Pris-T-giS Montessori

"Learn here. Lead Tomorrow"

Parent Handbook

2026-2027 V.8

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Program Statement

Pris-T-giS Montessori School strives to promote a positive, safe, loving, nurturing and home-like atmosphere where the health, safety, nutrition and well-being of our children is of the utmost importance. We encourage mutual respect, patience and creativity in an inclusive environment while viewing children as competent, capable, curious and rich in potential. Pris-T-giS Montessori School embraces the "*How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)"* to guide our programing and pedagogy. Our objective is to provide a positive framework to support our children and families in an environment that promotes belonging, engagement, expression, and well-being.

Pris-T-giS Montessori School believes in supporting positive and responsive interactions among our children, parents, staff, and volunteers. We encourage a partnership with parents where relationships are respectful of structure, culture, values, language and knowledge. Involving families in a meaningful and authentic way throughout all elements of our program is important to us. We value families' unique perspectives and welcome their skills, talents, traditions, and experiences as they are the first and most powerful influence on children's learning, development, health and well-being

At Pris-T-giS Montessori School, each child is recognized to be unique, competent, capable, curious and rich in potential and each family's individuality is valued. Pris-T-giS Montessori School strives to deliver a stimulating Montessori program in a safe environment that enhances children's social, intellectual, physical, and emotional development. This enhancement happens throughout a child's daily lesson plan which encompasses a balance of indoor programs and outdoor play, as well as innovative activities, rest and quiet time. Children begin to make sense of their world from the moment they are born as their brain develops at an outstanding rate during their first years of life. They are active and social learners who are influenced by family, gender, culture, experiences and surroundings. We are committed to helping children to learn to love and believe in themselves by nurturing self-confidence and encouraging children to communicate and interact in a positive way as well as respecting their environment. We encourage children to articulate their needs to others and help them to appreciate and empathize with the needs of those around them.

We acknowledge that children have a variety of learning styles, methods of understanding and constructing knowledge. For this reason, we plan for and create positive learning environments and experiences in which each child's learning and development will be supported. We believe that allowing children to actively explore, investigate, take manageable risks, and engage in creative problem-solving, are critical for their physical and mental health and well-being.

Through our Emergent approach, we believe that children learn best by exploring the world with their body, mind and sense as well as interacting with adults and peers. Their explorations require flexibility and inventiveness. Children react to the outcomes of their investigations and create strategies for discovery. Through observation, reflection and stimulation, our educators create a positive, relevant and meaningful learning environment that takes each child's unique needs and interests into account. Our program provides child-initiated and adult-supported experiences through both indoors and outdoors active play, rest and quiet times. In partnership with families, we encourage children to become aware of their bodies for self-care, nutritious foods, physical activities and rest, in addition to their need for social and emotional engagement. Through these approaches, we provide opportunities for children to interact and communicate in positive ways; to support their strengths and abilities to overcome challenges, make choices, problem solve, and self-regulate their emotions and behaviours.

Our educators are responsible, knowledgeable, caring and resourceful professionals. They familiarize themselves with all information concerning medical conditions & medication requirements, exceptionalities, allergies, food restrictions, and parental preferences in respect to diet, exercise, and rest time.

We understand the importance for our families and educators to exchange information regularly about children's experiences at home, in the community, and in our learning environment. Communication is paramount; we encourage two-way dialogue and use various tools for communication between families and educators. It's important to us that we create and maintain a trusting, respectful bond between families, staff, and children as the knowledge gained from multiple perspective helps our educators to develop a program that reflects the unique and diverse characteristics of all children's families and communities, they live in.

Involving community partners is an instrumental part of creating a positive and supportive environment. We engage in constructive relationships with community agencies; they provide resources, information, and classroom support to better meet the needs of our children, families, and educators. We work collaboratively with our local universities, community colleges, and high schools to offer opportunities for student training and experiences. Partnering with these institutions provides us with additional knowledge and resources to further support our program. We also welcome volunteers from the community who satisfy all safety checks as well.

Our qualified Montessori Teachers and RECEs, are trained in First Aid and CPR and are carefully selected and screened to provide a safe, secure, healthy and inviting environment for our children and families. With a sustained commitment to ensure we provide a quality program, we support, encourage and provide opportunities for our educators to participate in continuous professional learning. It is important to us that we invest in our

educators as when educators engage in continuous learning and questioning, exploring new ideas and adjusting practices, they achieve the best outcomes for children, families and themselves.

Pris-T-giS Montessori School actively participates in ongoing assessments of our environment to measure the impact of the strategies set out in our program statement.

It is essential for us to provide a nurturing environment with experiences that encourage all of our children to reach their full potential. Our program reflects our philosophy and program statement. To ensure consistent implementation across Pris-T-giS Montessori School, all staff, students, and volunteers will review the program statement prior to interacting with children. At a minimum, this statement will be reviewed annually by staff, educators, and Supervisor and the Directors. Any modifications will be reviewed by educators to ensure timely implementation.

This Program Statement highlights the guiding principles for our practice. It is continuously brought to life through vibrant prominence in our program:

- Guiding and Supporting Documents
- Minister's Policy Statement on Programming and Pedagogy
- How Does Learning Happen? (HDLH) Ontario's Pedagogy for the Early Years (2014)
- Think, Feel, Act: Lessons from Research About Young Children
- Early Learning for Every Child Today

Program Statement Implementation

To ensure that Pris-T-giS Montessori School achieves all of our above goals, we take specific actions to fulfill the following:

Promote the health, safety, nutrition and well-being of the children:

a. An annual environmental review is conducted to ensure the utmost safety to our children to ensure a clean and safe environment at all times.

b. Daily meal plans incorporate nutritional value based on "Eating Well with Canada's Food Guide" recommendations and catered to our school (Menu by catering service company Food for Tots).

c. Encourages children to understand their needs and articulate their needs to others which supports their emerging sense of self.

d. Access to purified drinking water for children during all snacks and meals and throughout the day; to ensure Safe play environments both indoors and outdoors, inspections will be done daily to minimize hazards that may cause injury.

e. Disinfecting of toys, shelves, cots are done on a daily basis.

Support positive and responsive interactions among the children, parents, child care providers and staff:

a. Strive to ensure that all children, families, educators and servicing agencies feel like they belong and are respected when entering our school and classrooms.

b. Our staff model proactive interactions with all parents and children by using appropriate and positive words and actions.

c. Our staff respond to all children in a warm and respectful manner, attuning to children's physical and emotional state.

d. Families are supported on a daily basis by communicating with our staff about their child at drop off and pick up as well as receiving daily reports through the Transparent Classroom program.

e. Annual Christmas and End of School Year Potlucks, BBQ, Children's showcase performances, and Graduation Ceremonies

f. Employee engagement meals.

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

a. Promoting Grace and Courtesy in our daily program and care for others, as well as their environment, such as setting up and cleaning their own work stations; sharing; offering apologies; and using manners.

b. Children are encouraged and supported by our staff to interact and communicate in positive ways and to promote their ability to self-regulate.

c. We recognize that critical learning happens during conflict, negotiation, problem solving and resolution as our staff help children work towards displaying their anger or frustrations though a more socially acceptable way.

Foster children's exploration, play and inquiry:

a. We strive to provide an environment and opportunities for the children to play and explore through a flexible schedule with limited interruptions and transitions.
b. Our curriculum provides a complete set of Montessori materials which are designed specifically to guide children's exploration, curiosity, play, and problem-solving abilities. Montessori activities have their own error-controls which allow children to navigate their own learning pace and mistakes, and allow for the learning environment to act as a third teacher for each child.
c. We foster children's exploration, play and inquiry by planning and creating an environment that allows the children to explore the topic of interest, and the world around them, with their natural curiosity and exuberance.
d. All areas of the classroom will be open to the children at all times. Children are able to make choices, manipulate the materials through self-initiated hands on experience.

Provide child-initiated and adult-supported experiences:

a. Staff will document and use daily observations of the child to plan and create a positive learning environment that is based on children's interest as well as developmental abilities.
b. Staff will display and add new materials to the environment to enrich the learning process, allowing new ideas, challenges and learning possibilities to emerge.
c. Staff will provide materials for creative activates such as craft and paining activities, allowing the children to create their own art work based on their own interest.
d. Staff will be responsible for introducing new ideas, interests, concepts and skills to widen children's knowledge and life experiences
e. Throughout the school day, staff will whenever possibly support children in dressing themselves for outdoor play, allowing children to develop independence in toileting and hand washing routines. During meals, adults will provide support yet allow children to develop independent eating skills. Educators will also often provide children with the opportunity to self-regulate their attention, emotions and behaviors.

Plan for and create positive learning environments and experiences in which each child's learning and development will be supported:

a. All classrooms at Pris-T-giS Montessori School are specially designed to provide a positive learning environment and experiences. Shelves, washrooms, and Montessori materials, as well as tables and chairs, are all custom-made to young children's sizes and heights, which makes it easy for children to foster independence while minimizing their reliance on adults. Children are encouraged to do what they can based on their developmental levels which also fosters a sense of confidence and achievement at this critical, early period of life;
b. Children who require an Individual Support Plan will be supported by educators in implementing the goals and recommendations. By providing additional assistant to children with special needs in our inclusive environment, this will help the child to success and advance in our school and beyond.
c. Educators at Pris-T-giS Montessori School maintain roles as co-learners alongside the children and observe each child carefully in order to design a carefully-crafted learning plan to support each child's unique personality, competence, curiosity, and provide appropriate challenges to stretch each child to reach their potential.

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 receiving child care:

a. Our daily schedule includes total of two hours of outdoor play (weather permitted) in our fenced playground with planned activities (e.g. Caterpillar Hopscotch, Making Bubbles, Simon Says, etc.), afternoon nap time, and quiet reading;
b. While indoors, our children engage in mini sessions incorporating stretches, dancing, singing and playing in a small and large group setting
c. Children are able to choose their activities during our Montessori work period based on their interest.
d. Activities and materials are designed to promote gross and fine motor skills, language and cognitive, social and emotional development.

e. Offer small group activities for children to benefit from more individual attention

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

a. Parent-Teacher Interviews are held twice each school year.
b. Parents and guardians have full access to contact Pris-T-giS Montessori School via email and phone.
c. Transparent Classroom and Lillio is used to document our child(ren)'s activities on a daily basis, which an individual daily report that includes daily snacks and lunch menus, toileting/diapering and other documentations about the child is then automatically sent to each of our parents.
d. Transparent Classroom and Lillio also allows parents to communicate with our teachers directly in addition to reaching us via email.

Involve local community partners and allow those partners to support the children, their families and staff:

a. We view the community as a valuable resource as we partner with and support reputable businesses in our local community to come to our school and offer well-rounded extra-curricular activities. These activities allow our children to develop physically, mentally, and emotionally and also fosters confidence at a tender age. Our children have the option to participate in any or all of these extra-curricular activities.

Support staff or others who interact with the children at Pris-T-giS Montessori School in relation to continuous professional learning:

a. All staff builds a climate of trust, honesty and respect in the workplace, working collaboratively in order to provide a safe, secure, healthy and inviting environment for all children and their families.
b. All staff members are to attend team meetings, receive peer coaching and mentoring opportunities, and participate in continuous professional learning sessions;
c. Semi-annual performance reviews are conducted for all staff and constructive feedback sessions are provided.

Document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families:

a. Daily documentation of student attendance, lunches, snacks, naps, diaper/washroom schedules, accident logs, illnesses and absences, parent pick-up time, photo/media consent, community walk consent, etc.;
b. Policies & Procedures, Handbook, Guidelines, and Allergy and Anaphylaxis Records are reviewed with all staff members and volunteers prior to interacting with children at least annually and each time any changes/updates are made;
c. All parents and guardians are provided with access to Pris-T-giS Montessori School's Policies & Procedures on our website, and they are also provided with a copy of the Parent Handbook.

Children with Special Needs

For each child with special needs, Pris-T-giS Montessori School will work closely with the child, their family, and York Region's Early Childhood Interventionists to develop an individualized support plan. The individualized support plan will instruct and outline how Pris-T-giS Montessori School will support the child to function and participate while in our care; any supports, aids or adaptations or other modifications to the physical, social and learning environment that are necessary where applicable. All participants in the development of the individualized support plans will be listed in the document and will sign the document. This program will reflect the individualized support plans of each child with special needs and all children are observed to have the opportunity to participate in the program. Again, reference to the HLDH will be considered in the development of the individualized plan for all children with special needs.

Prohibited Practices

Young children benefit from an affirming approach that encourages positive interactions with other children and adults, rather than from a negative or punitive approach to managing unwanted behaviour. Rather than setting out practices to be used to manage children's behaviour, Pris-T-giS Montessori School has set out in our program statement how we will support warm, positive, supportive interactions and relationships between children, families, staff and the community.

The provision of prohibited practices forbids corporal punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. These practices are never permitted at Pris-T-giS Montessori School.

No employee, student or volunteer shall permit a child while under the care of Pris-T-giS Montessori School to experience any of the following:

(a) corporal punishment of the child;

(b) 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;

(c) locking the exits of the school premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

(d) 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;

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) inflicting any bodily harm on children including making children eat or drink against their will.

(g) Sexual abuse, sexual misconduct and prescribed sexual acts (as defined under the *Early Childhood Educators Act, 2007*)

All staff members, students and volunteers are to implement the approaches stated in this Program Statement, including but not limited to clauses (a) to (k) and including prohibited practices. Any non-compliance with all terms stated within the Program Statement can result in:

a) An immediate meeting scheduled by the Supervisor to address non-compliance behaviour and provide an opportunity and/or training to amend the non-compliant behaviour;
b) Regular monitoring by the Supervisor of the individual to ensure non-compliance behaviour has been corrected to the satisfaction of the Supervisor and in accordance to the Program Statement;
c) Follow-up meeting arranged within 2 weeks from the date of non-compliance behaviour to discuss ongoing compliance;
d) Non-compliance with Prohibited Practices may result in the immediate for-cause termination of employment in the case of a staff member; or immediate cessation of Duty Day volunteer privileges; or termination of placement of a student.

Our program

Our Montessori program understood to be essential to the healthy social and cognitive development of children. At Pris-T-giS Montessori School, all areas of development are fostered through exploration, play and inquiry. Our curriculum takes a child initiated, adult-supported approach that focusing on daily activities, allowing the child to take the lead and then focusing on his or her interests through intentional observation, interaction and engaged communication. When this approach to learning takes place along with educators' understanding of child development, each child's learning and individual development is supported and as a result the child's competence, capacity and potential are maximized.

Types of Programs

- Five Full Day (CASA) – ages 2.5 to 6 years.
- Five Full Day (Toddler) – ages 18 months to 2.5 years.

Ratios

Teacher – to – Student Ratios

There are minimum requirements set by the Ministry of Education (CCEYA) and Ontario Regulations 137/15. Teachers are required to maintain Student-Teacher Ratios based on the Ministry of Education Child Care and Assurance Licensing Act.

- Toddler Ratios 1:5
- CASA Ratios 1:8

The Montessori Curriculum

Practical Life – to develop fine motor skills, eye and hand co-ordination, concentration and confidence.

Sensorial – refine each of the senses and dexterity

Math – counting, decimals, arithmetic, multiplication, division, and even basic geometry and algebra.

Language - phonics, reading, writing, even grammar and sentence structure

Culture - including Arts, Sciences, Geography, History, Music, learning Social Skills.

Others – arts and crafts, music, daily opportunities for physical literacy and active outdoor play, rest time for children who require it and based on their developmental needs.

Admission

Pris-T-giS Montessori School accepts students of any race, colour, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, colour, national and ethnic origin in the administration of its educational or admissions policies.
Parents must understand that enrollment of their child in Pris-T-giS signifies compliance with all school rules and policies and procedures outlined in this document.

Registration

Montessori Program

Pris-T-giS Montessori School will start accepting new registration for the upcoming new school year on the first school day in **February**. Children are admitted on a first come-first serve basis.

Acceptance is based on availability as per our licensed capacity. Once all spots are placed, potential student will be placed on our waiting list.

Our school year is from September to June each year and we do accept new student throughout the year when spot is available.

The following must be submitted to the school office to complete the registration:-

1. A completed registration form and parent agreement.
2. An update immunization record of your child/children
3. A completed Pre-Authorized Debit (PAD) Agreement with a void cheque.
4. Severe Allergy Alert Form (if applicable)
5. Anaphylaxis Parent Agreement (if applicable)
6. Authorization to Administer Medication Form (if applicable)
7. Consent to use Photo Form
8. Community Walk Permission Form
9. COVID-19 Wavier
10. A deposit of $ $957.00 (first and last month, the last month deposit will apply to the month of May each school year)
11. Childcare Software Fee $250 (if participating and it is optional)

Monthly pre-authorized payments are intended only for convenience of parents/guardians. No Refund are given for holidays, absences or any vacation time. There will be a charge of $40.00 on all NSF transactions.

Students are not considered enrolled unless the enrolment form has been completed and submitted in full, signed and all required documents, fees; payments are received.

Summer Camp

The monthly of July & August are considered Summer Camp and require separate Admission documentation. Registration will begin in February and ended on last school day of May. A full payment must be made with the registration. Once registration is accepted and completed, no changes will be accepted and no refund will be provided.

Re-Admission

Re-Admission for children who wish to return for the next school year will take place during the month of January. Re-registration package will be sent by email before end of December. All forms and first and last month deposits are due before the end of January. Priority is given to:-

1. Returning students;
2. Siblings of children already attending our program;
3. Children of our staffs;
4. The community at large.

All forms and cheques received after the deadline date will be considered along with the new student admissions, with the possibility of being on a waiting-list.

Students enrolment are not confirmed, unless the enrolment form has been completed/submitted, signed, and all required fees; payments are received.

Waiting List Policy

A waitlist will form when all of our school program reaches full license capacity. Our policy and Procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for perspective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list. It is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care center that maintains a waiting list to have related policies and procedures.

Request to place a child on the Waiting List

1. A parent or a guardian can contact the school office to have their child added to the waiting list once they are **BORN** and completed a **SCHOOL TOUR**.
2. Complete a waiting list form.
3. The child name's will be placed on the waiting list in chronological order, based on the date and time that the waiting form is submitted.

4. Once a child has been placed on the waiting list, parent/guardian may request the place of their child(ren) on the list at anytime and the school office will share that placement with the parent/guardian.
5. The child's position on the waiting list will be maintained until they reach the top of the list and a spot in the appropriate age group becomes available.

Offering an Available Spot

1. Parents will be notified by email that a spot has become available in their requested program.
2. Parent will have 24 hours to respond or accept the spot in the said program.
3. In an event that the parent has not responded back during the 24 hour period or rejected the spot, the school office will contact the next student on the waiting list and the child's name will be removed from the waiting list.

Responds to Parent who inquire about their child's placement on the waiting list

1. Upon a waiting list request is received, a link will send by email for the parent to complete. **No deposit or fee is required to be placed on a waiting list.**
2. Parents are welcome to contact the school office for an update on their child's status on the waiting list at anytime.

Withdrawal Policy

Once a child is in our program, enrolled or re-enrolled at our school, the parents are expected to make a financial commitment for the full school year. If a serious or unforeseen circumstance may occur that caused a child to permanently withdraw from our program:-

1. When the child is attending our program, a minimum of **two** calendar months written notice, to be received no later than the first day of the month, otherwise, the last month tuition will be forfeits.
2. If withdrawal occurs prior to the intended start date/beginning of the school year, a minimum of **one** calendar months written notice, to be received no later than the first day of school. The 1st month tuition will be forfeits and the last month tuition will be refunded by e-transfer or by cheque.
3. If withdrawal occurs for **Summer Camp**, any time after registration completed or during the period of care (July & August), the full tuition payment will be forfeits.

4. If a child has a temporary absence, the parent/guardian is required to inform the school in writing and continue to pay tuition installments for up to two months. After two months has lapsed, and the child has not returned to the school, the school Supervisor will notify the parent that the child is withdrawn and no further installments are paid, and the child's space is made available to the next person on the waiting list.
5. The safety of all children and our staff is our primary concern; the provision of our service is conditional on both your child's behavior and your treatment to our school. Any behaviour that poses a safety hazard or is deemed to be of any abusive nature (physical or verbal) for other children or staff will not be tolerated, and, could result in immediate withdrawal or temporary suspension of service, and no further charges will be applied for the following month.
6. Withdraw of a child from the school without adherence to the Police & Procedure may result in legal actions being taken.

Canada Wide Early Learning and Child Care (CWELCC)

CWELCC, known as the Canada Wide Early Learning and Child Care Agreement is the agreement between Childcare Service Providers and the government with the purpose of providing access to high quality childcare space, reduce childcare fees for families, increase childcare spaces, support the childcare workforce and support inclusive childcare.

Pris-T-giS Montessori School has been approved and is participating in the CWELCC program with effective January 2026. If Pris-T-giS Montessori School chooses to Opt-out of the CWELCC program in the future, Pris-T-giS Montessori School will provide notice to the parents and parents will be responsible to pay Pris-T-giS Montessori School's full annual fee.

As per the CWELCC guidelines, children that turns 6 years old between January to June are eligible until June 30th. The child will no longer qualify from the following month and the parent will be responsible to pay full fee.

Our school is subject to make changes to the tuition fee schedule if the CWELCC program reduces or increases fees or if the fund were not received from York Region.

Please note what is included in a base or non-base fee listed which are NOT covered by CWELCC.

Base Fee – Subject to CWELCC Reduction

1. Tuition Fees based on Full day Program – please refer to the Montessori Tuition Fee schedule.
2. Before and After Care fees.
3. Play materials, equipment's and furnishings, cot, crib, bedding and stationery.
4. Snacks and lunch.

Non-Base Fee – NOT subject to CWELCC Reduction

1. Early drop off or Late pick up fees beyond operational hours.
2. NSF fees.
3. Field Trips.
4. End of School Year Parties.
5. Optional Transportation.
6. Deposits.
7. Extra curriculum Activities.
8. School Pictures.
9. Special Programs.
10. Graduation Ceremony
11. Childcare software (Lillio and Transparent Classroom)

Statutory Holidays, PD Days and Parent/Teacher Interview

The school will be closed for all Statutory Holidays and student do not have school on PA Days and Parent/Teacher conference days. These days are not deducted from the tuition (please refer to the school year calendar).

School Closed

School closed for 3 weeks annually. The school is closed for two weeks over the winter break and one week before the labour day (after summer camp ended).

Camps

The school offer special camps during school breaks throughout the year, such as March Break and Summer Camp. Our camps are filled with fund and interactive activities with visits from special visitors. Please note that camps utilize materials, curriculum and activities outside of Montessori programs. These materials and activities are replaced with other fun and engaging opportunities to learn and interact in a different way. Information will be available upon requested.

Communication and Parent Participation

It is our goal to maintain an “Open Door” policy. We feel it is important to have open communication with the parents and families. Parents are welcome to contact us at any time during the day to call or email the school to check on how their child/children is doing. We ask that you advise us of any changes or events at home that may affect your child’s behavior. Our staff are committed to providing an environment which fosters co-operation between the home and school. It is very important that both the parents and teachers work together to help your child reach their full potential. Daily contact with parents is encourage at drop off and pick up time or please feel free to call the school to speak with your child/children’s teacher. Parents with special talents are welcome to participate and contribute to the programs.

Classes begin promptly at 8:45am. If you have questions about your child’s progress at Pris-T-giS, please arrange a meeting with your child’s teacher outside of classroom time. The office will gladly accept telephone messages and emails and convey important information to the teachers as soon as possible.

Feedback and suggestion are welcome any time. Newsletters will be sent by email on a monthly basis to keep you informed of the activities and events happening at the school in your child/children’s program. This important resource has valuable reminders, announcements, and information on special event. Please read it and mark your personal calendars with the dates you need to remember.

The school website is an invaluable resource for all parents of Pris-T-giS. It contains the school calendar, school polices and date of various events.

The Parent Handbook is a useful tool for providing information to parents and families. The handbook is provided to families enrolling at the school and to

every returning family upon re-enrollment. A copy of the entire Policy and Procedures Manual is available on our website.

Throughout the year, we will plan some special family events – Parent Observation Day, Mother and Father's day Breakfast, End of School Year Party etc. Parents/Guardians are welcome to join us on these celebrations. We may also have other events happening and will keep you posted on them.

Children are issued two progress reports: one in December and one in June, a week before our Parent/Teacher Interview. If you have specific matters of concern over the course of the year, the principal and/or your child's teacher will be pleased to meet with you at a mutually convenient time.

Parent Issues and Complaints Policy

Pris-T-giS Montessori School is committed to being accountable for our programs and services by responding to and resolving Parents/Guardian issues and concerns. All issues and Complaints will be treated with fairness, integrity and respect with consideration to Pris-T-giS's legislative requirements and values.

Please note – it is not always possible to ensure that a client/parent or guardians is satisfied with the outcome of a complaint. Pris-T-giS Montessori school is bound by policy and legislative requirements by the Ministry of Education, Early Learning Division, York Region Children Services, College of ECE and Ministry of Children and Youth Services.

Complaints that meet the criteria of the Serious Occurrence Policy mandate by the Ministry of Education and the Ministry of Children and Youth Services must be documented and submitted by the appropriate Manager to the relevant Ministry as per their regulations.

Reporting Process

At all times, Parents/Guardian are encouraged to voice any questions regarding Pris-T-giS Montessori School and the care of your child(ren). Our goal is to resolve most issues at the first point of contact.

If a Parent or Guardian has any concerns or questions, please contact the staff, who is working directly with your child(ren). Every effort will be made by staff to resolve complaints directly with the Parent/Guardians. Staff from time to time may have to liaise with other colleagues to gather the necessary information to respond

effectively to the concern raised. Staff will respond to any Parent/Guardian questions or concerns at a reasonable timing or latest within 3 business days.

In more complex situations or if the staff member is unable to answer the question or handle your concern, you will be directed to the Supervisor. Prior to this meeting, you will be asked to outline your concerns in writing. You will be contacted by the Supervisor within a reasonable timing or latest within 3 business days to arrange a meeting either in person or by phone.

This meeting may include your child's teachers and/or any other party deemed relevant by Pris-T-giS Montessori School and/or the parent. Notes will be taken during this meeting and a copy of the notes including any goals or plans will be given to the Parent/Guardian. Additional meetings can be requested by either the Supervisor or the Parent/Guardian.

Process and Procedures for Making a Complaint to the Director

If the complaint is of a more serious nature or you are not satisfied after having spoken directly with the Supervisor, you will be encouraged to speak with the Director.

Parents/Guardians will be required to submit in writing any complaint and/or concern that is of a serious nature to the Director.

Serious concerns may include but are not limited to:

- Professional incompetence
- Abuse
- Criminal behaviour

If the complaint involves allegations of a serious nature against a staff member, student or volunteer, the complaint should be made in writing and directed to the Director.

The Director will determine how to deal with the complaint. This may include contacting legislative bodies such as the Ministry of Education Early Years Division, the College of Early Childhood Educators, Ministry of Education and Youth Services, child protection services, initiating a formal disciplinary procedure or criminal investigation. (Contacting Police, seeking legal advice) The individual initiating the complaint will not be given any specific information regarding how the complaint is being handled. Parents/Guardians will receive confirmation in writing that the Director is investigating your compliant.

Confidentiality

We will whenever possibly respect the confidentiality of your complaint. While we are considering your complaint, your name will not be disclosed any more than is necessary. However, Parents/Guardians must appreciate that if your complaint involves members of our organization, it may be very difficult for us to investigate without talking to the member. If you ask us not to talk to the member, we will try to respect your requests, but it may not be possible for us to investigate fully, or if appropriate, to take any actions or address the complaint.

Request to Access Client Files

All Parents/Guardians have the right to access their child's file and must be made aware of this right. Some files may contain confidential information from outside agencies or individuals.

All Parents/Guardians are given copies of their child's Individual Program Plans, Progress Report or if any, Therapist Reports.

If Parents/Guardians wish to access their child's full file, (with additional information), the procedure for access will be as follow:

- Parent/Guardian must give staff 24 hours' notice to request file review
- Files to be viewed onsite only
- Any errors noted by Parent/Guardian (for files originating at Pris-T-giS) will be amended accordingly
- Staff must be present when files are viewed
- Request for access must be noted in child's file

Staff

Pris-T-giS Montessori School educators are Montessori trained with accredited MACTE/AMI/ECE which are recognized by the Ministry of Education as qualified to work with children in a Montessori program in compliance with staffing requirements of the Child Care and Early Years Act. Staff ratios are maintained according to CCEYA standards.

Volunteers and Students

All volunteers and students should be supervised by a staff at all time.

Placement students and volunteers do not count in staffing ratios and may not be left alone with children at any time.

No child will be left supervised with anyone under the age of 18.

Hours of Operation

(Monday – Friday 7:30am to 6:00pm)

Montessori program hours:	8:45am – 3:30pm
School operation hours:	7:30am – 6:00pm

Arrival Times and Procedures

Our teachers will meet your child at the front foyer in the morning. All students are encouraged to change their shoes, hang up their coat and knapsack and walk into their classrooms independently. Montessori program begins promptly at 8:45am, and we ask that parents and guardians not enter the classroom after this time. If for any reason you need to enter the classroom school which is in session, please ask a staff for assistance.

Dismissal Times and Procedures

Please call the school 5-10 minutes before your arrival so we can get your child ready to avoid long waiting at the door.

For security and prevent unauthorized individuals from accessing the building, our doors are locked at all time. Please buzz the door bell and wait for a staff if you wish to access the building.

Safe Arrive and Report Absence

If your child is sick, unable to attend school, or will be late for any reason, please inform the office on each day of your child/children absent. Each morning by 10:00am, if a child did not show up on their scheduled time, the supervisor or designated supervisor will contact the parent via Lillio messaging system. If we do not hear back from the parent/guardian by 11:00am, the supervisor or designated supervisor contact the parent/guardian by phone. If we are not able to reach the parent/guardian and they do not respond by 12:00pm, we will contact the emergency contacts listed on file.

Release of Students

Students will only be released to a parent/guardian or the appointed person listed on your child's contact sheet. If anyone else is going to pick up your child, please submit a written notice to the office before your child is picked up. The notice must contain the name and the relationship of the individual who will be picking up your child. Please advise the adult picking up your child that they will be required to present a photo ID for verification. The student will only be released if the name given matches the name on the photo ID. If our staff has any doubt, it is our policy to NOT release your child.

Field Trips

The children may go for walks in the local community. These excursions are considered part of the daily program and will not include motor transportation. No private vehicles, other than the case of a parent/guardian transporting his/her own child, will be used for transportation of any child in any program provided by the Centre. An authorization form, in the registration package, acknowledges parental permission for a child to leave the premises for neighborhood walks and visits to local parks. On field trips where transportation is required, parents will be notified in advance as to the details of the scheduled field trip excursion and written parental authorization forms will be distributed and must be signed and returned to the school in order for your child to participate.

During all trips and walks, the individual ratios of each program will be maintained for all children.

Things To Bring on the First Day

All forms need to be filled out entirely and returned to the school before service can be provided. Parents of all children need to send the following items with their child:

- A couple sets of changing clothes (weather appropriate)
- Diapers and wipes (if needed)
- One pair of indoor shoes
- A blanket for nap time
- A re-useable water bottle
- A Sun screen (for summer season only)

Please carefully label all your child/children's belongings and our school will not be responsible for any lost or stolen property and valuable items.

Sun screen safety

From June to September, we check the UV rating on a daily base. Our teachers in the room will help the children to apply the cream before going outside. In order to prevent sunburn and get dehydrated, please provide a labeled bottle of sunscreen to the school

Confidentiality

Confidentiality: All staff members have signed confidentiality agreements upon being hired. Staff are aware that they will receive and have access to confidential information about children and families and they agree to keep this information in strict confidence. Children's records are considered privileged and confidential.

Update of Record

It is the responsibility of Parents/Guardians to ensure that their child/children's immunization record(s) is (are) up-to-date. If a child/children's is not current, the Ontario Public Health will notify you to take the necessary steps to ensure your child's file is current. If you fail to update your child's immunizations within the given time period, Public Health Unit has the authority to suspend your child from school. Pris-T-giS is required to comply with such an order from the Public Health

Unit. In any case where the Public Health Unit issues a suspension notice, there will be no refunds whatsoever with respect to fees, for any students who has been suspended. In addition, where there is an order or directive issued by a government authority or agency that result in students not being able to participate in school program, there will be no refunds whatsoever, with the respect to fees for such students.

Parents/Guardians are also responsible to provide an update of record if there are any changes in address, contact information, family relationship, including any changes to the custody/access of your children.

Illness

If your child is ill and he/she is displaying symptoms of any communicable illnesses, please keep your child at home. If your child contracts a communicable disease, we ask you to immediately report this to the school. This will enable our staff to watch for symptoms in other children and inform their parents/guardians.

Children who show or develop any signs of illness at school will not remain at the school and parents/guardians will be called to pick up their child. To ensure that we are providing a safe and healthy environment for all children and teachers, Pris-T-giS Montessori at its sole discretion has the right to refuse a child from returning to school if we believe that a child continues to show signs of illness. The parent or guardian must take the child home or to a physician.

The following is a general list of signs of illnesses that would prevent your child from being allowed to attend school or which will lead us to call you to pick up your child from school.

- If your child has a fever exceeding 37.8˚C or 100˚F.
- A child is vomiting or having diarrhea or any other sign of physical illness
- A child is suffering from severe headaches, stomach aches, or other expressed pain.
- An obvious infection for which the child has not been on an antibiotic for at least 48 hours.
- An injury which requires parental or medical attention.

Students cannot return to school until at least 48 hours after a fever or sign of physical illness has broken naturally (without fever-reducing medicines or medications).

A doctor note is required for all communicable diseases to return. (e.g. hand-foot-mouth disease, pink eye, etc.)

Severe weather conditions and school closure

The school will remain open during all but the most severe winter weather conditions. An email will be sent by 6:30am if the decision is made to close the school.

Late Fees

All parents and guardians or anyone who may be drop off/picking up your child need to be respectful and pick up as per our school schedules. Any early or late pick out of our operation hours a fee of **$3.00 will be charged** per a minute.

Medication

Whenever possible, parents should be encouraged to administer the drugs or medications prescribed by the doctor to the child at home, if it can be done without disrupting the treatment cycle.

No administration to a child of prescription or non-prescription medication or drugs is permitted unless a Medication Information and Consent Form is being signed. Pris-T-giS Montessori School will not administer any medication/drugs that is not approved by Ministry of Health Canada.

To have us give non-prescription drugs, medication and skin preparations, parents/guardians must complete the Medication Information and Consent Form. (Preparations like sunscreen, moisturizing lotions and diaper creams are not deemed medications, but written permission is required before we apply them.)

Acceptance and administration of prescription medication or drugs are permitted only when the procedures below are followed:

1. The medication or drug has been prescribed by a physician and has on its label:
    - The child's name
    - The name of the medication
    - The name of the prescribing physician
    - The required dosage
    - The date the medication was dispensed/purchased
    - Instruction for storage and administration
    - The expiry dates

2. Medication must be handed directly to a teacher in its original container.

3. The parents/guardians have given written authorization for administration of the medication or drug using the Medication Information and Consent Form, including the following information:

    - The reason for taking the medication or drug
    - The time(s) and amount(s) that the medication or drug is to be administered.
    - Clear identification of any side effect(s)
    - A start date and an end date, and the period is no longer than two weeks unless it is for a long-term medication or drug.

4. If the medication or drug is for long term use, a Medication Information and Consent Form is filled out at the beginning of each year. A note from the Physician, indicating that the medication or drug is for long-term use, is given to the Head Teacher before the medication or drug is administered.

Inhalers and Asthma

If your child has allergies and requires an asthma-inhaler, please notify the school immediately. An authorization form must be completed before your child starts school.

Anaphylaxis and Allergies

It is the responsibility of the parent(s) to provide the Supervisor with information about the allergy of your child.

A doctor's note shall be provided stating that there is an anaphylactic allergy for your child.

If your child has allergies and requires Adrenaline (epinephrine), please notify the school immediately. An authorization form for emergency medication administer form must be completed before your child starts school.

There will be an individual action plan for each child that has life-threatening allergies. An allergy chart listing all known allergies of enrolled children will be posted in food preparation areas, eating areas and activity rooms.

Parent(s) shall provide training to staff on how to use an epinephrine auto-injector device for their child. Parent(s) may authorize the trained staff(s) to provide future training to other potential administer(s)/staffs(s) by completed an authorization consent form.

Pris-T-giS Montessori School will implement strategies that reduce the risk of exposure to anaphylactic agents in the rooms and common areas where a child is attending.

All staff, students and volunteers within the school will be made aware of a child's information and life-threatening allergies and the foods and causative agents that are to be avoided.

Minimized Nut Free Environment

Please avoid sending peanut butter or products with peanut or nuts listed in the ingredients. Peanut and nut products can be life-threatening to children who have peanut and nut allergies. Please also ensure that your child/children have no peanut or nut products on his or her hands, mouth, or clothing when he or she arrives at school.

Meal & Nutrition

Children receive a snack in the morning and afternoon and a full meal at noon. The weekly menu is posted. All meals and snacks are nutritious and follow Canada's Food Guide. All food is stored, prepared and served to retain maximum nutritive value and to prevent contamination.

Hot lunches are provided by our catering Service Company and it is mandatory that all our students enroll to our meal program. Please notify the office of any food allergies and dietary restrictions at the time of registration and accommodations can be made.

A doctor's note must be dated and submitted to the school to request that if your child will not require the services. One month written notice must be submitted to the school if you wish to cancel the service. No refund will be provided if the school does not receive a written notice within less than 30 days.

Snack is offered twice a day and the snack menu will be provided with our monthly newsletter.

Our school will be providing two glasses of 2% milk twice a day during lunch and afternoon snack time. Parents/Guardians may choose to bring their own milk if their child/children wish to have other types of milk. All milk provided must be purchased, in its original container and remain unopened with expiry date.

Children with extreme allergies that our school or the catering service company cannot accommodate will be asked to bring their own food from home. (Please follow the "Eating Well with Canada Food Guide" and all food must be labelled clearly with indigents as well as the child's name).

Food with "May Contain" nut warning should not be sent to the school and will not be served.

Clothing

Please prepare a complete change of clothing (seasonally appropriate) to be kept at school in the event of an accident. All students are required to have a pair of indoor shoes that will be kept at the school throughout the year. Please label all articles of clothing and shoes.

Nap Time

For students who will be napping during the day, the school will provide you with a child-sized cot to sleep on. Please provide the school with a blanket with the child's name clearly labeled. All linens will be sent home every Friday to be washed and to be returned by the following Monday.

Each child enrolled in the toddler full day program is required by the CCEYA to have a rest time of a maximum of two hours after lunch. Those children who do not sleep after the first hour will have an opportunity to engage in quiet activities. In the event that you do not wish for your child to have a rest or sleep time, we must have written consent from you. Pre-School children have a one and a half hour quiet time but do not have to sleep.

Sleep Policies and Supervision

Each child enrolled in Pris-T-giS Montessori's full day program who regularly sleeps: -

1. will have sleep time of 1.5 hours (maximum of 2 hours) in their assigned classroom;
2. will be provided with a cot with the child's name labelled;
3. will be provided with a cot sheet (by the school); blankets by the parent/guardian which will be sent home to be washed weekly;
4. supervise staff members will periodically perform a direct visual check of each sleeping child, **younger than the age of 24 months**, by being physically present beside the child while the child is sleeping and look for indicators or distress or unusual behaviours;
5. will ensure there is sufficient light in the sleeping room to conduct direct visual checks;
6. will consult parent/guardian in respect to a child's sleeping arrangement and request;

7. will communicate with parent/guardian if there are any significant changes in a child's sleeping patterns or behaviours being observed during sleep;

Birthdays

Our students are welcome to celebrate their birthdays with their classroom friends. If you wish to provide food, cake, snack and juice for such an occasion, please inform the office or classroom teacher with a minimum of one week notice in advance for the staff to make proper arrangements. All baked goods must be from a nuts free facility with a proper label. Please to be reminded that our school is a NUT FREE environment, as such, any form of nut products whatsoever are strictly prohibited.

Outdoor Recess

Outdoor recesses are for at least two hours each day, weather permitting. Outdoor recess is beneficial to all areas of a child's development, they will also have the opportunity to have fun and enjoy some fresh air. All outdoor recesses are determined by the daily weather conditions. During the winter months, please dress your child appropriately for outdoor recess (winter coat, snow pants, snow boots, mitten, etc.). If the temperature is colder than -10˚C (toddlers) / -15˚C (CASA) or heat smog alert warning has been issued, outdoor recess will be cancelled.

Incident / Accident Reporting Policies

Whenever a child is injured and it leaves a mark, a parent will be informed (verbally during pick up, by phone or by email). In serious cases, an incident/accident report will be completed by the teacher who witnesses the incident. The form must be signed (by witnessed teacher, supervisor and parent), a copy will be kept in the child's file and another copy will be provided to parent.

Progress Reports and Parent Teacher Interview

Progress reports will be sent home twice a year (December and June). Parent and teacher interviews are scheduled after the reports being distributed. You are also welcome to contact our office or teachers throughout the year if you have any questions or concerns in relation to your child's progress.

Emergency Information

Please notify the office of any changes to your personal information. All information kept on file must be current to ensure that in the event of an emergency parents can be contacted. It is very important that all information we have on file is accurate for the safety of your child.

Prohibited Practices

Young children benefit from an affirming approach that encourages positive interactions with other children and adults, rather than from a negative or punitive approach to managing unwanted behaviour. Rather than setting out practices to be used to manage children's behaviour, Pris-T-giS Montessori School has set out in our program statement how we will support warm, positive, supportive interactions and relationships between children, families, staff and the community.

The provision of prohibited practices forbids corporal punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. These practices are never permitted at Pris-T-giS Montessori School.

No employee, student or volunteer shall permit a child while under the care of Pris-T-giS Montessori School to experience any of the following:

(a) corporal punishment of the child;

(b) 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;

(c) locking the exits of the school premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

(d) 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;

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) inflicting any bodily harm on children including making children eat or drink against their will.

(g) Sexual abuse, sexual misconduct and prescribed sexual acts (as defined under the *Early Childhood Educators Act, 2007*)

All staff members, students and volunteers are to implement the approaches stated in this Program Statement, including but not limited to clauses (a) to (k) and including prohibited practices. Any non-compliance with all terms stated within the Program Statement can result in:

a) An immediate meeting scheduled by the Supervisor to address non-compliance behaviour and provide an opportunity and/or training to amend the non-compliant behaviour;

b) Regular monitoring by the Supervisor of the individual to ensure non-compliance behaviour has been corrected to the satisfaction of the Supervisor and in accordance to the Program Statement;

c) Follow-up meeting arranged within 2 weeks from the date of non-compliance behaviour to discuss ongoing compliance;

d) Non-compliance with Prohibited Practices may result in the immediate for-cause termination of employment in the case of a staff member; or immediate cessation of Duty Day volunteer privileges; or termination of placement of a student.

Parent Code of Conduct

a) We all have the right to be safe and feel safe in our school community. Pris-T-giS Montessori School sets clear standards of behavior that apply to all individuals involved in our organizations, community including: parents, guardians, volunteers, teachers, students and Directors.

b) These standards apply whether they are on school property or at activities.

c) All members of the organization's community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code.

d) All adult members have the responsibility to act as a model of good behaviour. Foul language (swearing, name-calling, and shouting) is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.

e) Inappropriate behaviour or harassment of any kind towards a student, parent or staff will result immediate intervention. This type of behaviour includes, but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.

f) No weapons are allowed on the school property or at any function operated by Pris-T-giS Montessori School. The consequences of failure to comply will include, but is not limited to the family's expulsion from the organization.

g) The privacy and confidentiality of our parents, guardians, staffs, volunteers and students is important to us. All concerns and comments should be addressed with the Supervisor. Should this discussion not address your concerns, the next step is to review the situation with the Director.

h) Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the hallways, the parking lot or via electronic mediums such as Facebook, personal blog sites or other forms of electronic information sharing.

i) Any pictures taken at the school or during events are for the private use of the family only. These pictures cannot be posted in on-line photo albums unless with consent from the parents or guardians.

j) This code of conduct must be signed by any and all adults that will be involved in your child's experience at Pris-T-giS Montessori School.

Visitors

All visitors must report to the office. Parental visits are welcome anytime. Visits to school property are limited to authorized persons only. To ensure the safety of all children under our care, all visits are by appointments only.

Photographs

School photo day will be held during early December each year. Notice will be sent home prior to picture day.

Pris-T-giS may post photos of our students on our website and occasionally on social multimedia with parent consent only. Students with no consent of photo taking will not be presented on any of our school album, Lillio, Transparent Classroom, website or social multimedia.

Parent/Guardian taking photographs/video recording within our school property (both indoor and at outdoor playground) is strictly prohibited unless consent has been obtained from parent/guardian of other students. Our school is not a public place. When students are at school, school staff act in the place of parents to protect students.

Exception

When parents or other members of the public are invited to our school events (other than as volunteers within the school), the event becomes a public event, and anyone in attendance may take photographs without first obtaining consent.

Emergency Management

Pris-T-giS Montessori School is committed to providing a safe a healthy **Policy**

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during and Emergency; and
3. Recovery

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situation that require evacuation of the school, the meeting place to gather immediately will be located at:

Bullock Campus: 160 Bullock Drive, Suite 22

For any emergency situation involving a child with an individualized plan in place, the procedure in the child's individualized plan will be followed.

If any emergency situation happen that are not described in this document, the Supervisor or designate will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the Supervisor or designate in the daily written record.

Parents will be notified via Lillio messaging or by phone if internet access is not available.

Fire Drills will be hold monthly and the Supervisor will document date and time of drill in log book.

Our full Emergency Management Policy and Procedures is available on the school website under Policy and Procedures.

Prevention of Unauthorized Access to the School

To ensure the safety and security of all children, staff, and visitors, the school maintains controlled access to the building throughout all operating hours. Unauthorized individuals are not permitted to enter the school premises.

Procedures

1. All school entrance doors will remain locked during operating hours.
2. Parents and visitors must use the designated doorbell to request entry and wait for a staff member to respond and unlock the door.
3. Staff will verify the identity and purpose of individuals requesting access before allowing entry.
4. Parents and visitors must not hold doors open or allow other individuals to enter the building without staff authorization.
5. All visitors must report to the office or designated staff member upon entering the school.
6. Staff must remain vigilant and ensure that all entrance doors are securely closed and locked after each entry.

Responsibilities

All staff members are responsible for following these procedures consistently to prevent unauthorized access and maintain a safe and secure environment for all children.

The cooperation of parents and visitors is greatly appreciated in helping us maintain the safety and security of our school community.

Lost and Found

A lost and found box can be found at the main entrance. All items not being claimed by the end of school year will be donated to local charities.

Tax Receipts

Tax receipts will be issued twice a year during December and June and it will be hand deliver at the parent/teacher meeting.

Payments

At the time of registration, a signed Pre-Authorized Debit (PAD) Agreement with the registration fee must be submitted to the office. Please attach a VOID cheque with the PAD agreement. There will be a charge of $40.00 of all NSF transactions.

Payment is not exempted and no refund on tuition payment made due to illnesses, holidays, school closures due to severe weather conditions and/or any unforeseeable circumstance such as school closures due an outbreak.

Remarks: This parent handbook will be reviewed annually and revision will be issued to parents/guardians if any changes are made.

Parents/Guardians must review the parent handbook before your child/children's first day attending their program. Please sign the enclosed acknowledgement form and return it to the school office and the signature page will be kept in file for record.

Please note that the annual Childcare Software fee of $250 is "optional", and it is non-refundable, if you choose to withdraw your child before the end of school year.

Fee Schedule 2026-2027

Program	Full Monthly Tuition	CWELCC Reduction Monthly Tuition
Toddler (18 months – 2.5 years)	$1980 (full day)	$478.50
CASA (2.5 – 6 years)	$1709 (full day)	$478.50
School Operating hours: 7:30am to 6:00pm		

School Year Calendar

2027-2028 School Year Calendar

September 6, 2027	Labour Day (No School)
September 7, 2027	**First Day of School**
October 11, 2027	Thanksgiving Day (No School)
November 19, 2027 - TBC	P.D. Day (No School)
December 10, 2027	**Parents Interview (No School)**
December 17, 2027	Christmas Party – Afternoon Off
December 20 – 31, 2027 (Inclusive)	Winter Break (No School)
January 3, 2028	**First Day of School after Winter Break**
January 14, 2028 - TBC	P.D. Day (No School)
February 21, 2028	Family Day (No School)
March 13 - 17, 2028 (Inclusive)	March Break (March Break Camp will be offered OPTIONAL)
April 14, 2028	Good Friday (No School)
April 17, 2028	Easter Monday (No School)
May 22, 2028	Victoria Day (No School)
June 9, 2028	**Parents Interview (No School)**
June 22, 2028	Last Day of School – End of School Year Fun Fair (early dismissal at 11am)
June 23, 2028	P.D Day (No School)

Daily Schedule

CASA Daily Schedule

7:30	Before School Extended Care
8:00 - 8:30	Outside Playground (weather permitting)
8:45 - 11:00	**Montessori Curriculum** Working with a diverse set of Montessori materials Practical Life / Sensorial / Math / Culture / Arts & Crafts Project work/ Music
9:30 - 11:00	Open Snack Time
11:00 –12:00	Mandarin (Alternate weeks - Monday to Thursday) French (Alternate weeks - Monday to Thursday)
9:00-12:00	Outdoor Recess/Each class one hour base on their classroom schedule (weather permitting)
12:00 - 12:15	**Morning Part -Time Students Dismissal**
12:30 - 1:00	Lunch
1:00 – 2:30	**Nap Time**
1:00 - 3:00	**Montessori Curriculum** Continuation of morning work for full-time students working with a diverse set of Montessori materials Practical Life / Sensorial / Math / Culture / Arts & Crafts Project work / Music
3:00 – 3:30	Afternoon Snack
3:30 - 4:30	Outdoor playground & Student Dismissal (weather permitting)
4:30 - 6:00	After School Extended Care - Snacks / Group games / Story time /Free play

Remarks: Schedule of the outdoor time may be adjusted according to the seasons.

Toddler Daily Schedule

7:30	Before School Extended Care
8:00 -8:30	Outside Playground (weather permitting)
8:30 – 8:45	Morning drops off for non-extended care
9:00 – 10:00	**Montessori Curriculum** Working with a diverse set of Montessori materials Practical Life / Sensorial / Math / Culture / Arts & Crafts Project work / Music
10:00 – 10:30	Morning Snack
10:30 – 11:00	Mandarin (Alternate weeks - Mondays to Thursday) French (Alternate weeks – Monday to Thursday)
11:00- 12:00	Outdoor Recess (weather permitting)
12:00	**Morning Part -Time Students Dismissal**
12:00 – 12:30	Lunch
12:30 – 2:00	**Nap Time**
2:00 – 2:30	Montessori Curriculum
2:30 – 3:00	Afternoon Snack
3:00 – 4:00	Outdoor playground & Student Dismissal (weather permitting)
4:00 - 6:00	After School Extended Care – Group games / Story time /Free play

Policies and Procedures

A full detail Policy and Procedures is available at the administration office and on the school website **www.pris-t-gis.com .**

- **Waiting list policy**
- **Parent Issue or Complaint policy**
- **Safe Arrival and Dismissal policy**
- **Anaphylactic policy**

I, parent/guardian of my child/children name (S)_____
have reviewed and understand all the terms stated on this handbook n (V.5).

Date: _____

Signature: _____