

## **GENERAL POLICIES**

### **Settling in policy**

For the first few days we recommend that the child comes for a couple of hours. If this is his/her first experience away from home – to build the child's confidence, so that they may gradually get used to separation, and be familiar with the school environment.

We would like to make clear to families that they will be welcomed and supported within the centre for as long as it takes their child to settle here.

### **Toys**

Toys are not allowed in our school during Montessori activities as they can cause a major distraction within the classrooms and be easily lost or broken. If for some reason your child does bring toys, we will have to remove them from the classroom environment and place in the lobby. The centre is not responsible in any way for broken, damaged or lost toys.

### **Clothing and Possessions**

We ask you to dress your children in comfortable casual clothing that is appropriate for physical activity, the weather and the seasons.

A second complete set of clothing should be brought to school the first day and left in case of 'accidents'. The clothing should be easy for a child to remove by itself. All soiled clothing will be sent home for laundering. Remember to bring a set of clean clothes if the previous ones were taken home to be washed. All clothing and footwear should be labeled with your child's name.

All children are required to bring a set of indoor shoes. These shoes must be non-marking and allow for age-appropriate independence. Tennis shoes/sneakers are preferred. Shoes with backs on them are a MUST. Flip flops or shoes with thick soles are unsafe in our environment.

Please provide a potted plant labeled with child's name, 3 boxes facial tissues, coloring pencils and glue sticks /use for all children/.

Please do NOT send your child to school with personal items (i.e. dolls, jewelry, cars,) other than what is necessary such as extra clothing and napping items.

The daycare is not responsible for loss or damage to clothing or equipment caused by the organized activities at the daycare.

## **Addendum to Parent Handbook**

**Casa Vera Montessori School**  
2000 Keele Street, Toronto, ON M6M 3Y4

General Policies  
Page No.2/7

### **Birthdays**

Our focus is not to entertain the children, but to acknowledge this special time by recognizing the unique and special events in your child's life.

Few days before child's birthday, please bring pictures from birth to present for your child. If you would like to send treat, please fruit or fruit cake will be great. If you wish to bring present for all children, you may consider a book for the school library.

### **Ethnic celebrations**

The centre has no religious affiliation. Without indoctrination in any specific faith, children will be made aware of the festivals which are being celebrated by their own families or others; as well as encouraged to welcome different festivals.

You are always welcome to come to school and talk about traditions, celebrations, and events in your countries and bring some interesting pictures or books, objects, special food or traditional costumes. Please let us know.

Our aim is to show respectful awareness of all the major events in the lives of the children and families in the centre, and in our society as a whole, and to welcome the diversity of backgrounds from which they come.

### **Closing policy**

Parents should consider the centre open on regular service days unless otherwise notified. The centre should be closed due to weather or other unavoidable circumstances. Parents are advised to call to school, before bringing child to school. Please take extra care during the winter time.

Criteria for closing are as follows (any or all of the criteria may be used):

- the centre is unable to provide a program for the children;(e.g. power outage, floods, storms etc)
- major institutions such as city and county schools, universities, government offices have closed;
- dangerous or obstructed road conditions;
- R.C.M.P. and Police reports recommend closure.

### **Custody Disputes**

In the event that there is a custody dispute, the staff will release the child only to those persons authorized in writing by the authorized parent or guardian.

## **Addendum to Parent Handbook**

**Casa Vera Montessori School**  
2000 Keele Street, Toronto, ON M6M 3Y4

General Policies  
Page No.3/7

Please note that in order for us to deny a non-custodial parent access to a child, we must be provided with a copy of a court order.

### **General Safety**

Every precaution is taken to ensure that your child enjoys a safe, hazard-free environment. We take great care to enforce safety rules and the children are taught safety procedures to follow in case of danger.

All poisonous, sanitary and hazardous materials are kept locked in designated room and medication is kept in a locked medical box. A first aid kit is also kept in the centre. Teachers are CPR trained and they are required to take a refreshing First Aid course every two (2) years.

Whenever the children are away from the centre for a trip, the accompanying teacher carries a backpack with a first aid kit and a list of emergency phone numbers.

### **Parking**

Please, park your car on parking lot only when dropping off or picking up your child. Vehicles may not be left running on the parking lot at any time. Please watch children closely around cars, particularly when backing up, loading, unloading and walking in the parking lot.

### **Sleeping and Rest**

Young children in the program must participate in a time of rest in the early afternoon. Each child will have a cot and will be expected to remain quietly on it during rest time. Children need this time to help them relax and unwind from their busy morning schedule.

Children must keep a labeled pillow, a sheet and a blanket at the school. A child feels more comfortable sleeping on personal belongings brought from home. This linen must be taken home each second week or prior to school holidays to be washed, and should be returned the next school day.

Parents of non-sleeping children have to give the permission for their child not to sleep during the afternoon nap time and request the school to engage the child in the quiet alternative activities.

## **Addendum to Parent Handbook**

**Casa Vera Montessori School**  
2000 Keele Street, Toronto, ON M6M 3Y4

General Policies  
Page No.4/7

### **Communication with Teachers**

We recognize that parents are the primary educators of their young children and our aim is to support parents in their essential role.

We ask parents to share and communicate with the teachers on a regular, as needed, basis about their child's progress. It is difficult for the teachers to discuss anything at length during drop off and pick up times or during school time. However, teachers appreciate all messages, questions, and information in written form whenever possible or, you can schedule an interview or observation at any time. Please use our Parents – Teacher Communication Book.

Parent-Teacher meetings will be planned throughout the year, both formally and informally, as needed. Please do not hesitate to contact us if you have any questions.

### **Complaints policy**

It is our policy to encourage and welcome complaints/comments (both positive and negative) made by any person involved with our service and to act on these complaints to the best of our ability and in an efficient, competent and timely manner.

If any parent, has ANY concerns regarding ANY aspect of the care/procedures/facilities etc. (but NOT limited to these areas) please talk to the Principal who will be happy to assist you with your concerns. All enquiries will be dealt with in a confidential and professional manner.

We would appreciate you speaking to us about a problem in the first instance and to keep it confidential so that we are able to investigate thoroughly and without distraction or bias. It is the responsibility of all staff to maintain confidentiality when dealing with sensitive information.

### **Confidentiality**

- We do not discuss details of any child or family outside the service without written permission from the parent/guardian.
- Confidential information is shared only with staff members who need the information to effectively perform their job.
- Parents may view/receive the files relating only to their own children.
- All files are kept in the office.
- All staff is informed of the confidentiality policy during their induction period.

## **Addendum to Parent Handbook**

**Casa Vera Montessori School**  
2000 Keele Street, Toronto, ON M6M 3Y4

General Policies  
Page No.5/7

- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file.
- Students on courses observing in the centre will be advised of our confidentiality policy and will be required to respect it.

### **Licensing and Certification**

Cava Vera Montessori School is a certified and licensed program. We operate in accordance with the licensing rules and regulations.

We are also member of CCMA (The Canadian Council of Montessori Administrators), which is a source of expertise in Montessori school administration and promote standards of excellence for Canadian Montessori programs and educators to help children reach their full potential.

### **Teacher Qualifications**

It is our policy to provide the best possible care for the children attending by employing persons with the necessary skills, experience and/or qualifications in childcare to perform this function. The Head teachers at Casa Vera Montessori School are required to have their Montessori credentials.

Casa Vera Montessori School is committed to the ongoing professional development of its staff. Regular in-service training is provided and external training and attendance at seminars/conferences/workshops is supported.

### **Nondiscriminatory Policy**

We respect the individuality of all children and admit children on a non-discriminatory basis. It is our policy not to discriminate based on an individual's race, color, religion, sex, national origin, physical or mental disability, or any other basis. All children bring many different experiences from home and we regard this as an enriching experience within our centre.

Casa Vera Montessori School promotes positive attitudes to differences of culture, race, gender, language, financial circumstance or membership of a minority group. This policy applies equally to employees, applicants for employment, contractors, guests, and enrolled children and their parents.

No job applicant or employee will receive less favourable treatment on the grounds of religious persuasion, age, marital status, cultural or national origin, race or gender, which cannot be justified as being necessary for the safe and effective performance of the work.

## Addendum to Parent Handbook

Casa Vera Montessori School  
2000 Keele Street, Toronto, ON M6M 3Y4

General Policies  
Page No.6/7

### Open Door Policy

We believe in an open door policy. You are welcome to visit your child's classroom at any time, without having to be announced. We encourage you to be a part of your child's Montessori experience. Please be considerate of your child's separation issues when visiting the classroom.

### Volunteer guidelines

Casa Vera Montessori School supports the presence of students in the classrooms, when suitable. All volunteers and students will be over the age of sixteen. The use of volunteers rests solely with the Principal and all volunteers will be interviewed and chosen by the Principal.

Volunteers and students working in the centre will be monitored by staff every time. Only employees have direct unsupervised access to children. Direct unsupervised access (i.e. when adult is alone with a child) is not permitted for volunteers.

The Head Teacher in each classroom supervises and guides students and volunteers all the time they are involved in activities with children.

The Principal does an orientation day for students and volunteers, a couple days before they start working at the centre, for them to feel comfortable in the school environment.

### Change of personal information

Parents are responsible to advise us of all changes relevant to their children such as: address, telephone numbers of one or both parents, vaccinations, contact persons, doctor, etc.

### After Montessori Preschool.....

Many parents wonder if Montessori preschool will adequately prepare their child for further education.

As Maria Montessori observed, the patterns of inner direction and concentration stay with children as they go on to higher learning, even if they do not continue with education at Montessori Primary School. This is one of the great gifts of a Montessori early education. The joy of exploration and the inner satisfaction of completing challenging tasks set a positive attitude toward learning.

## **Addendum to Parent Handbook**

**Casa Vera Montessori School**  
2000 Keele Street, Toronto, ON M6M 3Y4

General Policies  
Page No.:7/7

Children will be ready for next stage in their education by laying the foundations for academic learning by developing and refining their senses with the special material.

They are confident in their ability to acquire knowledge, solve problems, and cope with new information and experiences. Children will gain the inner harmony from learning how to take care of their own needs and grow up to become confident students.