent to four weeks of school based on that individual's registered program choice. The early withdrawal fee cheque is a mandatory part of the registration process and must be postdated for September 1st or dated immediately if registering after September 1st of that school year. This fee allows WMS to cover all lost revenue associated with early withdrawal.