



Parents' Handbook

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Pine Lake Montessori School's Beliefs

Pine Lake Montessori School's Mission

Pine Lake Montessori School is a diverse, collaborative community pursuing a one on one teaching method that respects and nurtures the children. In this pleasant, well-balanced learning environment, each member is supported and challenged to discover strengths and explore opportunities. We empower children to reach their utmost potential as life-long learners who are confident, caring and positive contributors to our global community.

Values

Pine Lake Montessori school values the principles of respect: respect for self, respect for others and respect for the environment.

To achieve its mission Pine Lake Montessori School embraces these values and models them in our community. Our goal is to develop a sense of responsibility, a level of self-discipline, self-confidence, a spirit of enthusiasm, a sense of leadership and bring out the joy of learning in children.

The Montessori Philosophy

The Montessori philosophy is a set of principles about the human being from which Dr. Maria Montessori drew an educational pedagogy. As a physician, Dr. Montessori came to be involved with young children. Through scientific observation, she came to see how children interact with their environment and the human beings within it. She had great interest in observing how they learn as they used the materials she created.

Dr. Montessori discovered that the child's own psyche has specific needs and dispositions which determined the pace and direction of his/her inner development.

It is the child who creates his/her unique personality through exploration with materials and activities. This occurs with the interaction of his/her peers. It is only in an individuals' community that one can realize their fullest potential.

Education has an indispensable role in the development of individuals from birth into adulthood. It should be an aid, a support, and an experience, an adventure and guidance for the child in the task of self-development.

This development occurs in stages, which correspond, to what is called infancy, childhood, adolescence, and adulthood. These stages show specific needs and psychological characteristics, which distinctly separate an infant from a child, a child from an adolescent and an adolescent from an adult.

The Montessori philosophy of education not only deals with the appropriate and opportune use of developmental stages in children, with an updated and rich curriculum, and dynamic and brilliant interactive and autodidactic materials; but also encompasses an approach to and a preparation for life itself. Seeking to bring all components into balance.

The stages of development are pertinent in the Montessori philosophy, as they represent the difference between the child and the adult. This is the foundation of the Montessori pedagogy.

Children are continually changing and developing. Adults have already reached the norm of societies demands. Education must compliment the changes and development with each child as they enter each new stage of development.

Educators must be aware of and prepare to deal with new sensitive periods and the specific characteristics, as they become evident. Montessori, therefore, organizes for the child the means that are necessary for his/her own internal development in accordance with the child's disposition and the characteristics of his/her specific age. Through this means, the child's interest and concentration is obtained, so that education does not become an external imposition, but a response to the internal needs and demands of the child.

Dr. Montessori's philosophy also concerns itself with a development of wholeness through the combined involvement of hand and mind, body and spirit. Manipulatives play a large role in the development of the intellect and in Montessori education it is unacceptable to develop one at the expense of the other.

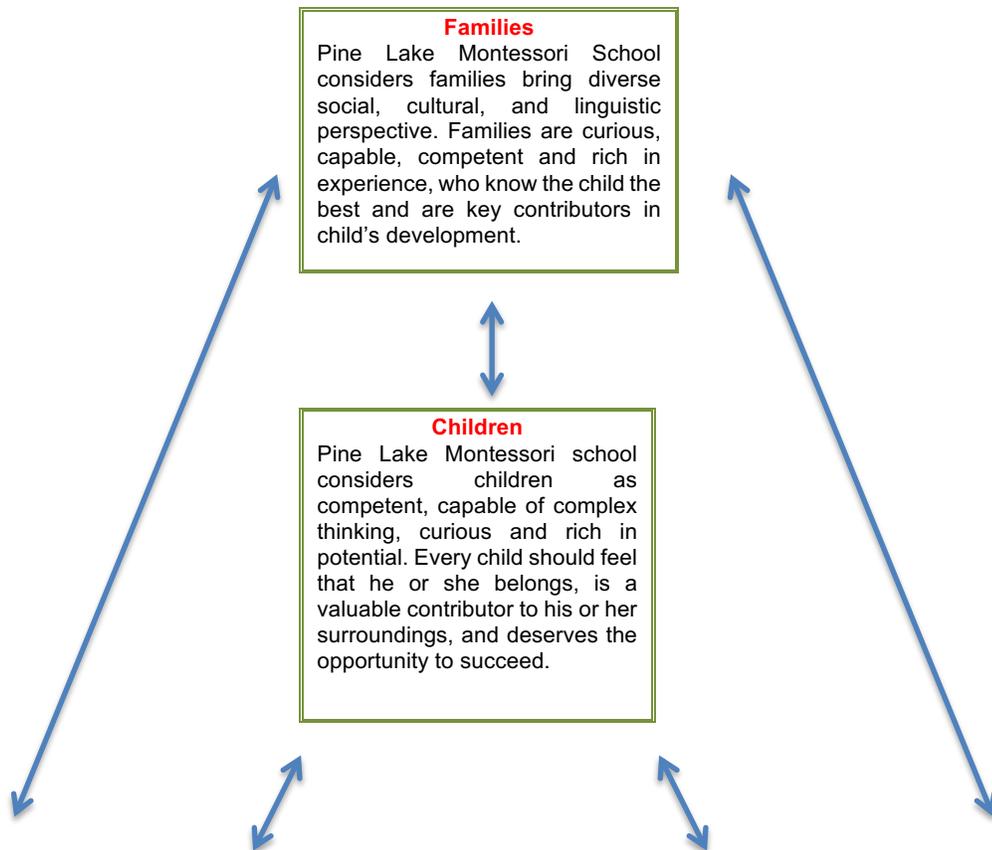
The philosophy of Montessori is to release a spirit in the child that is unique to humankind, which, through love and education, should bring this generation to a peaceful, interdependent world.

Pine Lake Montessori School program statement

Based on “How Does Learning Happen?”
(Regulation 46)

Pine Lake Montessori School’s interpretation of globally approved Montessori pedagogy and programming is consistent and coherent with the Minister of Education’s Policy Statement as set out in “*How Does Learning Happen (HDLH)?*” It is important to note that Montessori pedagogy often describes children’s activities as “work” where HDLH describes children’s activity as “play” but the activities, as experienced by a child, are one in the same.

This program statement will be reviewed with childcare staff, student teachers, specialist teachers and volunteers annually or whenever an amendment is made.



Educators
 The educators are true professionals who connect with children, ensure safe environments, plan and extend lessons, reflect on successes, document the children's lessons and progress and communicate regularly with parents.



Environment
 Our home-like environment filled with living things, brightened with natural light, filled with age appropriate materials and the implementation of individualized learning experiences supports children to self-regulate in a calm, positive and peaceful environment with minimal distractions.

This program statement describes our goals to support each child's learning, development, health and well-being around the four foundations of belonging, engagement, expression and well-being.

<p>Belonging refers to sense of connectedness to others, an individual's experience of being valued, of forming relationships with others and making contributions as part of a group, a community, and the natural world.</p>	<p>Well-being addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.</p>
<p>Engagement suggests a state of being involved and focused. When children are able to explore the world around them with natural curiosity and exuberance, they are fully engaged. Through this type of learning and inquiry, they develop skills such as problem solving, creative thinking, and innovation, which are essential for learning and success in school and beyond.</p>	<p>Expression or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials support creativity, problem solving, and mathematical behaviors. Language-rich environments support growing communication skills, which are foundational for literacy.</p>

Promoting the health, safety, nutrition and well-being of the children

Goal: Pine Lake Montessori school diligently meeting all the requirements of ONTARIO REGULATION 137/15 in attempts to establish and maintain an environment where:

- Children have freedom of choice to build their unique identity and strong sense of self, and in return to recognize, value and respect the unique identity and perspective of others to raise positive contributors to our global community.

- Children are physically active and confident in their own growing abilities.
- Children are aware and able to make healthy choices about their basic needs such as food, and sleep.
- Children are able to build self-resilience, self-confidence, self-regulation and self-help skills.
- Children feel welcomed, safe and happy.

Approach: PLMS practices following guidelines to foster promoting health and well-being of children:

1. Children are offered freedom of choice to practice choices by discipline and responsibility to build their individual self.
2. Children are respected for whom they are, and they are acknowledged by everyone in the school for the uniqueness that they bring to our school community. This will help children to understand, value and respect other's unique identity.
3. Children are considered competent, capable and full of potential and their natural pace of growth is respected.
4. Offering uninterrupted work cycles, rest and quiet time and active outdoor play time supports children's health, safety, well-being and developing self-regulation skills in early years that will impact their strive for a healthy lifestyle in future.
5. Children are offered opportunities and time to practice self-help and self-care skills based on each child's capability throughout daily routine and activities in order to build their independence.
6. PLMS educators are attuned to children's varied sensitivities, arousal states, and need for maintaining a calm, focused, and alert state.
7. PLMS is sensitive and understanding of the children's need who are experiencing challenging and stressful times such as parents' separation, moving residence and etc. or happy changes such as having a new sibling in the family. We encourage families' open communication to ensure the child's well-being dealing with these types of situations.
8. PLMS is committed to the development of healthy people. We strive towards educating young children and their families on balanced diet and healthy lifestyle and their connection to healthy child development. By providing children with healthy eating choices during our open snack times, we are training life-long skills to nutritiously feed and nourish their bodies for optimal health and development. PLMS uses catering companies' services that are specialized in preparing food for children. The menus are comprised of an assortment of healthy food items and beverages from each of the food groups in the Canada Food Guide, with a focus on reduced sodium and sugar and an emphasis on whole grains and whole foods.

The menus are rich in fruits, vegetables and whole grains, which are healthier and provide the body with a high concentration of vitamins, minerals, dietary fiber and are low in fat.

Our full day Toddler and Children's House programs provide a morning snack, lunch and afternoon snack to the children. Catered lunch is optional for half days students. Children who are part of our extended hours receive extra serving of morning and afternoon snacks.

Mealtimes are positive eating experiences with food and portion sizes that are responsive to children's cues of hunger and fullness.

9. PLMS has developed policy in regard to recording children's immunization, sanitary practices and dealing with communicable disease based on Toronto Public health to ensure children's safety.
10. PLMS follows fire department's outlines to ensure children's safety and facility's fire equipment are inspected by professionals annually.
11. PLMS has established playground policy in regard to daily, monthly, seasonal playground inspection, and annual professional inspection of the playground to ensure the safety of the children.
12. PLMS has established anaphylactic policies and individual action plan for each anaphylactic child in care to ensure their safety.
13. PLMS has developed policies based on local government by-laws and ministry of Education to ensure children's safety.
14. All staff, volunteers, student teachers, specialist teachers need to have a up to date police reference check, vulnerable sector screening to be able to offer care or work with children at PLMS care.
15. Prohibited practices:
 - Corporal punishment of the child.
 - Physical restraint of the child, such as confining the child to a high chair, 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 childcare centre 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.

Raising children who are positive contributors to our global community

Goal: Pine Lake Montessori School believes in interconnectedness of all the elements and living beings. We strive for a cooperation model rather than a competition one. We welcome staff, families and children from different ethnical backgrounds, race, age, religious believes and sexual orientation. We accept them as part of our community, and we work cooperatively among each other. We believe that it is through positive interactions and mutual respect that cooperation model is observed. We look at each member of PLMS community as a contributing source not only for school community but also to our global community. We encourage children on a daily basis to practice how they can be a positive contributor to our interconnected community rather than what they can receive from it.

PLMS strives to establish this goal by breaking it down to three important components:

a) Supporting positive and responsive interactions among the children, parents, childcare providers and staff.

Approach: We support positive and responsive interactions among the children, parents, childcare providers and staff by modeling, communicating, promoting and adhering to our 'Values' and our 'Code of Conduct.' These are communicated in our staff policies and in the parent handbook and calendar. They are applied to all members of the PLMS Montessori community – staff, interns, students, parents, volunteers, observers and visitors.

PLMS Values and Code of Conduct is as following:

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To achieve its mission Pine Lake Montessori School embraces these values and models them in our community. Our goal is to develop a sense of responsibility, a level of self-discipline, self-confidence, a spirit of enthusiasm, a sense of leadership and bring out the joy of learning in children.

b) Encourage the children to interact and communicate in a positive way and support their ability to self-regulate

Approach: We encourage the children to interact and communicate in a positive way by modeling and teaching the positive communication proactively both in our Toddler and Children’s House (preschool) programs.

We support and help children to build their self-confidence, self-esteem and develop self-regulation skills in PLMS Toddler program by offering a nurturing and caring environment where they are respected for who they are in their first stage of their journey of learning.

As children enter the Children’s House program they continue to further develop and refine these skills by having mixed-age Montessori communities where children remain in the same classroom for three years. This provides many opportunities for interactions with children older and younger than themselves, and connections with adults. We also have a Code of Respectful Conduct that is applied consistently throughout the school but according to the maturity of the children involved.

PLMS educators are attuned to children’s varied sensitivities, arousal states, and need for maintaining a calm, focused, and alert state in both Toddler and Children’s House stages. We strive to be proactive in teaching children how to treat each other through grace and courtesy lessons. We teach children breathing and self-calming techniques to deal with their stress by inviting them to “Peace Table”. Peace Table is also used when dealing with resolving children’s conflicts if necessary.

c) Planning for and creating positive learning environments and experiences in which each child’s learning and development will be supported.

Approach: We plan for and create positive learning environments and experiences in which each child’s learning and development is supported by using the international Montessori curriculum and materials that have been proven through research to be effective with children from all socio-economic and cultural groups.

1. Adults in our community are positive, caring, nurturing and engaging role models to the entire school community and local community. This is done through daily interaction, conflict resolution, regular and planned Grace and Courtesy lessons and positive reinforcement.
2. Our three-year age span class dynamic in Children’s House allows for natural and positive support of children’s leadership skills, role modeling, and self-regulation.
3. Having materials such as care of the environment and care of self in the classroom that offers opportunities to be aware and practice being responsible, respectful, positive contributor, and caring member of our global community.

4. PLMS is a non-denominational school that strives to help the children to understand they are part of a bigger picture in the world and how everything is interconnected and helping them to become positive contributor to our global community. That is why we celebrate all the holidays observed in our diverse community to make them become aware of different cultures and diversity.

Fostering the children's exploration, play and inquiry.

Goal: We know that children are curious and spontaneous, and they learn through active, hands on exploration, and positive experiences, which are undertaken without external goals and sanctions. When a learning program meets this tendency in children, their competence, capacity and potential are maximized. PLMS program offers inquiry-based learning that creates opportunities for students and guides them to solve a problem by asking series of relating questions rather than dictating all the answers and expecting the child to memorize them to be a walking encyclopedia. The teacher, the student, and the environment are the active participants of this program.

Approach: PLMS offers an enriched Toddler program that fosters toddlers' exploration, play and inquiry by:

1. Having a fully equipped play/learn environment. There are activities that offer children to develop motor skills, self-help and independence skills; there are preliminary activities that help toddlers to practice the care of self and care for the environment and others.
2. All the materials are self-contained, with colour coding and self-correction characteristics in order to build children's maximum independence. These materials are readily available for them on open, low shelves to explore and learn to satisfy their curiosity.
3. Teachers play a big role on prompting and encouraging inquiry-based learning through materials in the class and/or conversations.
4. Toddlers develop their social skills through positive and supportive interaction with the adults and other children in the class.
5. Toddlers express their emotional needs through their bodies, words, or materials such as different mediums of art (painting on an easel, colouring, finger painting, cutting and pasting), singing songs, music and etc.
6. Children build their language and vocabulary through daily conversations, story times, classified cards and objects. They explore letters and their phonetic sounds.
7. There are activities that make them aware of numbers and their sequences.
8. Toddlers also refine their five senses by the help of different materials to further explore the world around them.
9. PLMS enriches Toddler cognitive progress by offering them different puzzles, games and various materials that help them to sequence, match, build and create different structures.

We foster the children's exploration, play and inquiry in Children's House program by:

1. Having fully equipped Montessori play/learn environments in which activities are present

for the full range of three ages in each room.

2. All the materials are kept where children can access them easily as they wish to work with once they are introduced to them.
3. All the materials are self-contained, with colour coding and self-correction characteristics in order to build children's maximum independence.
4. Teachers play a big role on prompting and encouraging inquiry-based learning through materials in the class and/or conversations.
5. There are activities that assist children to become independent or able to assist others in care of the self, care of the environment and care of others (Grace and Courtesy).
6. Activities to further refine their fine and gross motor skills.
7. Activities to explore and refine all the senses as well as discover sequencing and order.
8. Activities to increase vocabulary, encourage discussion, explore sounds, and begin to develop the process of writing and reading.
9. Introduction to French language.
10. Introduction to musical notes, rhythm and different early musical instruments.
11. Activities to develop number sense, numeracy, understanding of large quantities, the mathematical operations, geometry and even rudimentary algebra concepts.
12. Activities to introduce all the wonderful concepts in our world focusing on Geography, Botany, Zoology, History and Science.
13. In addition, there are activities for cutting, pasting, colouring, painting, exploring colours, shapes and textures, and etc.

Providing child-initiated and adult-supported experiences

Goal: PLMS believes that freedom of choice comes from within and is an internal state. It is a state that cannot be given or forced on the child; however, it is a state that needs to be developed by the child's own activity and effort. In order for such practice children need an environment that will offer them choices to construct their inner-will, inner-guide and inner-discipline away from influence of parents, teachers, peers, media, and society. Pine Lake Montessori School's goal is to adhere to the philosophy of the "Follow the Child" to develop self-discipline and responsibility to build children's individual self.

Approach: Montessori term "Follow the Child," explains supporting and meeting natural tendency of children for following their interest, exploration and learning both by uniquely designed environment and trained teachers. This does not mean that the child is abandoned to do as they please.

- The freedom of choice is offered within limits to protect the individual, environment and other beings around them.
- The limits are defined by the context in which activity takes place. For instance, the volume of voice limit that is set in the classroom is different than what it is outdoors. This simply portrays the importance of the respect for others and the responsibility that we have toward others.

- The limits that are set are different for each individual based on their capacity to act independently. That means limits are flexible on how much a child is able to manage their freedom.

PLMS believes in following the child's need and providing child-initiated and adult-supported experiences. All Montessori materials are introduced to a child by an adult or by another child. While the Montessori adults are always observing children to see what support each child might need, they are very sensitive to allowing children their own initiative as this most often results in children being deeply engaged and peaceful in what they are doing. Adults are always trying to find exactly the right moment to introduce a child to something new. This prevents the child from becoming overwhelmed by the challenges that the activity might offer, while helping them feel successful and build their self-confidence. Moreover, to plan it in a fashion that they have enough time to master something but also are always being gently challenged.

Incorporating indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving childcare.

Goal: Children are active learners and their learning process happens all the time either by scheduled lessons or just by being and observing their surroundings. That is why it is important to create an environment and a routine that is rich in learning experiences at all times.

Approach: Our daily routines developed in a manner that would offer uninterrupted working and playing cycles to help the children to immerse in their exploration and learning experience. Throughout the day we incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children by allowing the children to manage a great deal of their day. Children can choose to move about the class carrying things or building things or sit quietly at a table moving intricate pieces. Children can choose to have snack or a drink when they are hungry or thirsty; they do not have to wait for the whole group. We strongly believe that each child needs time during the day without any scheduled and structured learning time to internalize and apply all the things that they have learned. This helps children to develop an important skill to explore and be creative in their own way, to manage ways to keep themselves busy and build their own self.

Fostering the engagement of and ongoing communication with parents about the program and their children

Goal: Pine Lake Montessori School believes when educators build relationships and work in partnership with families, understand the family's perception of their child, and help families know their child from educator's point of view, everyone gains a deeper understanding. Parents develop trust, confidence, and sense of belonging in our program that value the centrality of the family to the health and well-being, engagement, belonging and expression of the children.

Pine Lake Montessori school's aim is to strive to establish and maintain reciprocal relationships among educators and families and to view families as important contributors with unique knowledge, experiences, and strength.

Approach: PLMS fosters the school and home partnership, engagement of and ongoing communication with parents about the program and their children by having:

1. "Parents partnership night" discussing school and classroom policies, program statement as outlined in parent handbook at the beginning of each school year.
2. Regular group meetings with parents to explain what is happening in the classrooms, inviting parents in to observe their children, writing monthly class newsletters and sending home little explanations of the creations that children bring home.
3. Parents can access their child's teacher by emailing them directly through class email address or by chatting briefly at the door during arrival and dismissal as we have an open-door policy.
4. Each class will have its own parent representative to share the information, plan parents and staff event to create close bonds between school and home to the parent body as needed.
5. There will be parent education night, when school curriculum and different areas of the class and Montessori philosophy will be discussed in detail.
6. Records of the children's individualized lesson plans, daily lessons, practices, and progresses are maintained through Montessori Records express and parents have access to ongoing updates through the parent portal, as they require.
7. Parents are informed of their children's progress by 2 formal report cards scheduled for December and June of each school year that focuses on the whole picture of their children's accomplishments.
8. Parents also meet with the teachers twice a year scheduled for January and April. Parents also are encouraged to schedule meetings as questions are raised about their children and their progress throughout the year.
9. We also have whole school events where the parents of the younger children can meet and discuss their child's experience with parents of older children.

Involving local community partners and allow those partners to support the children, their families and staff.

Goal: PLMS seeks opportunities to engage with people, places, and the natural world in the local community to foster a sense of belonging, connection, cooperation and contribution to local community, the natural environment, the larger universe of living beings.

Approach: PLMS considers the school as part of a bigger community and believes in the involvement of the community and supporting the community.

1. We involve local community partners and allow those partners to support the children, their families and staff. We welcome specialists and provide spaces for them to work with our children and we meet with the parents and these specialists and professionals as necessary.
2. We go to field trips during the school year to extend the learning environment beyond the school walls to the museums, galleries, farms, conservation parks, and etc.
3. We enjoy the beautiful outdoors that Gwendolyn Park and Cameron Park offers in our community.
4. We enjoy story times in the public libraries and regular visits to Public Libraries by our staff to enrich classroom resources for children, staff and parents.
5. We support the bigger community by yearly donations and acts of charity that all PLMS community is involved with.
6. PLMS supports volunteers and students from the community and provides placement, training, learning opportunities and practical work experience, in the areas of programming and management.

Supporting staff, or others who interact with the children at a childcare center in relation to continuous professional learning

Goal: Continuous learning and growth are the basis of our goal for offering a high-quality and purposeful program for children, families and our staff.

Approach: We support our staff and others who interact with the children in relation to continuous professional learning by:

1. Having a retreat every August at which time all staff review and complete all necessary documentation required by ONTARIO REGULATION 137/15.
2. At the beginning of each year, our staff also set goals for themselves in discussion with their direct reports and we plan for how to support them in the achievement of those goals.
3. We have a budget dedicated to Professional Development that assist the training of the staff to support the program planned for the school year.
4. We have two Professional Development days set aside each year to meet as a whole staff and in smaller groups to review our work and plan for improvements.
5. We also assist the staff financially as a loan to take trainings to support the enrichment of our program if PLMS finds it appropriate and necessary.
6. We have one Program Director who walks about the school regularly, observing in classes and then engaging the staff in conversation about their observations.
7. We communicate constantly to discuss ongoing issues or topics, to have critical reflection, inquiry collaboration of particular interest.
8. Each staff member also spends time at least once a year observing in another's class or school.

Documenting and reviewing the impact of the strategies set out in clauses (a) to (j) on the children and their families

Goal: PLMS goal of documentation is to evaluate and analyze the impact of program offered on children, families, and staff and how it can be refined and re-enhanced to meet the evolving and growth as time passes.

Approach: Families could share their views about the effect of our Program statement with us through suggestion box and our annual survey. Our open-door policy is also welcomes parents to communicate and give us their feedback through open communications. We document, review, and reflect the impact of the above strategies set out in clauses a-j on the children and their families through monthly observation of:

1. Children's well-being, engagement, belonging and expression.
2. Impact of the program in respect to the performance of the staff to help them to achieve their goals as educators and help children to reach their full potential.

The result of our observations and reflections are communicated through meetings, conversations and reporting with the staff and the parent body as it impacts their children.

A Montessori Lexicon

Absorbent Mind: A mind able to absorb knowledge quickly and effortlessly. Montessori said the child from birth to six years has an "absorbent mind."

Children's House: The English name for Montessori's Casa de Bambini (Italian). A place for children from 3 - 6 years to live and grow.

Concrete to Abstract: A progression both logical and developmentally appropriate. The child is introduced first to a concrete material that embodies an abstract idea such as size or colour. Given hands-on experience, the child's mind grasps the idea inherent in the material and forms an abstraction.

Control of Error: A way of providing instant feedback. Every Montessori activity provides the child with some way of assessing his own progress. This puts the control in the hands of the learner and protects the young child's self-esteem and self-motivation.

Exercises of Practical Life: One of the five areas of the Montessori prepared environment. The

exercises of practical life resemble the simple work of life in the home: sweeping, dusting, washing dishes, etc. These purposeful activities help the child adapt to his new community, learn self-control and self-regulation begin to see himself/herself as a contributing party of the social unit. His/her intellect grows as the child works with his/her hands; his/her personality becomes integrated as body and mind function as a unit.

False Fatigue: A phenomenon observed in Children’s Houses around the world – often at approximately 10:00 a.m. The children seem to lose interest in work, their behaviour becomes disorderly and the noise level rises. It may appear as if the children are tired. However, if the directress understands this is simply false fatigue, they will return to work on their own and their work will be at an even higher level than before.

Grace and Courtesy: An aspect of Practical Life. Little lessons which demonstrate positive social behaviour help the young child adapt to life in a group and arm her with knowledge of socially acceptable behaviour: practical information, useful both in and out of school.

Human Tendencies: A central tenet of Montessori philosophy is that human beings exhibit a predisposition towards exploration, orientation, repetition, order, abstraction, work, self-perfection, communication and a spiritual life.

Isolation of a Difficulty: Before giving a presentation, the Montessori teacher analyzes the activity she wants to show the child. Procedures or movements that might prove troublesome are isolated and taught to the child separately. For example, building the hand muscles and pincer grip before introducing the child for the handwriting. A task should neither be so hard that it is overwhelming, nor so easy that it is boring.

Indirect Preparation: The way nature has of preparing the intelligence. In every action, there is a conscious interest. Through this interest, the mind is being prepared for something in the future. For example, a young child will enjoy the putting together of various triangular shapes, totally unaware that because of this work his mind will later be more accepting of geometry.

Learning Explosions: Human development is often not slow and steady; acquisitions seem to arrive suddenly, almost overnight, and with explosive impact. Such learning explosions are the sudden outward manifestation of a long process of internal growth. For example, the explosion of spoken language around two years of age is the result of many months of inner prepare mental development.

Normalization point: The terms has been used by Maria Montessori to define a child who has been in the children’s house program for three years. The child is able to enter the classroom, choose an activity independently, to focus and concentrate on the chosen work, finish the work, put the activity back in its proper place and move on to the next activity.

Code of Conduct

Employees Certification

All Montessori directors/directresses must possess a current, recognized, Montessori teaching certificate (AMI and/or MACTE approved). A copy of this document must accompany the signed contract.

Classroom co-teachers require an Early Childhood Education Diploma and are active members of the College of Early Childhood Educators or Montessori Training. Specialists and assistants do not require a Montessori training certificate BUT are encouraged to obtain a Montessori Assistants Certificate or ECE Diploma.

Drop off and Pick up Procedure

During pick up and drop off time children must be transferred from adult to adult, this means parents have to make sure to sign in their child with the teacher during pick up and drop off time to ensure the safety of the children.

Toddlers Phasing-in Process

We understand that being away from home & family and starting school can be hard and intimidating for toddlers, as they need time to get to know their teachers and trust them and get used to their new environment. That is why we encourage gradual phasing-in to make this process for children as pleasant as possible.

Toddlers are in the school for only 2 hours on their first day. Parents need to drop the child in the class entrance and please refrain from entering the classroom and prolonging and

extending saying goodbye as this sends confusing message to the children. We understand leaving your child while they are crying is really hard, but as you trust us helping them to calm down, it becomes easier for children to trust us as well. Please refrain from going back to the classroom once the child is dropped in the class as it is very confusing for the child and second separation is much harder within a short period.

Toddler's parent must be available for at least 2 weeks for early pick-ups to allow gradual phasing-in process for the child.

Children's House Phasing-in Process

We understand that being away from home & family and starting school can be hard and intimidating for young children, as they need time to get to know their teachers and trust them and get used to their new environment.

Parents need to drop the child in the class entrance and please refrain from entering the classroom and prolonging and extending saying goodbye as this sends confusing message to the children. We understand leaving your child while they are crying is really hard, but as you trust us helping them to calm down, it becomes easier for children to trust us as well. Please refrain from going back to the classroom once the child is dropped in the class as it is very confusing for the child and second separation is much harder within a short period.

Authorized Pick up People

Parents are to contact the classroom faculty in advance, via a written note accompanied by a current photograph of those picking up (if not on file), to advise if someone other than the regular person will be picking a student up after school.

If you wish for an approved individual to have the right to pick up your child at any time during the academic year PLMS will approve of this with a signed letter stating the date, the person's name and specifying that this person has the right to do so. This is called a "Blanket Letter" Students will not be released to anyone other than those specified on the application with a photo of the individual on file, accompanied by a letter given to the teacher no later than the morning of the day in question. Upon picking up, the person will be asked for picture I.D. to ensure it matches the picture on file.

STUDENTS WILL NOT BE RELEASED TO ANYONE OTHER THEN THOSE SPECIFIED ON THE APPLICATION UNDER “OTHERS AUTHORIZED FOR PICK UP” without written notice from the parents given to the teacher the morning of.

Staff is encouraged and has the privilege of asking for picture identification from anyone picking up a student that is not familiar. Identification is to be checked against the picture on file, for verification.

School Hours

Regular attendance is important for students’ understanding and appreciation of the Montessori environment. Students who are frequently tardy or absent will not benefit from the full Montessori experience and their educational outcomes could be significantly compromised.

Children’s house and Toddler Program School Hours

School Day: 8:00 am - 5:00 pm

Staggered entry: 8:00 – 9:00 am

Staggered dismissal: 4:00 to 5:00 pm

Elementary School Hours

School Day: 8:00 am - 5:00 pm

Staggered entry: 8:00 – 8:30 am

Staggered dismissal: 4:00 to 5:00 pm

Attendance

Days absent and days late will be recorded on progress report and becomes part of the student’s record. Elementary students who miss five consecutive days of school must assume responsibility for missed work and assignments. PLMS cannot assume responsibility for assisting students to catch up on missed learning opportunities where they have been away more than 20 school days in the year. Extenuating circumstances for long-time illness or accident (with a approval letter from a doctor) are considered and supported. Parents are required to provide private tutoring in all the other situations, to ensure the year’s curriculum and expectations have been satisfactorily completed.

As well, the school cannot be responsible for providing remediation or other support, where the students are taken out the school during school hours for extracurricular lessons or

activities. Events calendar for the school year is always updated by spring of each year for upcoming school year. Accumulated and intentional absence from any subject is the parent's responsibility.

If your child will be late or absent from school for an appointment or other such reasons, please inform the school by emailing at info@pinelakemontessori.com and the child's class email address.

Lateness and Absences

- Lateness interrupts the learning of classmates and has a negative impact on all the students in the class. If a child arrives late for any reason, he/she must enter the school with minimum interruption to the teachers or other students.
- Absences tend to put a child behind, frequently creating confusion and/or apprehension about what has been missed. In addition, depending on the level, missed assignments and evaluations impact negatively on a student's achievement. Therefore:
 - Parents are asked to schedule appointments outside of the regular school day if at all possible
 - Family Holidays should be scheduled to coincide with the school's calendar of holidays. The family and the student are responsible for making up lessons, assignments and tests missed due to holidays taken outside of the regular school holidays.

Excessive Lateness and Absences

Excessive lateness and absences have a negative impact on learning. PLMS engages the student and the family in avoiding being late or absent from school.

- If a student is often late, parents will be contacted
- If the tardiness continues, parents will be required to come in to meet with the Head of school to arrive at a solution to support punctuality and optimal teaching and learning for all.

Leaving School Early

If a student must leave school early, a note or a telephone call from the student's parent/guardian is required indicating the time and reason for early dismissal.

Doctor/Dentist Appointments

Whenever possible, parents are asked to make dentist and doctor appointments outside school hours so students will not miss valuable lesson time. If a student must leave the School prior to dismissal time, parents are required to send a note to the appropriate teacher or email at info@pinelakemontessori.com and the child's class email address.

Late Arrival & Pick up Fees

As a safety precaution all entrances of the school will be locked at all times. Please make all efforts to arrive prior to 8:30 a.m. for the sense of order of the child, as well as allowing him/her to have a few moments of social time prior to the beginning of his/her workday. If arriving after 9:00 a.m. please ring the doorbell for entry.

There is a 5-minute grace time at pick up and drop off times for not frequent lateness or early arrival. Any student not picked up or dropped off by the scheduled pick-up time will be charged \$1.00 per. If a child will be dropped off earlier than scheduled, then school needs to be informed the prior day. In the case of an emergency a parent contacts the school prior to 5:00 p.m. advising the faculty that the student should be placed in the after-school program the fee will be \$10.00 per half hour. The children must be picked up no later than 6:00 p.m. Parents will be at the end of each month for the extended hours in the morning and the afternoon. Parents will be billed for the charges and the monthly (collected amount) invoices needs to be paid by a personal check to Pine Lake Montessori School.

After School Program

Students participating in the after-school program, at 5:00 p.m. will be supervised by the remaining faculty. Children's personal belongings and information will be put in their basket in the cloakroom to ensure that there is no need for the child and/or the parent to go to the other classes once they are closed.

Any students not picked up or dropped off by their parent by their usual time will be charged an addition \$1.00 per minute. If a parent calls to advise of a late pick up they will be charged \$15.00 per half hour. Parents will be billed for the charges and the monthly (collected amount) invoices needs to be paid by a personal check to Pine Lake Montessori School.

After school program (5:00 pm – 6:00 pm) for all Children’s House children runs in Casa 1 class. Elementary students will be in our class for the extended hours from 5:00 pm to 6:00 pm. Before and after school program for Toddler class will be in the Toddler room.

If a child is not picked up by 6:00 p.m. regardless of a phone call explaining the lateness, the parent is expected to give \$1.00 per minute to the attending staff who can keep the money in lieu of the overtime incurred.

Children not picked up before 6:30 p.m. with no phone call are to be considered “abandoned” and Child Abandonment Procedures must be followed; before this is to occur please contact Supervisor/Principal for support.

Safety & Security Policies

The front doors of each building will be locked at all times for this school year.

The playground is used on a daily basis weather permitting. Before the children are taken out to the playground a daily safety check of the grounds is done by a member of staff and then documented as per Ministry of Education requirements. The staff will monitor the playground and the gate will be kept closed at all times with a staff member in front of it.

As a safety precaution, a student will not be released to anyone who is not named on the child’s application as a pickup person. It is imperative that a picture be placed in the student’s file of any and all people able to pick up. This is an added feature at PLMS to ensure a safe and joyful learning environment. Should there be an unexpected turn of events and there be the need to have an unscheduled pick up, the parent must notify us in writing of who is going to pick up the child. We realize that this can pose an inconvenience at times, however, we feel strongly about safety and security.

All the staff, student teachers and volunteers working with children at PLMS need to have their police reference check, Vulnerable Sector Screening in order to ensure safety and security of the children.

To further enhance children’s safety at the school, all the staff, who are working directly with children at PLMS must have first Aid and child CPR training.

Snacks

The morning snack will be served between the hour of 9:30 a.m. to 10:00 a.m. and the afternoon snack will be provided between 2:30 p.m. to 3:00 p.m. in the **Toddler Room**. The snack will be an open snack served and supervised by an adult for **Children's House and Elementary students**. The morning snack is between 8:30 am – 11:00 am and in the afternoon the snack will be served from 2:30 pm to 4:45 p.m. Snacks are to be limited to one offering per child. Examples of snacks offered would be Cereal with milk, Cream cheese Sandwiches for the morning and in the afternoon fresh fruit or Vegetables with Whole Wheat crackers and etc. accompanied by a glass of milk. The students will be using their own assigned tables during snack and lunchtime. Group snacks are discouraged and not the practice of a Montessori environment. It should be the responsibility of the Assistant Teacher to support the students at the snack table and monitor the time at which the students are staying there and the items eaten. Children arriving at the school before 8:00 and children who are picked up after 5:00 pm will receive snack in the morning before 8:00 am and in the afternoon after 5:00 pm. Children water bottles are available for them at all times during the day. This upcoming school year we won't be accepting meals or snacks prepared at home. In special circumstances that the child needs to bring meal from home, the parent must ensure that the labels do not read, "may contain traces of peanut/nut...". If they should, the food won't be served to the students, the circumstance will be discussed with the students and the snack will be sent home. Please encourage healthy snacks for the children; we are unable to serve snacks that are not healthy enough.

Pine Lake Montessori School is a strictly enforced PEANUT & NUT FREE environment. Please ensure that all foods that are brought on the premises are NUT & PEANUT free, as per the items listed on the label.

There are many foods that one would not consider having traces of peanut, such as Ritz Bitz crackers, Oreo cookies, goldfish crackers, etc., which are not guaranteed. If a label reads, "may contain traces of peanut" the child will not be able to eat the food at school and it will be sent home. **Prepared foods such as muffins, donuts, burgers, fries, etc., purchased from Fast Food facilities, are not permitted in the school unless it is accompanied by a written nut/peanut free guarantee.**

Sample of peanut content form to be sent home with snack of concern:

Dear Parent(s):

Date:

Due to severe nut allergies and Pine Lake Montessori School's nut free policy we are unable to allow _____ to have this item for snack. There is a specific allergy warning on the package stating the product "may contain traces of peanut/nut residue".

Thanking you in advance for your co-operation in this matter.

Faculty Signature: _____

Each child must bring their own water bottle to school. Children's water bottle is available for them throughout the day at all times to drink from.

Lunch

Pine Lake Montessori School provides catered lunches for students both the Toddler class and Children's House. **It is a requirement of CCEYA (governing body of PLMS) that children up to 2 years and 6 months receive a hot lunch.** For more information on CCEYA please visit: <https://www.ontario.ca/laws/statute/14c11>

Lunch is catered daily by "Wholesome Kids". For a sample menu please see Appendix B. All meals are pork, peanut and nut free. Specialty meals can be prepared should there be allergies, preference or religious belief restrictions. The meals have been approved by a certified dietician and do follow the Canada Food Guide.

Wholesome Kids arrives on a daily basis at approximately 8:30 a.m. The food's temperature is immediately taken and documented on a "Food Temp Log", (kept in kitchen cupboard on far-left side) if the temperature is not at the appropriate min temp of 42 degrees the office is to be notified to contact Yummy Catering. The food is then refrigerated or placed in a hot plate until lunch is served.

Students eat their meals in their classes. During transition time, faculties are to wipe down the tables and with the assistance of the older students set the places for lunch. Students receiving catered meals feed themselves and once completed their meals to scrape the remainder food in the compost and place the dishes in the bins provided to them. If the students are eating a meal provided from home, anything remaining is to be wrapped and sent home for the parents to see consumption. During all meals the children are encouraged to use placemats, use their cutlery appropriately and clean up their spots after they have completed their meal. This helps foster

the grace and courtesy skills of the students. Once lunch is over faculty are to ensure the classroom is swept, tables wiped and prepared for the afternoon work session.

As much as we care about children and their well-being, we are unable to force them to eat their lunch or snack. We do our best to encourage students to eat but unfortunately, we cannot spoon-feed them. During lunchtime children are only served water from their water bottle. Milk is not served during lunchtime.

Pine Lake Montessori School is a strictly enforced NUT FREE environment. Please ensure all foods that are brought on the premises are ensured to be peanut free, as per the item label.

Severe Weather – School Closures

In the event of severe weather, the school will be closed if the Toronto District School buses are cancelled. Once the administration hears this announcement via radio, television or social media postings admin will begin a “Call Chain” by 6:30 a.m., (or as soon as notified) first informing the teachers, who will in turn, inform their co-teachers to contact the students in each class. An email will be sent out for the parents as well.

Illness and Injury (please see the updated policy during COVID-19)

If your child has an elevated temperature of 99.3° Fahrenheit (37.4° Celsius) measured in armpit or more he/she or 100.4° Fahrenheit (37.8° Celsius) on the forehead with a laser thermometer must not be attending school. This will only make the child and his/her classmates uncomfortable throughout the day. **The child must stay at home until he/she is fever free for 48 hours without medication.**

Children with diarrhea and vomiting must stay home until they are diarrhea and vomit free for 48 hours.

If a student should have an elevated temperature of 99.3 degrees Fahrenheit, vomiting or diarrhea, pink eye or any communicable diseases at any time during the school day, a parent will be contacted to pick the child up as soon as possible. This is to ensure that any illnesses brought to the school be kept to a minimum.

Any child with a communicable disease, such as chicken pox, scarlet fever, pink eye, etc., *will be asked to remain home until* the disease is free of its contagion stage. Toronto Public Health has provided us with guidelines and expectations on how to handle communicable diseases. If you should suspect that your child has a disease/illness we ask that you report it to the school as soon

as possible, so we can ensure that all parents are aware of the illness being in the school and their child's exposure to it. As soon as a parent informs us, that a child's condition is contagious, we will forward literature and awareness to the PLMS parent body, so that all can look out for any onset of the disease.

If a child is prescribed medication from a medical doctor, it can be given to the student during school hours as long as the parent fills out a "Medications Chart" (please see appendix A for the copy of the form). The medication must be received in the original pharmacy labeled bottle stipulating the child's name, drug name, dosage, expiry date and frequency to be given. There will be locked boxes for medications kept in each classroom cupboard above the sink and one in the kitchen refrigerator for medications with cool storage requirements. PLMS is not permitted to give students Tylenol, aspirin, antihistamine, or decongestants, unless they are in a medically prescribed package.

Head Lice

Pine Lake Montessori school holds the right to arrange for a professional to come and check children's heads or have the teacher's check Children's heads for head lice. If any nits or live bugs were detected, children need to be picked up from the school immediately. Children are welcome to come back to school only when a professional letter has been issued stating the child is nit free.

PLMS Accident Reports and Serious Injury

Any child that should have an accident at school (scraped knee, cut on finger, bump on head, etc.) will have an "Accident Report" filled out by the staff immediately; if the accident takes place outside within the playground or on a walk a "Playground Accident Report" should be filled out immediately. The staff will report the accident to the supervisor who will make a decision to call the parent or other emergency service that is needed. The parent will be informed of the accident and will be asked to sign the report at the time of pick up. A copy of the report will be provided to the parent at time of notification. The report will be kept in the office in a collective file until the end of the academic year, at which time the report will be placed within the child's personal file.

Should the unfortunate incident of a serious injury occur while your child is under the care of Pine Lake Montessori School, Inc., we have requested in the application of enrolment for a

“Release, Indemnity Agreement and Declaration” to be signed. This provides Pine Lake Montessori School the permission to:

Authorize recommended treatment, order injections, or provide any treatment prescribed by a physician caring for your child, arrange transportation to the Emergency Department of the nearest hospital, with no liability on the part of the drivers or the mentioned school including the employees of.

In the event that a parent is unable to be contacted, the above contract will allow us permission to provide the recommended care to your child to best fulfill his/her needs. In the event of your child needing to go to the hospital, the Principal of the school will stay with him/her until a family member or emergency contact person arrives.

Field Trips

(We won't be having any Fieldtrips during 2022-2023 school year because of COVID-19 pandemic. This decision will be reviewed and might be revised based on the status of the pandemic during the 2022-2023 school year.)

Children’s House and Toddler students of PLMS go on an average of one field trip per year. Written notice and permission forms are sent to parents a minimum of 2 weeks in advance of the scheduled trip.

If students do not wish to attend the field trip they are to be kept at home as there are no staff available to provide care at the school. Teachers are to group Children’s House students in 8 and assign volunteers and/or teacher to lead each group.

PLMS usually uses the STOCK bussing company and they do not provide car seats or seatbelts. Parents are aware of this as it is written on the permission form.

Children’s House classes might need parent volunteers per field trip. It is MANDATORY for a parent to have an up to date police clearance, vulnerable sector screening form submitted to admin in order for them to qualify as a volunteer. The volunteers are chosen by pulling a name from a hat of those wishing to participate. There is no guarantee a parent will be selected to go on a fieldtrip in any given year just because they have submitted a police clearance form. If a parent is wishing to volunteer on the trip, they are not permitted to bring any other siblings and they are to be available to ride on the bus with the class.

Parents are encouraged to refrain from joining their children in the destination that children are going to. This causes confusion in children as parents cannot join the children in the group and we cannot dismiss the child while we are not at school premises.

All the Toddlers must be accompanied by a parent or by a guardian 1:1 on the day of the field trip. This is to ensure the safety of the young toddlers during the trip. We are unable to take more than one adult per child.

If there is a child with special needs within the class, it is preferred, that they are accompanied by a guardian 1:1, preferably a parent or support worker.

The day of the field trip the volunteers will meet with the principal/supervisor review a list of requirements and policies to be followed and then accompany the classes.

Going out (fieldtrips) is part of our Elementary curriculum. The details will be shared with you during our Parent-Partnership Nights.

Winter Break, March Break, Summer Break and School Events

All the events of the school year such as school breaks, parent teacher interviews, field trips, celebrations and PD days are updated on the school website and are available for parents to view on July of each year before the school year starts. In case there were any changes to the plans, parents will be informed well in advance.

School is closed during Winter break, March break and Summer Break (one week prior to start of each school year).

Summer time

Pine Lake Montessori School runs a licensed summer camp under Ministry of Education guidelines, CCEYA, for children between the ages of 18 months to 6 years old for the months of July and August. The summer camp registration starts in March of each year. The toddlers will have the same program and routine for all 12 months to keep it consistent for the young toddlers. Parents will be informed about the summer programs offered for Children's House children during registration period. The summer program will be in coherent with PLMS program statement based on Montessori Philosophy and Ministry of Education's "How Does

Learning Happen?”. For more information please visit Ontario Ministry of Education website: <http://www.edu.gov.on.ca/childcare/pedagogy.html>

Parent communication

(please see the our new COVID-19 policies for this section)

Communication regarding the progress of your child can be discussed with his/her teachers at scheduled meeting convenient to both staff and parents via phone, email or in person. Teachers are discouraged from having conversations greater than courteous pleasantries at pick up and drop off times as it takes their attention away from the children. Important messages can be emailed directly to the teachers through each class email address. The emails are checked three times per day, early in the morning, lunchtime and one more time at 3:30 pm.

Progress Reports

Toddlers and Children’s House students will have two progress reports and two parent interviews each year. Elementary students will have three progress reports and two parent interviews each year. Please check the event calendar at the school’s website for the details.

Meeting with Teachers

(All the meetings will be done virtually during the 2022-2023 school year.)

Parent-teacher interviews will happen twice a year, January and April, after receiving the report cards. Both meetings are mandatory, and all the parents are expected to attend these meetings. There will be a sign-up sheet posted on the bulletins board of each classroom. Parents are welcome to sign up for the time slot that is convenient for them. The parent-teacher interviews will be conducted all day on the scheduled days. On the day of parent-teacher interviews, there is no school for children. Meeting with the teachers are not only limited for scheduled parent-teacher interview days. Other meetings can be arranged throughout the year if there was a question or concern arises.

Student Profile (Record Sheets)

In the Montessori method, each child has an individualized lesson plan. Each Children's House student has a record of the lessons that he/she receives while in the school. These records will be updated regularly, and it is available for the parents upon their request.

In Toddler class, each child has a daily report (orange binders) that gives brief information about the activities that the child has done during the day as well as the duration of nap, the amount of food they have had and the toileting information.

Parent's partnership in school

(We won't be having any parent volunteers during the 2022-2023 school year.)

Pine Lake Montessori School welcomes parent-partnership in the school. We would appreciate involvement of the parents in different school activities, school celebration and community involvement programs.

In order for you to be a parent volunteer at PLMS you must have given a current year's police clearance letter to PLMS administration. Being a parent volunteer may include some of the following activities:

Field Trips: A Permission form for school field trips will be sent home two weeks prior to the outing. On the permission form there will be a section asking if you would like to volunteer for that specific field trip. You will then send in the permission form with the funds to your son/daughters' teacher and your name will then be submitted into a draw. In order to be fair to all parents you will only be able to volunteer for one field trip through the year.

Material making: Parent volunteers who would like to help in making classroom materials for PLMS would come into the school and assist in preparing Montessori materials for the school: such as coloring, cutting and pasting Classified Cards for language, cutting out laminated Number Cards for mathematic operations, making aprons for the Practical Life water exercises or repairing library books.

School Events, celebrations or special activities: PLMS invites all the parents to partake during the school events or celebrations. Parents are welcome to join us to create special arts and crafts or tell stories and sing songs celebrating different holidays that our diverse community observes. Children would enjoy your participation during practical life activities such as baking. Please let your classroom teachers know if you are interested in participating in any of these activities or would like to introduce a new idea.

Parents Partnership Night

(All the Parent's partnership events will be done virtually during the 2022-2023 school year.)

PLMS believes that parents are curious, capable, competent and rich in experience, who know their child the best and are the key contributors in a child's development. As such, it is important for our school to foster the relationship we have with our families and nurture their knowledge about the Montessori Philosophy. In order to do this, there will be three Parent Partnership Nights throughout the school year that are scheduled and posted on the events calendar on the website. Since Montessori is a philosophy with a curriculum of its own it is important that parents have some understanding of the learning that their child will experience over the period of three years. It is mandatory that at least one parent per family attend each evening. The Parent Partnership Nights will discuss the school and classroom policies and program statement as outlined in the parent handbook; parent education nights will discuss school curriculum and the Montessori Philosophy in detail.

Students' Birthday Celebrations at School

(We won't be accepting any special snacks as Birthday treats during the 2022-2023 school year.)

We all enjoy celebrating a student's birthday. Due to serious allergies and our belief that children should eat healthy food, the school policy is that a fruit platter, veggie platter, small raisin boxes, yogurt tubes and Cheese & Cracker platter are the only items that are accepted as a form of celebration treat. Above-mentioned materials should be store bought to insure the prevention of the cross contamination of the provided treat. The store-bought items must be accompanied by a letter or a label from the store stipulating that these products were prepared in a controlled environment and the product is nut-free. Homemade treats cannot be served during the birthday celebration.

Students will celebrate their birthdays in the morning in Montessori fashion (learning that each year we get older, the earth has rotated around the sun one time).

The birthday invitations could be placed in each child's basket in the cloakroom area, the staff members are not responsible for delivering or handling the party invitations. We ask that no "goodie bags" or other paraphernalia be brought to school. Class lists with phone numbers, or

email addresses are not to be given to the other parents; only children's first name can be shared for the invitation purpose.

Please refrain from bringing SWEETS, CUPCAKES OR BIRTHDAY CAKES TO SCHOOL, as we will not be able to distribute them to the students.

Holiday Celebrations

As PLMS is a nondenominational school, we will celebrate and study all cultural holidays. Montessori is the study of the world we live in; exploring the many diverse cultures that we have the privilege of becoming introduced to. This will provide the children with an understanding of the many cultures their lives are exposed to, thus creating a greater respect and unity throughout their interactive communities. All the celebrated holidays at PLMS are posted in our website, Please refer to Event Calendar in our website www.pinelakemontessori.com for more details.

Fire & Evacuation Drills

Pine Lake Montessori School practices Fire Evacuation Drill once a month through the school year. All faculties are aware of and confident with the fire regulations, policies and procedures specified in the Fire Procedures Manual kept in the office. The specific requirements and safety zones are posted at every evacuation door within the classes. As well there is a fire extinguisher in each classroom, hallway and kitchen.

Children's House Students' Essentials (children 30 months to 6 years)

(Please refer to the updated list that was sent to the families)

- Water bottle (PLMS discourages the use of baby bottles as water bottles)
- Cotton training pants or underwear for students who are not 100% toilet trained. (Minimum of 5 pairs on hand)

- 2 complete sets of extra clothing e.g. shirts, pants, socks, and underpants, these should be kept at the school at all times. Please have each complete set of clothing in a labeled zip lock bag, allowing quick and easy changes for the child.

- Weather appropriate clothing:
 - Summer – sunblock (please refrain from bringing spray sunscreen), sunhat, & sweater
 - Autumn - nylon pants, sweater, jacket, rain boots, and cap
 - Winter - hat, gloves, scarves, snow pants, boots and jacket
 - Spring - nylon pants, nylon jacket, cap & rain boots

- One pair of **white soled or non-marking** indoor shoes, to be kept in school. **Please refrain from providing Croc shoes and sandals as indoor or outdoor shoes.**

- Pillow and blanket

Please ensure that the child's name is labeled with permanent marker on all items: shoes, backpacks, outdoor garments, mittens, hats, bedding, etc.

As PLMS encourages independence within the children we request:

1. The children are clothed in items that allow them independent dressing. An example of this would be loose fitting pants that the child is able to pull up and down on his/her own; this will make toileting easier.

2. Weather appropriate clothing is essential. The children have daily outdoor time during the entire year. They become very comfortable and familiar with the seasonal elements and are able to enjoy the seasons if dressed appropriately.

Pine Lake Montessori School discourages:

1. Bottles
2. Pacifiers
3. Toys brought to school
4. Diapers - Training pants encourage a greater independence
5. Clothing that does not allow the children to dress independently
6. Clothing or accessories with violent characters or pictures

Each child should have 2 complete sets of clothing on hand at school at all times. It is most convenient if they are kept in individual sets in a zip-lock bag with the child's name on the bag and on each article of clothing. This will assist the child in dressing independently. Regardless of

the child's age he/she should have the changes of clothing on hand, in case of a spill or other type of accident.

Toddler Students' Essentials (children 18 – 32 months)

- Water bottle (PLMS discourages the use of baby bottles as water bottles)
- Diaper Wipes & Diapers (until child is toilet trained)
- 3 complete sets of extra clothing e.g. shirt, pants, socks, and underpants, these should be kept at the school at all times. Please have each complete set of clothing in a labeled zip lock bag, allowing quick and easy changes for the child. Children going through the toilet training must have 5 complete sets of extra clothing at school, so when and if they have an accident there is no feeling of discomfort.
- We recommend cotton training pants or underwear to be used during the toilet training. Pull-ups are discouraged, as they are too absorbent and not the best compliment to children toilet training.
- Weather appropriate clothing:
 - Summer - sun block (please refrain from bringing spray sunscreen), sunhat, & sweater
 - Autumn - nylon pants, sweater, jacket, rain boots, and cap
 - Winter - hat, gloves, scarves, snow pants, boots and jacket
 - Spring - nylon pants, nylon jacket, cap & rain boots
- One pair of **white soled or non-marking** indoor shoes, to be kept in school. **Please refrain from providing Croc shoes and sandals as indoor or outdoor shoes.**
- Pillow (if used) and blanket

Please ensure that the child's name is labeled with permanent marker on all items: shoes, backpacks, outdoor garments, mittens, hats, bedding, etc.

As PLMS encourages independence within the children we request:

1. The children are clothed in items that allow them independent dressing. An example of this would be loose fitting pants (track pants or elastic wadded garments) that the child is able to pull up and down on his/her own (often in a hurry); this will make toilet training much easier and with more successes.
2. Weather appropriate clothing is essential. The children have daily outdoor time during the entire year. They become very comfortable and familiar with the seasonal elements and are able to enjoy the seasons if dressed appropriately

Pine Lake Montessori School discourages:

1. Bottles
2. Pacifiers
3. Toys brought to school
4. Diapers - Training pants encourage a greater independence
5. Clothing that does not allow the children to dress independently (overalls, suspenders, belts, etc.)
6. Clothing or accessories with violent characters or pictures

Show & Tell

(During 2022-2023 school year we will only accept the picture of the items to be sent to school for the Show & Tell)

Toys at school are a distraction; they may become lost or broken and are too often a source of disagreement or disappointment. Therefore, toys are not permitted at school.

On the other hand, we welcome a child's "special things," items of interest to be shared with the class, especially if such items relate to the current focus of the curriculum. Special pictures, books or magazines, music, found natural objects, stamp or coin collections, art objects, and artifacts are among the items your child is encouraged to share with the class. If you have any questions regarding toys vs. things to share, please check with the teacher before sending anything to school.

Napping

Quiet time will be for two scheduled hours each day (see class schedules for times). If you would like your child to sleep, please provide a blanket and a pillow (if used). For children who do not need to nap at the school, parents should inform the school in writing. Children who weren't able to fall sleep within first hour of the rest time will be invited to choose an activity. We strongly

believe in following the child's need and respect the fact that they are not tired enough to fall sleep and they need to be actively involved in their learning and exploring even during rest time.

Sleep Monitoring Policy

PLMS recognizes the importance of incorporating sleep, rest and/or quiet times into a child's day. Safety during these periods is of the utmost importance and so PLMS has established the following policy regarding sleep:

Sleep, rest or quiet time will be for two hours each day. The classroom blinds will be drawn; however, there will be sufficient light in the sleeping area to conduct direct visual checks. Parents will provide a blanket and pillow (if required). Parents should inform the school in writing if their child does not need to sleep. Children who have rested on their bed for an hour but have not fallen asleep may quietly be engaged in activities. Children who are not sleeping will also be quietly working in the classroom during this period.

- A classroom Teacher will perform a direct visual check periodically -- every 30 minutes of each sleeping child by standing beside the child while the child is sleeping and looking for indicators of distress or unusual behaviours. These direct visual checks will be recorded in the Sleep Supervision Form.
- Each child will be assigned to individual cots for the entire year, which will be clearly labeled with the child's name.
- Parents will be consulted with respect to a child's sleeping arrangements at the time of enrollment and when transitioned from Toddler to Children's House or upon a Parent's request.
- A copy of the Sleep Policies and Supervision will be included in the Parent Handbook in order to advise Parents of our policies.
- Staff members will observe any significant changes in a child's sleeping patterns and behaviours and will communicate them to Parents in order to make any adjustments to the manner in which the child is supervised during sleep.

Daily Routine for Toddler class

8:00 am to 9:00 am	Enter Classroom / Toileting/ Montessori
9:00 am to 9:30 am	Snack
9:30 am to 10:30 am	Outdoor play (Weather permitting)
10:30 am to 12:00 pm	Independent Work/ Lessons / Circle Time / Toileting
12:00 pm to 12:30 pm	Lunch
12:30 pm to 2:30 pm	Naptime
2:30 pm to 3:00 pm	Toileting / Circle Time / Snack Time
3:00 pm to 4:00 pm	Outdoor play (Weather permitting)
4:00 pm to 5:00 pm	Independent Work /Dismissal
5:00 pm to 6:00 pm	After School Program*

Daily Routine for Children's House class 1

8:00 am to 8:30 am	Arrival
8:00 am to 10:30 am	Circle time / Independent Work / Lessons/ Snack/ French
10:30 am to 11:30 am	Outdoor play time (Weather permitting)
11:30 am to 12:00 pm	Lunch Time
12:00 pm to 4:00 pm	Quiet Montessori Independent Work/ Lessons/ Snack/ Circle
4:00 pm to 5:00 pm	Outdoor Play (weather permitting) / Dismissal
5:00 pm to 6:00 pm	After School Program*

Daily Routine for Children's House class 2

8:00 am to 8:30 am	Arrival
8:30 am to 9:30 am	Outdoor play (Weather permitting)
9:30 am to 11:30 am	Montessori Independent Work/ Lessons/ Snack / French / Circle
11:30 am to 12:00 pm	Lunch Time
12:00 pm to 2:00 pm	Quiet Montessori Independent Work
2:00 pm to 3:00 pm	Outdoor Play (weather permitting)
3:00 pm to 5:00 pm	Quiet Montessori Independent Work/ Lessons/ Snack
4:00 pm to 5:00 pm	Dismissal
5:00 pm to 6:00 pm	After School Program*

*Before and After school program: puzzles, blocks, circle time, arts and crafts, sing songs and social interactions.

Naptime is from 12:00 pm to 2:00 pm in Children's House classrooms

Elementary class will receive their weekly schedule school on the first week of the school year.

Outdoor play

(Please see the updated COVID-19 policies for more information.)

Pine Lake Montessori School believes in the importance of playing outdoors, being immersed in nature and enjoying the fresh air. All the children attending at the school must participate in the entire daily program. Outdoor time is part of daily routine and important part of educational program in our school. We cannot exclude any child during the outdoor time from other children in order to stay outside. Children are only to be kept inside if their physician provides a letter stating that being outside will affect the child's wellbeing and safety with effective date.

We plan to go outside for two hours daily, one hour in the morning and an hour in the afternoon weather permitting. Pine Lake Montessori school checks the daily temperatures on the weather network and PLMS will cancel the outdoor time if necessary. Below is the list of weather conditions that might call for cancelation of the outdoor playtime:

- If the temperature is below -15 degree Celsius with wind-chill factor Children's House children's outdoor time will be canceled.
- If the temperature is below -12 degree Celsius with wind-chill factor Toddlers outdoor time will be canceled.
- Pine Lake Montessori school also take children outdoors for half the scheduled time if the temperatures felt colder than reported on the weather network and children seemed uncomfortable.
- Outdoor play will be cancelled/reduced for half the scheduled time if there was a heat alert or smog advisory.
- Children won't be going outside if it is raining or snowing.
- Outdoor time could also get cancelled if the condition of the ground in our playground was not safe for children.

Waiting List

- PLMS has a Waiting List/pool for families that would like to join PLMS community. Upon receiving the waiting list form (either online through or website or the hardcopy in person) the form will be put in order based on the submission date. As spaces become available, families registered on the Waiting List/pool will be called and informed that a space is available. The family has 24 hours to confirm if they are interested in the space. If there was no confirmation from the family after 24 hours the spot will be given to next child in the list.
- We would appreciate if the families inform us to remove their child's name from the list if the position in the program is no longer needed.
- In our waiting list the priority is given to siblings of children already enrolled at PLMS.
- There is no charge, fee or deposit for the placement of a child on PLMS waiting list for admission.

- Pine Lake Montessori School maintains the privacy and confidentiality of the children listed on the waiting list/pool from, but the list will be made available in a manner that allows the position of a child on the list to be ascertained by the affected persons or families.

Code of Ethics, Toddler and Casa Students

Every day at Pine Lake Montessori School we strive to create a positive community by focusing on respect and care for self, others and the environment. This Code of Ethics guides us through our daily interactions within our school community.

Make the School a Safe and Welcoming Place

- Students are engaged in Grace and Courtesy lesson daily and we have a proactive approach to teach children about our community beliefs (For example: Helpfulness, respect, trust and honesty, kindness, empathy, learn and grow together, forgiveness, patience and safety) acts of kindness, compassion and respect. These lessons are done either as scheduled lessons, spontaneous lessons or just by modeling it throughout the day. It is also expected from students that they must not engage in play fighting, kicking, biting or hitting. This ensures that you will not be in a position to cause harm - whether accidental or intentional, to others.
- Students must show proper care for their property, school property and the property of others.
- Students are taught make the school a safe place by not teasing, threatening or hurting others' feelings. Try not to exclude others from games. Remember to say 'please', 'thank you' and 'excuse me'.
- *Co-operate with teachers, volunteers, student teachers, supply teachers, and fellow students*
- Be polite and respectful at all times, even if disagreeing. Treat others fairly.
- Students are engaged in peace education and taught how to resolve their disagreements or conflicts by using the peace table.

Classroom Behaviour

Our classroom community is a place that we come together to learn in a peaceful, joyful environment and be part of community who support each other. Students are expected to be responsible and respect others right. For example, it is expected that they allow others to concentrate, respect their workspace, respect their art creation, and choose your work from the shelf, not from another child.

Consequences for all Students

The school may, at its discretion, take appropriate disciplinary action against students who violate this Code of Ethics. Every effort will be made to instill in students a sense of responsibility and accountability in our choice of response. Some examples would be inviting

the student to sit at the peace table to reflect on his/her behaviour, a verbal apology, or giving back to our community by being engaged in different acts of kindness. Disciplinary action may also include the issuing of a 'Communication Report', parent conferencing, a limitation of school privileges or other reasonable sanctions. In rare circumstances, where these consequences have not proven effective in ensuring adherence to a safe environment for all, the School may at its discretion determine that a student be suspended or ultimately could be asked to leave the School.

Reflections on Behaviour

- Teacher directed discussion on Peace table discussions about their behaviour
- Explain that their needs and point of views are valuable and needs to be communicated, but the way they have expressed it conflicted with the community beliefs.
- In order to make peace we need to find a more effective way to meet their need.

Follow-up

If behaviour continues use the same strategy; further consequences - loss of a privilege, incident communication report completed and communicated with parents.

PLMS Code of Ethics

Pine Lake Montessori school values the principles of respect: respect for self, respect for others and respect for the environment.

To achieve its mission Pine Lake Montessori School embraces these values and models them in our community. Our goal is to develop a sense of responsibility, a level of self-discipline, self-confidence, a spirit of enthusiasm, a sense of leadership and bring out the joy of learning in children.

In order to achieve our goal PLMS has developed a Code of Ethics in order to guide all members of PLMS. All students and their parents/guardians must read this Code and discuss it within the family, in a manner appropriate for the age of your child(ren). At Pine Lake Montessori School, we are constantly working to ensure that we provide a safe, welcoming and peaceful environment for all members of PLMS to learn, grow and succeed. This Code of Ethics provides the necessary guidelines to achieve such an environment.

All members of PLMS, students, staff members, and families are expected to follow, model, and live by the ideals listed in the Code of Ethics at all times. When a member of the community chooses to act in a manner that contravenes our PLMS Ideals, the faculty and administration will work with that individual to provide appropriate consequences. In serious cases, these consequences may include suspension or expulsion of students, and suspension or dismissal for faculty and staff. The Head of School is the final arbitrator in the case of all consequences.

Your Rights as a Student

It is important to know your rights and understand that everyone else at PLMS have the same rights. As much as it is important for others to respect your rights listed below, it is important that you respect others' right at the same time.

1. Learn in an exciting yet peaceful and caring environment
2. Feel welcome and safe
3. Enjoy friendships
4. Be treated with honesty, fairness and respect
5. Have your personal space and privacy respected
6. Feel free to voice your opinion in a respectful way

Your Obligations as a Student

As a student at PLMS community, you therefore have a responsibility to:

- **Make the school a welcoming place:**
Everyone does their best when they feel welcome in a community. That is why it is important to make everyone feel welcome in our school as well as outside school activities. By following the list of actions below students can help make our school a welcoming and inviting place:
 1. Greeting everyone with a smile and a kind word
 2. Being positive and looking for reasons to compliment others
 3. Accepting everyone for who they are
 4. Holding doors for others
 5. Initiating in offering help
 6. Being inclusive and inviting others to join in an activity
 7. Being non-judgmental and looking for the best in each person
 8. Finding positive ways to get others' attention
 9. Comforting others with kindness and compassion if you notice they need emotional support
- **Make the School a Safe Place**
All members of the school community must not:
 1. Engage in bullying behaviours
 2. Commit crimes
 3. Be in possession of any weapon
 4. Use any object to threaten, hurt, intimidate, tease or exclude another person
 5. Cause injury with an object to any person
 6. Be in possession of, or be under the influence of, or provide others with cigarettes, alcohol, cannabis or illegal drugs on school property

7. Inflict or encourage others to inflict bodily harm on another person
8. Engage in forms of behaviour motivated by hate or bias
9. Engage in rough play, including fighting, kicking, biting or hitting
10. Commit an act of vandalism that causes damage to school property

○ ***Respect Personal Property***

Students must show proper care for their property, school property and the property of others. Stealing, damaging, misusing or destroying property is strictly forbidden. You are expected to care for and share in the maintenance of the school, classroom and natural environment.

○ ***Avoid conflicts and resolve issues peacefully***

When encountering difficulty with another person, PLMS students must take the time to address it in a positive fashion. Students must not turn difficulty into greater conflict. PLMS students know to approach disagreements in the following manner:

1. Evaluate the situation, choosing not to participate in minor or unimportant arguments.
2. Remember to talk calmly about disagreements and concerns in order to resolve them
3. Listen to other person's point of view
4. Stop making inferences of the other person's actions or words, ask for clarifications if you are not sure what they mean
5. Communicate your feelings to the other person calmly and clearly
6. Involve a teacher or adult to help talk through and resolve an issue.

Above all, PLMS students know to not escalate a situation by making it worse. Students are also taught how to use the STOP technique for problem solving.

○ ***Acting as Responsible Citizenship***

All members of the school community must:

1. Respect and comply with all applicable federal, provincial, and municipal laws;
2. Demonstrate honesty and integrity
3. Respect differences in people, their ideas, and their opinions
4. Treat one another with dignity and respect at all times, and especially when there is disagreement
5. Respect and treat others fairly, regardless of, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, disability etc.
6. Respect the rights of others
7. Show proper care and regard for school property and the property of others
8. Take appropriate measures to help those in need
9. Respect all members of the school community, especially persons in positions of authority
10. Respect the need of others to work in an environment that is conducive to learning and teaching

11. Respect the personal, informational and physical privacy of others.
12. Use respectful language including not swearing at another person.

Co-operate with Teachers, Volunteers, Student Teachers and Fellow Students

Be polite, courteous and respectful at all times, even when you disagree with someone else. Treat others honestly and fairly and behave in a way that does not distract or disturb your fellow students. Respect all members of the school community, especially persons in positions of authority.

Come Prepared

Students are expected to come to school each day, prepared to learn and on time for all classes and events scheduled within the school day. It is a student's responsibility to make up any missed time and/or lessons.

Avoid Distractions

While on school property, or during school sanctioned activities off property, students may not use cell phones, mp3 players, iPod, laptops, tablets or other electronic devices, unless it is with the permission of a staff member. The school cannot accept responsibility for the safety of such equipment. Students who bring these devices to school must keep them in their backpacks or school bags at all times and take appropriate measures to ensure their safekeeping.

Harassment Policy

All members of PLMS must refrain from harassing others at all times. Definition of Harassment: any comment or contact that is known or ought to be known to create an uncomfortable environment for the recipient.

Harassment includes but is not limited to:

- A course of vexatious comments or conduct that are known or ought reasonably to be known as unwelcome, for example behaviour which humiliates, threatens, insults or degrades. It may take the form of derogatory comments, condescension, or patronizing behaviour that undermines self-confidence. It also may include unwelcome invitations, requests, threats and assaults.
- Unwanted attention of a persistent or abrasive nature by a person or persons who knows or ought to know that such attention is unwanted.
- Inappropriate behaviour which could reasonably be expected to cause physical, emotional or psychological distress. There may be circumstances where a single incident would not be considered to be harassment, but a series of such incidents would constitute harassment.
- Inappropriate behaviour which has the purpose or effect of creating an intimidating or hostile learning environment. Hostile environment harassment consists of unwelcome conduct when such conduct has the effect of unreasonably interfering with an

individual's work or academic performance, or such conduct has the effect of creating an intimidating, hostile, offensive or uncomfortable environment.

- A course of vexatious comment or conduct because of a person's sex, sexual orientation, gender identity or gender expression, which is known or ought reasonably to be known to be unwelcome. Such course of comment or conduct can include written or verbal remarks, slurs, references, jokes or conduct or display of offensive or derogatory material, of a sexual nature which may cause insecurity, discomfort, offense or humiliation to another person or group. (*Sexual Harassment*)
- Written or verbal remarks, slurs, references, jokes or stories based on a person's racial or ethnic background related to colour, place of birth, citizenship, ancestry, customs, dress, creed or religion which are known or ought reasonably to be known to be unwelcome. (*Racial Harassment*)
- Written or verbal remarks, slurs, references, jokes or the display of offensive or derogatory materials about a person's handicap, which are known or ought reasonably to be known to be unwelcome. (*Harassment of Persons with Handicaps*)
- Intentional taunts, insults or offensive comments or actions which could reasonably be expected to demean or humiliate an individual. (*Personal Harassment*)
- Assault is the intentional application of force to a person without his/her consent or the attempt or the threat by act or gesture to apply force to another if the other believes one has the apparent present ability to do so.

Obligations of Parents and Guardians

Parents and guardians play a critically important role in the success of students and in promoting a positive school environment. It is therefore incumbent on parents and guardians to join staff in supporting students in their adherence to the Code, and to model the behaviour required of students. Our Montessori community must be a safe and welcoming place to learn and to work, if we are to maintain the culture, which makes our school unique.

Obligations of the School

Pine Lake Montessori School encourages any student who believes that they have been treated in a manner, which is inconsistent with the Code to report their concern to their teacher or any trusted adult at the school.

A staff member who receives notice of a Code infraction shall, taking into consideration the age of the students, the nature of the alleged conduct, and any other relevant circumstances, first determine whether an informal resolution process may be appropriate.

An informal resolution process will include speaking with the student who has identified the inappropriate conduct, and the student who was alleged to have behaved in a manner contrary to the Code, and may involve discussing the matter with any other students who were participants or witnesses, and with parents/guardians.

Where school staff assess that the alleged conduct could represent a serious or repeated breach of the Code, including in all cases where student safety or well-being is at issue, the staff member receiving a report from a student shall immediately notify a member of the administrative team, who shall consider the need for a formal investigation, and where the alleged conduct is confirmed, determine the appropriate consequences. Information shared by a student will be treated confidentially, to the extent that doing so does not interfere with responding appropriately to the concerns identified.

Consequences of Breaching the Code of Ethics

Both students and parents/guardians acknowledge by signing this Code they may be held accountable for their words, their behaviour, and their actions, and that their continued participation at Pine Lake Montessori School is conditional upon their continued observance of the Code, while on school property, at school-authorized events and activities, and in other circumstances that could have an impact on school climate.

The school may, at its discretion, take appropriate disciplinary action against students who violate the Code. In choosing our response to an infraction, every effort will be made to reinforce a sense of responsibility and accountability. Our choice of response to a breach of the Code may include:

- Reflective discussion at a designated Peace Table
- A request for a verbal or written apology
- Issuing a 'Communication Report'
- A request for a parent conference
- A limitation of school privileges
- Dismissal from school
- Other reasonable sanctions, appropriate to the circumstances

2022-2023 School Year Terms of Admission

1. It is recognized that the Montessori method of education encourages a three-year cycle for Children's House. Children's House accommodates children between the ages of 30 months to 6 years of age. It should be understood that the three-year cycle is necessary for a child to achieve the maximum benefits of the program.
2. **Children starting Children's House program must be toilet trained.** This means that your child is capable of recognizing when he/she must use the toilet and understand how to independently clean himself/herself. It is not a requirement for Toddler students to be toilet trained upon starting at PLMS.
3. It is recommended that a child to be no older than 4 years of age upon enrollment and should attend at least one year of the full day program in efforts to obtain maximum benefit of the program.

4. **Welfare and Safety:** The welfare and safety of your child is of the utmost importance and while he/she is in the care of the school all-foreseeable precautions will be taken. However, PLMS cannot assume responsibility for your child beyond that which would be expected of a reasonable parent. Parents are responsible for making sure that their child/ren enters the class by 8:30 a.m..
5. **Meal Plan:** All full day students receive catered meals regardless of the chosen schedule.
6. **Rules and Regulations:** Pine Lake Montessori School Inc. reserves the right to amend the rules and regulations in the operation of the school, as it feels appropriate, and it is a condition of the attendance that these rules and regulations are adhered to.
7. **Cancellation Policy:** Should the occasion arise that you wish to withdraw your child without penalty you must ensure that a **minimum of 60 days notice** from the first day of the withdrawing month is submitted **in writing** to the office, otherwise **2 full months of tuition will be withheld**. Despite the 60 Day Notice withdrawal, the Registration Fee and the Deposit are non-refundable and non-transferable.
8. **Temporary withdrawal** of the child will result in a loss of permanent space in the classroom and hence the application form will be placed on a waiting list.
9. **Photo/Video:** I give permission to Pine Lake Montessori School Inc. or those acting on its consented behalf to take pictures/video for school purposes, including but not limited to advertising in digital/print or newspaper articles/other social media, which may include my child. PLMS has the option of using pictures/video throughout while operating as a school. **In the event that I no longer wish to provide this permission, I will advise the school in writing.**
10. **Discipline:** PLMS has the right to withdraw a child from the school should the Principal/Head of School feel that the Montessori Pedagogy and staff of PLMS are not able to provide what is necessary for the needs of the specific child.
11. **Email Release:** The undersigned further agree that my/our email account can be provided to classroom parent representative for communication related to PLMS information, events and volunteer opportunities. The undersigned agree that I/We wish to receive electronic messages from PLMS, which relate to PLMS matters.
12. **Required Documents:** I understand that the Enrolment form, a copy of the child's most recent immunization record, child's birth certificate, Deposit fee (One Month fee), Registration fee, Elementary Educational books & materials fee, Pre-Authorized Payment Form and a "Void" cheque must be submitted upon registration. If any item/information is missing, the application form will be placed on "hold" until received.
13. **Parental Permission for Out-of-School Events:** I hereby give permission for my child to participate in the out-of-school events such as daily walks, parks/playgrounds visits, library visits and/or other daily activities during the school year. Parents please note prior to each outing, safety procedures are discussed with the students. If there are any problems that may affect the comfort or wellbeing of your child, please give full details in writing, and contact the office to discuss. **In the event that I no longer wish to provide this permission, I will advise the school in writing.**
14. **Emergency Authority, release and Indemnification:** I, the undersigned, agree that in the event I cannot be reached at the time of illness or accident, or if the emergency is such that

the time does not permit such contact, Pine Lake Montessori School is authorized to secure proper treatment, order injections, or provide any treatment, prescribed by the physician caring for my child, as well as arrange transportation to the emergency department of the nearest hospital with no liability on the part of the driver or of Pine Lake Montessori School and its agent and employees. I hold Pine Lake Montessori School, its agents and employees harmless from any and all claims, damages, liabilities or injuries to my child that are not the result of negligence of the school, its agents or employees, or are entirely beyond the control of this school, its agents or employees.

15. **Signature/e-signature requirement:** Both parents or one parent may sign this enrolment/re-enrolment form to enroll their child at Pine Lake Montessori School. but only one parent's signature is required to confirm the enrolment/re-enrolment.
16. **The enrollment policy is as follows:** Current students returning for another year and their siblings have priority over new applicants until February 18, 2022. If the application and deposit are not received by this date, applications will be processed from the waiting list. You forfeit any guarantee of placement.

Summer Camp 2022 Terms of Admission

1. **Rules and Regulations:** Pine Lake Montessori School reserves the right to amend the rules and regulations in the operation of the summer camp, as it feels appropriate, and it is a condition of the attendance that these rules and regulations are adhered to.
2. The welfare and safety of your child is the utmost importance and while he/she is in the care of the PLMS summer camp all-foreseeable precautions will be taken. However, PLMS cannot assume responsibility for your child beyond that which would be expected of a reasonable parent.
3. **Children applying to PLMS Theme camp (30 months to 6 years) must be toilet trained.** This means that your child is capable of recognizing when he/she must use the toilet and understand how to independently clean himself/herself. It is not a requirement for Toddler students to be toilet trained upon starting at PLMS.
4. We are not able to accommodate request for half sessions.
5. We are not able to accommodate any request for change in chosen program once Summer Camp starts.
6. Hot lunch, morning snack and afternoon snack are included.
7. **Photo/Video:** I give permission to Pine Lake Montessori School Inc. or those acting on its consented behalf to take pictures/video for school purposes, including but not limited to advertising in digital/print or newspaper articles/other social media, which may include my child. PLMS has the option of using pictures/video throughout while operating as a school. **In the event that I no longer wish to provide this permission, I will advise the school in writing.**
8. **Parental Permission for Out-of-School Events:** I hereby give permission for my child to participate in the out-of-school events such as daily walks, parks/playgrounds visits, library visits and/or other daily activities during the school year. Parents please note prior

to each outing, safety procedures are discussed with the students. If there are any problems that may affect the comfort or wellbeing of your child, please give full details in writing, and contact the office to discuss. **In the event that I no longer wish to provide this permission, I will advise the school in writing.**

9. **Emergency Authority, release and Indemnification:** I, the under signed, agree that in the event I cannot be reached at the time of illness or accident, or if the emergency is such that the time does not permit such contact, Pine Lake Montessori School is authorized to secure proper treatment, order injections, or provide any treatment, prescribed by the physician caring for my child, as well as arrange transportation to the emergency department of the nearest hospital with no liability on the part of the driver or of Pine Lake Montessori School and its agent and employees. I hold Pine Lake Montessori School, its agents and employees harmless from any and all claims, damages, liabilities or injuries to my child that are not the result of negligence of the school, its agents or employees, or are entirely beyond the control of this school, its agents or employees.
10. **Required Documents:** I understand that the Enrolment Form, a copy of the child's most recent immunization record, child's birth certificate, Deposit Fee (\$500.00), Postdated Cheques must be submitted upon registration to guarantee the spot at PLMS summer camp. If any item/information is missing, the application form will be placed on "hold" until received.
11. **Signature/e-signature requirement:** Both parents or one parent may sign this enrolment/re-enrolment form to enroll their child at Pine Lake Montessori School. but only one parent's signature is required to confirm the enrolment/re-enrolment.
12. **The enrollment policy is as follows:** Current students returning for Summer 2022 program have priority over new applicants until February 18, 2022. After this date summer program enrolment is open to public on first come first serve basis. Once our capacity is full, we can't accept any more enrolments.

2022-2023 School Year Terms of Payment

1. Enrollment is for the entire school year from start date to June 23rd, 2023.
2. **The Deposit (One month's payment) and Registration Fee (\$250.00) are non-refundable and non-transferable.**
3. **The Deposit, Registration Fee, and Elementary Educational Books & Materials fee** must be submitted along with the signed enrollment contract.
4. The Deposit guarantees your child's spot at PLMS for the 2022-2023 academic year. The Deposit covers the month of June tuition payment, only if the child attends for the whole school year. However, if the contract is cancelled prior to the end date of the school year the deposit is non-refundable and non-transferable and will not be applied as tuition fee for your child's last month of attendance.
5. The tuition must be paid promptly according to the fee schedule on the first business day of each month.

6. In addition, I/We, undersigned, shall pay all amounts incurred by or on behalf of the students for field trips, extra-curricular activities, resource and remedial tutoring, and the cost of any transportation provided by or through PLMS to the students to or from the school.
7. PLMS only accepts personal cheques and Interac e-Transfers as method of payment for Deposit Payment, Registration fee (New students only) and Elementary Educational Books.
8. PLMS only accepts the Pre-authorized Payment plan as a method of payment for monthly fee.
9. Non-payment of any amount owing to PLMS will be subject to the payment of interest at the rate of one and one-half percent (1.5%) per month (18% per annum).
10. Late pick-ups (after 6pm) will be charged \$1.00 per minute per child, payable upon pick up to the faculty member in charge.
11. Drop-offs before 8:00 am and Pick-ups after 5:00 p.m. when school is informed in advance are subject to extended care charges of \$15 per ½ hour or part. Any late pick up or early drop off without notification is subject to \$1.00/minute charge. The amount is payable to Pine Lake Montessori School through Interac e-Transfer.
12. **Any NSF cheque will be subject to a \$75.00 service charge.** Should a cheque or a payment be returned for non-sufficient funds or any other titled charged back item, the replacement payment must be paid by Interac e-Transfer in the amount of the original payment plus a **\$75 service charge within a week. Where the appropriate replacement payment is not provided,** Pine Lake Montessori Inc. reserves the right, which is not subject to challenge, in its sole and unfettered discretion, to request the immediate withdrawal of the child.
13. Official Tuition/Childcare tax receipts will be issued prior to February 28th of each school year.

Summer Camp 2022 Terms of Payment:

1. Enrollment is for the summer session specified from July 4, 2022 to August 26, 2022 and does not continue throughout the academic year.
2. **A \$500.00 deposit is required upon registration and guarantees the child's spot at PLMS for Summer 2022 program.** The \$500.00 paid deposit will be deducted from month of August payment.
3. The tuition must be paid promptly according to the fee schedule.
4. All amounts incurred by or on behalf of the students for field trips, extracurricular activities, resource and remedial tutoring, and the cost of any transportation provided by or through PLMS to the students to or from the school must be paid promptly.
5. Personal cheques are the only method of payment.
6. Non-payment of any amount owing to PLMS will be subject to the payment of interest at the rate of one and one-half percent (1.5%) per month (18% per annum).
7. **Cancellation and refund policy:** the deposit and any postdated cheques are refundable (less a service charge of \$300.00 per child), provided written notice received prior to

April 30th, 2022. After April 30th, 2022 the deposit is non-refundable and non-transferable and postdated cheques will be returned back when a written notice of cancelation is provided not later than June 10, 2022. No other refunds are possible. This policy will be strictly adhered to.

8. **No credit is given for illness, vacation or non-attendance.**
9. Late pick-ups (after 5pm) will be charged \$1.00 per minute per child, payable upon pick up to the faculty member in charge.
10. **Any NSF cheque will be subject to a \$75.00 service charge.** Should a cheque or a payment be returned for non-sufficient funds or any other titled charged back item, the replacement payment must be paid by a certified cheque, money order, or cash in the amount of the original payment plus a **\$75 service charge.** **Where the appropriate replacement cheque or cash are not provided,** Pine Lake Montessori Inc. reserves the right, which is not subject to challenge, in its sole and unfettered discretion, to request the immediate withdrawal of the child.
11. Official Tuition/Childcare tax receipts will be issued prior to February 28th of each school year.

Pine Lake Montessori School Fee schedule

Please see the Admission, Tuition Fees and Forms page in our website.

Pine Lake Montessori Summer Fee schedule

Please see the Programs, Summer Camp page in our website.

Policies

PLMS Behavior Management Monitoring Policy & Procedures

The goal of every teacher is to build from and improve a student's abilities and strengths. Building a child's self-esteem is a teacher's highest priority with the objective of teaching self-control.

1. Teachers must be responsible for the development of the student's will to manage well. Examples of this could include the student learning to i.e. put on their own shoes, ensuring the child has their shirt tucked in and clothing worn with pride. All attempts should be made for students to be commended for proper or outstanding care of the person. Staff needs to be aware of possible reasons for behavior, deemed "appropriate" or "inappropriate" being displayed. It is very important to understand that the behavior the child is displaying is appropriate or inappropriate, not that the child be deemed "good child" or "bad child".
2. When there is a need for direct discipline to be applied, the staff member must remember not to scold, humiliate or degrade the personality. Staff must remember we are teaching behavior by also behaving ourselves in an appropriate manner at all times. Explanations at the appropriate developmental level will also be needed throughout the school year individually, in a small group (ex. Two children involved), or the class as a whole to help with the situation at hand.
3. Ground rules need to be set up at the beginning of the school year. The rules are to be stated in a positive form, so that the students know "WHAT TO DO", as opposed to "WHAT NOT TO DO". The 3 fundamental rules should be: RESPECT YOURSELF, RESPECT OTHERS AND RESPECT THE ENVIRONMENT.
4. Pine Lake Montessori School goal is to help children to understand the interconnectedness of our world. That is why PLMS is aiming for acknowledging the responsibility of each action.
5. Teach children specific skills for getting along with others, solving conflicts and acting cooperatively.
6. Give children many chances to make decisions, be leaders, make real choices and be responsible. Set as a goal, as teacher, that the children will be eager and interested in learning on their own in a class that almost runs itself, thus providing the children the opportunity to develop inner-discipline.
7. Tell children often and enthusiastically what they are doing well and how they are competent. Be specific.

8. Focus attention and encouragement on the children who are behaving well. Say things like the following. “Thank you, Sam, for looking right at me. It lets me know you’re listening well.” Give minimal attention to misbehavior.
9. Time out rarely works because the consequence is not related to the misbehavior. Remember that a cause exists for all behaviors. Determine the root of the problem and discuss alternative actions to reinforce correct response to a situation. If a child needs to be removed from an area because of being continuously disruptive, invite the child to the peace table to encourage them to reflect on their behavior, the child will join the group when ready. Respect the child’s own internal time clock even if it lasts only a few seconds.
10. Always keep in mind that a teacher’s ultimate goal in helping young children with behavior problems is to get them to control their own actions and reactions.
11. Before a problem occurs, discuss choices children can make about how to act. An example of this is if several children usually argue over a particular issue; help them to figure out various ways to solve the problem before it occurs.
12. Remind the children of the reasons behind any rule or consequence to a behavior, at the time the rule is being enforced. Have them repeat the reason back to you: “Punching can seriously hurt a person. It only makes people angry and does not get the problem solved.” Ask them to list some other ways to deal with the problem. Help them with ideas if necessary.

Contravention of Behavior Management Policy

Licensing regulation

The CCEYA stipulates that harsh punishment is not allowed. The following forms of discipline will not be used and may result in dismissal depending on the severity of the infraction.

- Corporal punishment, including but not limited to the following:
- Striking a child, including spanking directly or with any physical object
- Harsh, humiliating, belittling or degrading responses including verbal, emotional or physical
- Restriction of food, clothing, bedding, shelter
- Isolation (locked or forcible confinement)

Any of the above infractions may result in the following:

- **A verbal warning**
- **A written warning**
- **Dismissal**

Note: any form of physical punishment in the form of child abuse will result in immediate dismissal and will not require a verbal or written warning.

Staff is observed throughout the year and they are evaluated 3 times a year (once a term) as stated on the form.

The evaluation is completed by the supervisor/principal.

Each staff will then review, comment if necessary and sign the document.

It is then filed with each staff's personal file.

PLMS Anaphylactic Policy & Procedure

Pine Lake Montessori School has developed and implemented an anaphylactic policy in accordance with section 36.1, O.Reg. 262 under CCEYA.

Pine Lake Montessori School endeavors to provide a **Nut Safe Environment**, enriching experiences for the children in its care. To assist in accomplishing our goal, our school is required to follow the standards set by the Ontario Ministry of Community and Social Services. Each faculty member is required to review this policy annually and sign a form stating that they understand and will follow the requirements of the policy.

This policy and all completed parental anaphylactic plans must be available for inspection at all times of operation.

The individual plan for a child with anaphylaxis and emergency procedure in respect of the child must be kept by administration in the school office as well as by the teacher in the classroom posted on the side of the entrance door. Please find the individual plan form in Appendix C.

Sue Eirdmoussa, the Director of the Pine Lake Montessori School is responsible for ensuring that all faculty members are aware that students Epi-pens must be kept on marked cupboard with First Aid kit sign in the class and to be taken outside in the backpack while being outside. Each Epi-pen is to have the picture of prescribed child on it to ensure easy identification in the case of an emergency.

When the students go on an outing, walk or during recess the Epi-pen will be taken outside in the backpack with a copy of the Special Circumstance medication Chart.

It is the responsibility of the lead teacher to ensure the Epi-pen is transferred to accordingly.

PLMS Strategy to reduce the risk of exposure to anaphylactic causative agents:

- Administration and Faculty of Pine Lake Montessori School assure that all food products brought into the school are accompanied by a list of ingredients to assure there are no nut products or by-products. Caterer/parents and others are always notified of any food allergies our children may have.

The PLMS communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies:

- Is that all staff will review the posted list of children and their allergies in the main office.

PLMS will assure the development of a plan action, with input from the child’s parent or guardian and the child’s physician. For each child with an anaphylactic allergy that includes emergency procedure in respect of the child.

- ❖ **Training from a Certified First Aid & CPR trainer, physician or a parent on procedures to be followed in the event of a child having an anaphylactic reaction.** Once training is received faculty must sign and date a form provided by admin, which will be kept for review during the Annual Inspection.

The individual plan for a child with anaphylaxis and the emergency procedures in respect of the child shall be reviewed by all employees before they begin their employment and at least annually afterwards.

“Anaphylaxis means a severe systemic allergic reaction, which can be fatal; resulting in circulatory collapse or shock, and “anaphylactic” has a corresponding meaning.

Student Allergy and Epi-pens

Students with allergies must have an Allergy Sheet filled out by the parent at the beginning of each year (administration in the office will provide upon request). The child’s current picture must be on form. The original form will be posted on the bulletin board of the class the child is in.

If a student should have a food allergy a form must be submitted to Yummy Catering. Yummy Catering accommodates all food sensitivities, allergies, and cultural preferences.

If the student's allergy is life threatening, we ask that the parents provide the school with a current dated Epi-pen in an insulated pouch clearly labeled with the child's name and fill out the Emergency Allergy Forms.

Epi-pens and puffers are to be provided by parents at the beginning of the year, as well as when item expires, with a picture of the child taped onto the outer packaging. The Epi-pen will be kept in the cupboard that has the First Aid Kit sign on it. When the child goes to recess the Epi-pen will be taken outside and will be kept in the backpack available for staff overseeing outdoor activity.

- ❖ It will never be kept in the medication Lock Box as this could cause too much of a delay.

PLMS Child Abuse policy

CHILD ABUSE REPORT: In Ontario, it is the law that anyone dealing with children in a professional relationship who suspects a child has been abused, whether suggested by the physical condition or from something the child says, is obliged to call Children's Aid for advice and then to follow that advice. The center does not investigate or lay blame, it simply reports and follows the Agencies directions. Similarly, if a parent, staff or other, accuses a staff member of abuse it is duty of the center to report the accusation to the Children's Aid Society and follow the direction given. The role of the Society is to protect children. Most reports to them are followed up if they believe there is substance to them. The center may not, under Labor Law, dismiss a staff on an accusation. Abuse would have to be proven through an investigation by the Children's Aid Society.

It is the responsibility of the faculty and school to report any suspicions of Child abuse encountered in the course of one's professional duties. This responsibility applies not only to individuals involved with the children but also to any volunteer, students, or support staff.

The person who suspects the abuse must report suspected cases to Children's Aid Society.

The authorities will notify the supervisor/owner when they feel it is necessary. Therefore, the reporting of, and the incidents themselves must always maintain complete confidentiality.

PLMS Serious Occurrence Policy

Introduction

(Please see the new definition of the Serious Occurrence in the additional handbook)

Pine Lake Montessori School (the “School”) is licensed by the Ministry of Education. The School is responsible for delivering services that promote health, safety and welfare of the children enrolled in our School. To ensure the safety and security of the children PLMS has developed the Serious Occurrence policy, based on CCYE Act 2014, that outlines the definition of the Serious Occurrence, reporting and recording of the occurrence.

The Serious Occurrence Policy is reviewed with all the staff, volunteers, and students before their first date at PLMS and as needed throughout the year. Whenever there is an amendment and alteration made to the policy it will be reviewed with the staff and other members of PLMS. The review of the document is recorded on the staff policy review. PLMS ensures that serious occurrence policy and other legislated policies are reviewed, implemented and monitored throughout the years to provide for the health, safety, and well-being of children receiving child care.

Identification of Serious Occurrences

Serious occurrences are defined as follows:

1. *The death of a child who received childcare premises or child care centre, whether it occurs on or off the premises,*
2. *Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at the child care centre*
3. *A life-threatening injury to or a life-threatening illness of a child who receiving child care at the child care centre*
4. *An incident where a child who is receiving child care at the child care centre goes missing or is temporarily unsupervised, or*
5. *An unplanned disruption of normal operations of the child care centre that poses a risk to the health, safety or well-being of children receiving child care at the home child care premises or child care centre*

Restraints of any kind are not permitted in our School under any circumstances.

In the event of Serious Occurrence Parents will be informed by posting the report of the serious occurrence in the main entrance of the school wall beside the school’s issued license by the Ministry of Education.

Smoke Free Policy

Pine Lake Montessori School is a totally Smoke Free environment. Signs are posted on all entrance and exit doors and in every bathroom within the facility. There is no smoking or handling a cigarette permitted by faculty, parents, or volunteers within the indoor and playground area of the school at all times in a day whether or not children are present.

As of October 17, 2018, recreational cannabis is legal across Ontario for adults 19 years of age or older. The law sets a minimum age of 19 to use, buy, possess and cultivate cannabis in Ontario. This is the same as the minimum age for tobacco and alcohol sales. Even though recreational cannabis is legal for adults 19 years of age or older, it is still not permitted in schools, on school property and at school-related activities.

Ontario has strict rules in place to protect children and make sure workplaces are safe after the federal government's legalization of recreational cannabis effective October 17, 2018. Under the province's *Smoke-Free Ontario Act, 2017*, smoking or vaping cannabis is prohibited in an enclosed workplace. The *Smoke-Free Ontario Act, 2017* specifically prohibits the smoking and vaping of cannabis:

- at school, on school grounds, and all public areas within 20 meters of these grounds;
- on children's playgrounds and public areas within 20 meters of playgrounds;
- in child care centres, or where an early years program is provided; and
- in places where home child care is provided – even if children aren't present.

Health and safety protections under the *Occupational Health and Safety Act* continue to apply to hazards in the workplace, which may include impairment from substance use. Pine Lake Montessori School Teachers and other school staff (workers) have a role in protecting occupational health and safety and a duty to work in compliance with the *Occupational Health and Safety Act* and the regulations.

Medical Cannabis

Medical cannabis will continue to be permitted only for individuals who have been authorized to use cannabis for medical purposes by a health care professional.

PLMS members can use only medical cannabis at school and on school property. The smoking and vaping of recreational and medical cannabis is prohibited in public areas within 20 meters of the perimeter of the grounds of a school. PLMS member will continue to be able to use medical cannabis at school and on school property in a non-smoking and non-vaping form (e.g., cannabis oils, capsules).

The prescribed medical cannabis for PLMS members needs to be stored in the specific Lock box away from the hand reach of children and not readily available to other individuals at PLMS. The prescribed medical cannabis needs to be stored in its original packaging that is labeled with the individual's name, dosage, date of prescription and expiry date. The individual needs to provide the Prescribed Medical form for the prescribed medical cannabis. The

individual needs to inform the school of all the symptoms and special care that child might need after using the medical cannabis in the comment area of the form.

Parents, all the staff members and Volunteers will review it annually in the PLMS Parent Handbook as well as it will be advised and discussed during our annual Parent Orientation Evening.

PLMS Highway Traffic Act/Child, Booster Seats and Restraints Systems Policy

The owner, administration and faculty are not permitted to have students in their personal vehicles at anytime while under their PLMS scheduled day. The families who come to pick up students are encouraged to follow the laws of the Highway Traffic Act's requirements to use the appropriate child booster seats and child restraint systems. It is a practice of a responsible parent not to leave any child under the age of 12 years old unattended in a car. Pine Lake Montessori School has a policy that no child should be left unattended in the car in the school premises.

PLMS Criminal Reference Policy for Faculty, students and all Volunteers

Supervision for volunteers and students at PLMS are defined as:

- All volunteers and placement students who wish to help or carry out their field placement at PLMS need to review and sign all policies and procedures developed by PLMS as per Ministry of Education under the CCEYA applicable to volunteers and students which are presented by the supervisor. Including Behaviour management, Anaphylaxis, Serious Occurrence, Employee confidentiality, Health assessment, and Criminal Reference Check, but not limited to above.
- All staff, volunteers and placement students who wish to help or carry out their field placement at PLMS need to have a current Criminal Reference Check, Vulnerable sector screening. PLMS accepts police reference checks that have been done within five years but not more than 5 years. Every staff, volunteer or students in PLMS needs to sign a offence declaration form annually if their police reference check is not the most recent (within 5 years).
- Staff, volunteers, students who do not have their police reference check upon their start date at PLMS are able to apply for the police reference check through the school and start to work or volunteer at the school. While waiting for receiving the police reference

check the individual won't be left alone with the children to ensure the safety of the children.

- The supervisor will give an orientation of PLMS and the Montessori philosophy to the all the staff, volunteers and students so it is understood by all parties what the Montessori components are and what the program plan is.
- The supervisor will ensure that the volunteer/ placement student understand the learning environment that PLMS is providing for the children. Ground rules that have been set up at the beginning of the school year. The rules are to be stated in a positive form, so that the students know "WHAT TO DO", as opposed to "WHAT NOT TO DO". The 3 fundamental rules should be: Respect yourself, Respect others and Respect the environment.
- Each volunteer/placement student will have access to a copy of the parent handbook to read through to further understand the PLMS policies and program philosophy.
- The placement student representative will have a meeting with the supervisor to understand what the expectation of the placement student is, in order to assist them to complete their course successfully.
- The expectation of the "placement student" will be then presented to the teachers of the class. The lead teacher will be responsible for the managing the "placement student" and to ensure that the "placement" is carried out successfully.
- The supervisor will have a meeting with the teachers of the class that the volunteer/ placement student is designated to and the volunteer /placement student to ensure the expectation of the volunteer/placement student are defined in the individual basis. The lead teacher of the class will be responsible for the monitoring of the placement student/ volunteer performance in the class.
- No Child is supervised by a person younger than 18 years of age.
- Any students or Volunteers may not be left alone with a child/or children in the classroom/playground/bathroom or any setting within the school. They must have an employed staff member present with them when with children.
- Any student and volunteers are not allowed to change a diaper. Help change a child or help a child in the bathroom with toileting.

PLMS Child Abandonment Policy

Pine Lake Montessori School is always looking out for the safety and interest of the child first and foremost. If at any time a child has not been picked up from school by 6:30 p.m. and there has been no call received from the parent PLMS will implement the following procedure:

- The faculty member will call the given phone numbers of each parent
- If no contact is made, they will contact the individuals listed on the "Authorized Pick UP" list on the application

- If nobody is able to contact the parents or know of their whereabouts, we will contact the individuals listed on the “Emergency Contact” area of the application
- If still no one is able to contact the parents or their whereabouts, PLMS will contact the local police department requesting them to do a drive by of the family home
- If there is no one at the home PLMS will have no other choice but to contact the Toronto Region Children’s Aid Society. At this time, we will follow the instructions of the society.

Upon completion of the incident a formal incident report will be written as well as a Serious Occurrence form. The Serious Occurrence is forwarded on to the Ministry of Family and Children’s Services.

PLMS Drug or Medication Policy

Prescribed Medication: If a child is prescribed medication from a medical doctor, it can be given to the student during school hours as long as the parent fills out a “Scheduled Prescribed Medications/Treatment form”. The medication must be received in the original pharmacy labeled bottle stipulating the child’s name, drug name, dosage, expiry date, date of purchase and frequency to be given. There will be locked boxes for medications kept in each classroom cupboard above the sink and one in the kitchen refrigerator for medications with cool storage requirements. PLMS is not permitted to give students Tylenol, aspirin, antihistamine, or decongestants, unless they are in a medically prescribed package. See Scheduled Prescribed Medication/Treatment form in Appendix A

Non-prescription medications for acute symptoms: Non-prescription medications for acute symptoms are only accepted for children with special medical need or acute symptoms such as anaphylactic allergies, diabetes, asthma, febrile seizures (A child who has experienced seizures in the past and a note from a medical doctor is provided in this regard), and other acute cases that have not been mentioned here. The non-prescribed medications for acute symptoms are administered only if the symptoms are observed. These over counter medications must be received in the original box/bottle with original pharmacy label stipulating the child’s name, drug name, dosage, expiry date, date of purchase and frequency to be given. Without the proper label from pharmacy, the medications will not be administered to the child. The parent of the child must complete the “Non-prescribed Medication for Acute Symptoms form” (Appendix B) and submit to the PLMS with the medication. In the form parent must write the dosage, storage instruction, and period or duration that the non-prescribed medication must be used for in case of the sign of acute symptoms are observed. Without the completed medication form the medications will not be administered to the child. The medication needs to be returned to the parent until the form is completed and submitted for administration.

Alternative Medication: The storing, handling and administration process for the alternative medications are the same as prescribed medication with the exception that these medication needs to be accompanied with a note from a naturopath prescribing the medication. The alternative medication or herbal/natural remedies must be labeled with child's name, date of prescription, instruction for storage, expiry date, and initial/signature of the naturopath. The alternative medication/remedy will not be administered unless the parent submits the naturopath letter, labeled medications, and the authorization form (Scheduled Prescribed Medication/Treatment form, Appendix A).

Dismissal Policy

Pine Lake Montessori School will make every effort to serve all children in the ongoing program. We expect children to respect other children's feelings and space. In return, your child should always expect to be treated with respect.

If your child engages in persistent behavior that may injure or endanger him or her, other children or staff, we will request that withdraw your child. Children are not allowed to hurt themselves, others, willfully destroy property, or be verbally abusive to other children, staff or families.

If your child is acting in a way that causes concern, the staff directly involved with him/her will record the behavior and inform you of our concern right away. We will meet with you to develop a plan for changing this behavior. If the behavior persists, we will ask that you sign a release that will allow a professional to observe and assess the situation and to help the teachers set in motion a program that will meet the needs of both the individual child and the group.

There may, however, be unusual situations in which the regular program cannot meet the needs of some children. In this case, the Director has the right to decide that a child should be withdrawn. The decision for withdrawal will be based on, but not limited to, the following types of incidents:

- Repeated physical acts (hitting, biting, or any other form of physical threat or assault) against other children, staff and/or others
- Verbal attacks on other children, staff and/or others, which include the use of threats, name-calling, as well as repeated profane or degrading language
- Racial or other discriminatory incidents
- A child who leaves the center without permission and/or leaves the care of center staff on or offsite
- Any verbal or physical abuse of a staff, other parents, and/or other students by a child's family member

- Parent refusal or inability to abide by the policies and procedures as laid out in the parent handbook
- If the behaviour of a parent or guardian is not conducive to our school values and philosophies.
- If we feel the student is not benefiting from the environment and program that we provide.
- Any outstanding fees in the family's account– tuition or other.

We realize that occurrences and disputes will occur among children and it's not our intent to exclude children as a result of typical developmental incidents that assist them in acquiring problem-solving skills. However, as individual needs vary in terms of environment and program, some children may not benefit from the program offered at our school.

Parent Issues and Concerns Policy and Procedures

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the head of school and staff to use when parents/guardians bring forward issues/concerns.

Definitions

Head of School: The individual or agency licensed by the Ministry of Education responsible for the operation and management of Pine Lake Montessori School.

Staff: Individual employed by PLMS (e.g. program room staff).

Policy

General

Parents/guardians are encouraged to take an active role in our school and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Pine Lake Montessori School and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children’s Aid Society).

Conduct

Our school maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Head of School or Designate.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children’s Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the “Duty to Report” requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the Head of School or Designate. <p>Any concern raised to staff directly must be reported to the head of school immediately.</p>	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within 2 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern;
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the Head of School. 	<ul style="list-style-type: none"> - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>Staff-, Duty parent-, Head of School</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the Head of School. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the Head of School as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the Head of School. <p>-</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

Individualized support plan for a child with medical needs policy

Children's safety and wellbeing is PLMS outmost goal. In order to achieve its goal PLMS has created a form, Medical Individualized Support Plan Form, which will help us to better assist the children with special cases such as asthma, seizer, diabetes, and etc. Please see the Appendix E for the form. Medical Individualized Support Plan will assist us in detecting the signs and symptoms, monitoring and avoidance strategies, and planning a support plan to better dealing with the special case when it occurs.

Parents are responsible to inform PLMS and its staff of children's health concerns or issues by completing the form and submitting to the office a long with the child's picture no later than the child's first day at the school. If any medication needs to be administered to the child when the symptom(s) arises, then parents are responsible to provide the child's medication to PLMS. The medication must be prescribed by the child's doctor with child's full name, date of prescribing, date of expiry, the storage instruction, administration instruction and the dosage.

All staff members review the support plan as soon as parents submitted to forms to better help the child in case of an emergency. In case the symptoms are detected PLMS staff will act as it is mentioned in the support plan, will contact the official emergency personnel if necessary, and will call the parents or emergency contact people on the numbers that they have provided to inform them of the incident.

Emergency Management Policy

Pine Lake Montessori School has developed emergency management policy to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved. Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Emergency management policy has been developed for situations such as medical emergencies, emergency situations involving facilities; emergency that involves threats toward PLMS students and staff. All staff member review the emergency management plan annually, before the first date at work and as needed throughout the year. Monthly fire drills and lockdowns (three per school Year) are practiced with children.

Willowdale Animal Hospital (VCA) is the alternative emergency shelter for Pine Lake Montessori School. In case of an emergency that official emergency personnel declare the school premises unsafe to enter, all the students will be transferred to the alternative shelter, Willowdale Animal Hospital. Then parents will be contacted on the phone numbers provided as emergency contact numbers in order for the children to be picked up. An email also will be sent to the parents to inform them of the emergency situation.

The action plan and the date of school reopening will be emailed to parents as soon as it is clearly known to PLMS head of school or designate.

Appendix A

PLMS Scheduled Prescribed Medication/Treatment Form

MEDICATION/TREATMENT INFORMATION

- To be completed for ALL SCHEDULED Prescribed Medications and treatment
- Parent to complete - one medication / treatment per form pre medication
- Supervisor to review at month end and then to be filed in Annual Record Keeping Binder

Child Name: _____

Medication/Treatment Name: _____

Dosage: _____

Description (circle one): liquid inhalant other: _____

Storage Instructions: _____

When does child need medication? _____

Administration Instructions: _____

Any specific care is needed after the use of medication: _____

Additional instructions or comments: _____

Administration of this medication remains in effect from _____ to _____, unless otherwise notified in writing.
(Start Date) (End Date)

I, _____, release Pine Lake Montessori School and its employees from any liability however caused, arising out of administering, or failure to administer the medication provided herein.

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

Medication treatment schedule (Parent /guardian to fill out dates)			
Dates to be given	Times to be given	Dosage to be given	Faculty signature

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

Supervisors Signature When Reviewed: _____ Date: _____





Our WHOLESOME Menu Includes:

- Simple, wholesome ingredients for growing bodies and minds.
- Meals and snacks using municipal, provincial and national nutritional guidelines.
- Food kids love to eat.

PINE LAKE MONTESSORI SCHOOL
Healthy Choices Spring/Summer 2019

Eat Grow Thrive

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	<p>AM Snack Multigrain Cheerios Cereal, Milk</p> <p>Entrée Peach BBQ Chicken Drumstick, Brown Rice, Mixed Vegetables (Peas, Carrots, Beans, Corn), Fresh Fruit</p> <p>PM Snack Pita Crackers, Cheese Curds</p>	<p>AM Snack Apple Cinnamon Flatbread, Applesauce</p> <p>Entrée Turkey and Whole Grain Noodle Soup, Artisan Roll, Baby Carrots, Fresh Fruit</p> <p>PM Snack Pumpkin Granola Round, Orange</p>	<p>AM Snack Banana Oat Bites</p> <p>Entrée Beef Burger, Whole Grain Bun, Broccoli, Fresh Fruit</p> <p>PM Snack Whole Wheat Apple Beet Loaf, Apple</p>	<p>AM Snack Corn Flakes Cereal, Milk</p> <p>Entrée Breaded Chicken Pieces, Brown Rice, Green Beans, Fresh Fruit</p> <p>PM Snack Whole Wheat Wrap, Cheddar Cheese Slice</p>	<p>AM Snack Organic Whole Grain Summer Berry Muffin</p> <p>Entrée Chicken and Whole Grain Noodle Casserole, Leafy Greens Salad, Balsamic Dressing, Fresh Fruit</p> <p>PM Snack Whole Grains Cereal Mix, Pear</p>
WEEK 2	<p>AM Snack Whole Grain Shreddies Cereal, Milk</p> <p>Entrée Breaded Chicken, Whole Grain Pasta, Corn and Peas, Fresh Fruit</p> <p>PM Snack Whole Grain Harvest Seed Crackers, Baby Carrots</p>	<p>AM Snack Whole Grain Coconut Bites</p> <p>Entrée Cuban Picadillo (Beef, Peppers, Tomato, Potato), Whole Wheat Mini Pita, Vegetable Medley (Broccoli, Cauliflower, Carrots), Fresh Fruit</p> <p>PM Snack Banana Oatmeal Bar, Garbanzo Beans</p>	<p>AM Snack Peach Yogurt, Whole Grain Pumpkin Harvest Seed Granola</p> <p>Entrée Tikka Masala Chicken Drumstick, Brown Rice, Green Beans, Fresh Fruit</p> <p>PM Snack Whole Wheat Focaccia Bread, Bruschetta</p>	<p>AM Snack Organic Whole Wheat Banana Muffin</p> <p>Entrée Sweet and Sour Beef Meatballs, Whole Wheat Baguette, Baby Carrots, Fresh Fruit</p> <p>PM Snack Whole Wheat Zucchini Carrot Loaf, Orange</p>	<p>AM Snack Rice Krispies Cereal, Milk</p> <p>Entrée Moroccan (Chickpeas, Zucchini) Chicken Drumstick, Brown Rice, Peas, Fresh Fruit</p> <p>PM Snack Spice Snaps, Banana</p>
WEEK 3	<p>AM Snack Multigrain Cheerios Cereal, Milk</p> <p>Entrée Beef Burger, Whole Grain Bun, Vegetable Medley (Broccoli, Cauliflower, Carrots), Fresh Fruit</p> <p>PM Snack Apple Granola Round, Orange</p>	<p>AM Snack Whole Grain Mini Bagel, Berry Applesauce</p> <p>Entrée Red Lentil Curry, Brown Rice, Green Beans, Fresh Fruit</p> <p>PM Snack Hardboiled Egg, Whole Wheat Pita Pocket</p>	<p>AM Snack Organic Whole Wheat Blueberry Bran Muffin</p> <p>Entrée Lemon Chicken Drumstick, Whole Grain Pasta, Sunshing Vegetables (Carrots, Green Beans), Fresh Fruit</p> <p>PM Snack Whole Wheat Lemon Cranberry Loaf, Baby Carrots</p>	<p>AM Snack Corn Flakes Cereal, Milk</p> <p>Entrée Wild Caught Alaskan Pollock Sticks, Whole Wheat Wrap, Peas, Fresh Fruit</p> <p>PM Snack Soda Crackers, Guacamole</p>	<p>AM Snack Whole Grain Cereal Mix, Kiwi</p> <p>Entrée Classic Lasagna (Beef, Tomatoes, Cheese), Carrots and Corn, Fresh Fruit</p> <p>PM Snack Cinnamon Snaps, Cheese Curds</p>
WEEK 4	<p>AM Snack Whole Grain Shreddies Cereal, Milk</p> <p>Entrée Teriyaki Chicken Drumstick, Vegetables (Broccoli, Green Beans, Carrots, Red Pepper, Mushrooms), Fresh Fruit</p> <p>PM Snack Round Wheat Crackers, Hummus</p>	<p>AM Snack Vanilla Yogurt, Whole Grain Pumpkin Harvest Seed Granola</p> <p>Entrée Beer and Mushroom Pasta, Green Beans, Fresh Fruit</p> <p>PM Snack Hardboiled Egg, Whole Wheat Tomato Basil Wrap</p>	<p>AM Snack Organic Whole Wheat Lemon Blueberry Muffin</p> <p>Entrée Chicken Souvlaki, Whole Wheat Mini Pita, Tzatziki Sauce, Leafy Greens Salad, Italian Dressing, Fresh Fruit</p> <p>PM Snack Apple Oatmeal Cookie, Baby Carrots</p>	<p>AM Snack Rice Krispies Cereal, Milk</p> <p>Entrée Wild Caught Alaskan Pollock Burger, Whole Grain Bun, Corn and Peas, Fresh Fruit</p> <p>PM Snack Whole Wheat Cheddar Cheese Sandwich</p>	



Menu in Effect: April 15, 2019

Menu is approved by a Registered Dietitian.

Milk and/or Water are served with lunch and snacks



- Please see the allergy guide for the substitution meals for Vegetarian, Vegan and Halal and other dietary replacements. Daily Packing Slip will indicate specific replacements by child name.
- Please note that Wholesome Kids Catering operates a facility that is Nut Free, Pork Free and Shellfish Free at all times. All Lunches are Trans Fat Free (except for those that are naturally occurring).
- Fresh Fruits will vary daily depending on seasonal availability. They may include apples, bananas, oranges, grapes, pears, strawberries, melons (watermelon, cantaloupe, and honeydew), plums, nectarines, and peaches.

Appendix D



**Pine Lake Montessori School
Anaphylaxis Policy
Authorization Form for Anaphylactic Reaction Procedures
Individual Plan**

Name of Student: _____ School Year: _____

Date of Birth (DD/MM/YYYY): _____ Age: _____ Health Card #, version Code: _____

Name and EPI-Pen expiry date: _____

Any further emergency response or prescribed medication: _____

Dosage: _____ Date Prescribed: _____

Location of Epi-Pen in the school: _____

Give a detail description of your child's allergy below:

Has your child ever had an allergic reaction? Yes _____ No _____

Has your child had an anaphylactic reaction? Yes _____ No _____

Sign and symptoms of an anaphylactic reaction:

- Plan of Action:
1. Administer EPI-Pen
 2. Call 911 (inform dispatch that a child is experiencing a life threatening anaphylactic reaction and ask for an ambulance immediately)
 3. Call parents/emergency contact
 4. Staff must accompany the child to the hospital
 5. The child's individual emergency plan, and the administered EPI-Pen is to accompany the child to the hospital and is to be given to medical personnel or child's parent for disposal.

Monitoring and Avoidance Strategies:



Student's Parent / Guardian Information:

Mother's Name: _____ Address: _____

Home # _____ Cell #: _____ Business #: _____

Mother's Employer / Address: _____

Father's Name: _____ Address: _____

Home # _____ Cell #: _____ Business #: _____

Father's Employer / Address: _____

Incase of an emergency who should we contact first (easy to access) Mother ____ Father ____

Student's Physician Information:

Physician Name: _____ Physician Phone #: _____

Physician Address: _____

Emergency Contact People:

1. Name: _____ Relation to child: _____

Home Phone: _____ Cell#: _____ Business#: _____

Address: _____

2. Name: _____ Relation to child: _____

Home Phone: _____ Cell#: _____ Business#: _____

Address: _____

3. Name: _____ Relation to child: _____

Home Phone: _____ Cell#: _____ Business#: _____

Address: _____

Mother's signature: _____ Date: _____

Father's signature: _____ Date: _____

Appendix E

Individualized Support Plan For A Child With Medical Need

This form must be completed for a child who has one or more acute or chronic** medical conditions such that he or she requires additional supports, accommodation or assistance.*

Child's Full Name:

Child's Date of Birth:

(YYYY/MM/DD)

Date Individualized Plan Completed:

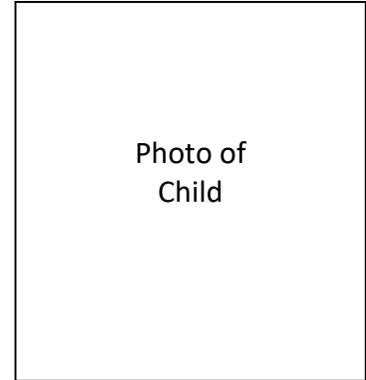
Medical Condition(s):

Diabetes

Asthma

Seizure

Other: _____



Prevention and supports

Steps to reduce the risk of causing or worsening the medical condition(s): *[Include how to prevent an allergic reaction/other medical emergency; how not to aggravate the medical condition:*

List of medical devices and how to use them (if applicable): *(e.g. feeding tube, stoma, glucose monitor, etc.; or not applicable (N/A)):*

Location of medical and/or medical device(s) (if applicable): *(e.g. glucose monitor is stored on the second shelf in the program room storage closet; or not applicable (N/A)):*

Support available to the child (if applicable): *(e.g. nurse or trained staff to assist with feeding and/or disposing and changing of stoma bag; or not applicable (N/A)):*

Symptoms and Emergency Procedures

Signs and symptoms of an allergic reaction or other medical emergency: *[include observable physical reactions that indicate the child may need support or assistance (e.g. hives, shortness of breath, bleeding, foaming at the mouth)]*

Procedure to follow if child has an allergic reaction or other medical emergency: *[Include steps (e.g. Administer 2 puffs of corticosteroids; wait and observe the child's condition; contact emergency services/parent or guardian, parent/guardian/emergency contact information; etc.)]*

Procedures to follow during an evacuation: *(e.g. ice packs for medication and items that require refrigeration; how to assist the child to evacuate)*

Procedures to follow during field trips: *(e.g. how to plan for off-site excursion; how to assist and care for the child during a field trip)*

Additional information related to the medical condition (if applicable):

Frequency at which this individualized plan should be reviewed and updated by the parent:

Parent/Guardian Signature: _____

Relationship to child: _____

Print name: _____

Date: _____

Special Instructions:

- *Acute: a condition that is severe and sudden in onset that, if left untreated, could lead to a chronic syndrome.
- **Chronic: a long-developing syndrome that can develop or worsen over an extended period of time.
- Each child with medical needs requires their own individualized plan. If significant changes and updates are required to this individualized plan, a new individualized plan must be completed.
- An additional individualized plan is not required for a child with an anaphylactic allergy, if the child does not otherwise have a medical need, as these children must already have an individualized plan under the anaphylactic policy.
- Children's personal health information should be kept confidential.



Code of Conduct Agreement Form

Pine Lake Montessori School is a place where all students, parents, teachers and staff feel safe. Upon joining PLMS, it is understood the rules and regulations and the Code of Conduct will be observed. PLMS reserves the right to expel a child at any time if the student, parent or guardian does not adhere to the PLMS Code of Conduct. Please ensure that you read and understand the PLMS Code of Conduct in the PLMS Parents’ Handbook prior to signing this form.

We, parents or guardian, of have read and understood Pine Lake Montessori School Parents’ Handbook that outlines school’s Code of Conduct and Policies. We hereby agree to observe the PLMS Code of Conduct and Policies at all times and not adhering to it may result in expelling the child from the school.

Father’s Name: _____ Father’s Signature: _____ Date: _____

Mother’s Name: _____ Mother’s Signature: _____ Date: _____