

AVM VAUGHAN

PARENT HANDBOOK

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Mission, Vision and Values

Our mission is to provide the children in our care with a safe and nurturing learning environment where they receive the best possible foundation, on every level, so that they are inspired for a lifetime of learning and achievement.

The Angus Valley Montessori School (AVMS) program is based on the work of Dr. Maria Montessori who, through her research and studies, helped change the course of education in the early 1900s. Her proven methods are valid today. The Montessori Method of education concentrates on the child's experience, characterized by a focus on self-directed activity. Areas of activity include Practical Life; The Sensorial; Language Arts; Mathematics; and Cultural Activities. Individual plans are made by using the Montessori method and recognizing Gardner's Theory of Multiple Intelligence which, simply put, suggests children learn in different ways and will benefit from a balanced approach to learning.

We provide parents with reliable and supportive childcare in a building custom-designed by professionals who are fluent in creating physical spaces for younger age groups.

Program Statement

Philosophy

At Angus Valley Montessori Schools (AVMS) our program, philosophy, and approach to working with children are inspired by Maria Montessori. Children at Montessori Schools are active participants in their learning. We as educators provide the children with the tools and resources that lead the child into self-directed learning and problem-solving.

At AVMS we believe that every child belongs and is welcome. We understand that learning is an active process whereby opportunities to explore and interact with the environment, are key components in a child's growth and development. Underlying this, we understand that a child's growth follows a development sequence, but within that sequence, each child grows and develops at their own rate and in unique ways.

At AVMS we believe that learning is a shared responsibility between the home and the teachers. We know it is important to communicate relevant and important information about your child's experiences and accomplishments.

We at AVMS accept and appreciate your participation and input in your child's development because we strive to develop a learning environment between home and school.

Angus Valley Montessori Schools are committed to providing a fully inclusive environment that supports the health and well-being of every child in our care, in accordance with the provincial programming and pedagogy guidelines “How Does Learning Happen”. This guideline is a professional learning resource that provides a common framework to help programs focus on knowledge – from research, theory, and practice – of what is most important to children. It encompasses a broad range of program philosophies and approaches. We are proud to be a part of this pedagogy and to create a Centre that follows it closely.

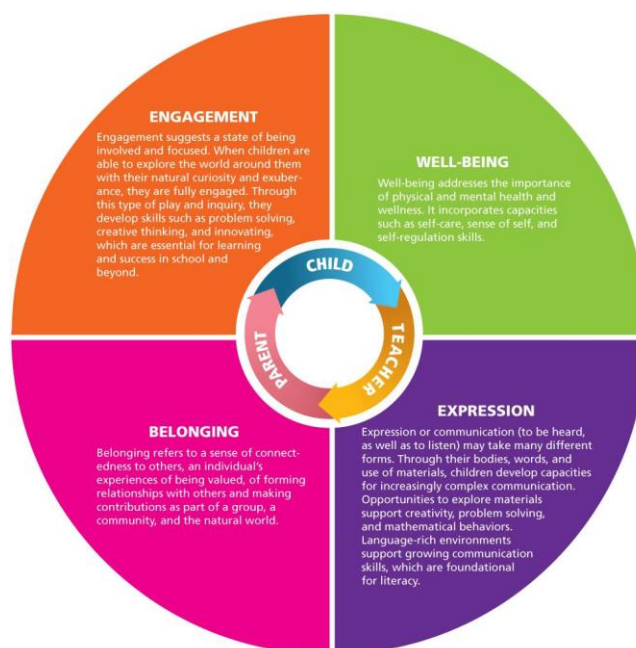
The four foundations apply regardless of the child’s age, ability, culture, language, geography, or settings.

Belonging refers to a sense of being connected to others, being valued and forming relationships.

Well-being addresses the importance of physical /mental health, self-care, sense of self and self- regulation.

Engagement occurs when children are involved, focused and able to explore their environment with natural curiosity and exuberance.

Expression or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words and use of materials.



Inclusivity

AVMS is committed to the principles of equity. We believe that ethno-racial and linguistic diversity enriches and strengthens our community socially, culturally, and economically, and that inequality creates barriers for children, families, and communities.

We foster inclusive learning by setting our children up for success in our diverse world, beyond the Montessori, through exposure to different languages, family units, skin colours and abilities.

We believe that children are competent, capable, and curious beings with endless possibilities in their lives. We are committed to providing a learning setting that encourages, nurtures, and fosters early learning and balanced development.

In doing so AVMS follows the six **Key Principles** outlined in the Early Learning Framework.

1. The early years set the foundation for lifelong learning, **behaviour, health, and well-being**.
2. Partnerships with families and communities help early childhood settings to best meet the needs of young children.
3. Respect for diversity, equity and inclusion are vital for optimal development and learning.
4. A planned program supports early learning.
5. Play/work is a means of learning that capitalizes on children's natural curiosity and exuberance.
6. Providing teachers with tools and learning to make them succeed.

Program Goals

Our goal at Angus Valley Montessori Schools is to provide a program that:

1. **Promotes the overall well-being of children. Health, safety and nutrition are crucial components of the program.**

Nutrition: We follow Canada's Food Guide when planning home-style cooked meals and snacks. We use locally grown (wherever possible), and seasonal vegetables and fruit purchased directly from the supplier. Teachers monitor lunches to ensure students are eating healthy, well-balanced foods.

Safety: All teachers and volunteers have Vulnerable Sector Checks completed prior to employment. The staff and students practice fire drills monthly, to understand what to do in the event of a fire. We maintain a clean, safe and hygienic environment by using disinfectants that have a Drug Identification Number (DIN). AVMS teachers are familiar with each child's medical information, exceptionalities, allergies, food restrictions, medication requirements, as well as parent's preferences with respect to diet, exercise, and rest time. Safety is a priority in and outside of the school, including while on outings.

Health: AMVS programs provide quiet time for both rest and recovery. Outdoor play provides gross motor movement, fun, exploration and recreation. AVMS staff and students practice safe and regular hand washing to ensure germs are kept at bay.

2. Encourages children to interact and communicate in a positive way and supports their ability to self-regulate.

Approach: We give children advance notice on changes so that they are prepared for transition times. We understand that a child's growth follows a development sequence, but within that sequence, each child grows and develops at their own rate and unique way. Our classroom environment aids children in successful learning by creating mixed age groups, where children are free to develop at their own pace and learn from each other. There are also different "works" which promote learning of the same skills in different ways from easy to advance. Progress is tracked individually. One-on-one presentations are given to each child allowing the child-to-teacher relationship to grow and to have a better understanding of each child's learning style and individual needs. We discuss feelings when a child is upset and redirect. We also allow children to take classroom activities outdoors so that they can use them in different surroundings. We encourage active play by going outdoors twice daily participating in activities that provide opportunities for both free and structured **play**. Teachers encourage social interactions that helps the child develop socially **and emotionally**.

3. Supports positive and responsive interactions among the children, parents, teachers, and staff.

Approach: AVM schools provide an initial orientation with parents, to visit the classroom and view their child's schedule, prior to starting. In class, we work in smaller groups or one-on-one with children. Constant observation allows teachers to have an intimate knowledge of the child's emotional, physical and psychological state. We have an open-door policy that welcomes parents to drop into the classrooms (in a non-disruptive way) at the end of the day so that they can see what their child has done and is working on.

4. Fosters engagement and ongoing communication with the parents about the program and their children.

Approach: We wish parents to feel comfortable calling AVM Schools with questions. We also provide daily written communication, have holiday shows and family appreciation events. We ask parents to help with classroom activities such as collecting natural or recycling materials. By welcoming parents into Montessori, we create a sense of belonging. If parents feel like they belong, the children will be comfortable and well-adjusted individuals within the Montessori environment. Our goal is to create an environment that is a home away from home. Parents are also welcomed to come in and read a book or speak about a job and at the end of each day. Parents can also come into the class to pick up their children, observe what they are doing or join the activity.

5. Involves local community partners and allows those partners to support the children, their families and staff.

Approach: We have many special guests from the community come in throughout the year to run special interest days for our children. We also welcome local specialists to work with our children when necessary. We meet with the parents and these specialists together to set up appropriate plans and strategies as needed.

6. Fosters the children's exploration, play and inquiry by offering activities that are open-ended in all areas.

Approach: The Montessori environment is designed to develop a foundation for creative learning and a sense of independence. The diversity of the Montessori materials, activities and experiences foster physical, intellectual, creative, social, and personal skills. We believe it is important that children see there isn't always only one way to explore and only one outcome. We use different materials in art and allow children to access various others from the art area as they need. AVMS provides projects that allow parents to get involved with their child's activities. We believe that projects using recycled materials allow children to discover exactly what they want to do with the materials. We also allow children to leave their materials and later return to their play so that they can continue until they have finished exploring.

7. Provides child-initiated and adult-supported experiences by creating an environment that encourages staff and parents to get involved with their child's learning.

Approach: Our program plans are an offering of various open-ended activities that allow the children to discover that our teachers are there to ask questions. We use pictures to document activities within the classrooms so that parents can see what we are doing in the classroom and distribute monthly newsletters by email. We invite Casa parents into class to observe their children's work cycle once every year. We complete two progress report cards per year along with two parent-teacher conferences, where parents and teachers sit down to discuss the child's progress. Also, parents or staff have the flexibility to request a meeting at any time.

8. Plans and creates positive learning environments and experiences in which each child's learning and development will be encouraged and supported.

Approach: We do this by providing 30-45-minute music sessions each week with a professional music teacher or 20-minute French sessions twice a week in a smaller group setting. Various activities in the classrooms are available at different levels, keeping children with diverse interests engaged. We provide activities that allow children to explore and make mistakes. We do not limit what materials or activities children can use thereby allowing them to explore areas that they are interested in while still being surrounded by activities that may interest them at another time.

- 9. Incorporates the Montessori work cycle, indoor and outdoor play, as well as active play, rest and quiet time into the day and considers the individual needs of the children receiving childcare.**

Approach: The daily schedule is a guide for outdoor playtimes and quiet times, as well as meals and snacks. Except for these scheduled times, all activities are open and available within the classroom.

- 10. Supports childcare providers, educators and other staff who interact with the children at school in relation to professional learning.**

Approach: We support Montessori staff through both in-class support and observation. AVMS provides a developmentally appropriate curriculum to guide teachers, observation sheets, reviews of teachers' performance, constructive feedback, public speakers and available workshops through MOE and Public Health. We have at least three Professional Developmental Days scheduled in our yearly school calendar.

- 11. Documents and reviews the impact of the strategies identified in this program statement.**

Approach: AVMS teachers document and review the impact of the strategies set out in goals one through 10, on the children and their families by, taking a minimum of 2 observations per week for Casa, a minimum 5 pictures each week for Pre-Casa and Infants, and posting them for families to see under "How Does Learning Happen?" All previous pictures are stored in a binder so that children and families can access them regularly.

AVMS recognizes Pedagogical documentation processes, which our staff utilize to make daily observations of children and uses this information to develop their next plans.

Note: The Program Statement is reviewed by students and volunteers when they start their placement. The Board of Directors, staff and parents will review the Program Statement annually to ensure that it is aligned with the Ministry of Education's policy statement.

Ratios

Teacher-to-Student Ratios

These are **minimum** requirements set by Child Care and Early Years Act, 2014 (CCEYA) and Ontario Regulation 137/15. AVMS will strive to surpass the minimum requirements to ensure that the children in our care receive more attention and benefit from a variety of activities fully utilizing the talents of staff members.

Teachers are required to maintain Student-Teacher Ratios based on the Ministry of Education Child Care and Assurance Licensing Act.

The Teacher-to-Student ratio(s) are as follows:

- Infant Ratios 1:3, 2:6 or 3:10
- Pre-Casa 1:5
- Casa 1:8
- Kindergarten 1:13
- School-Age 1:15

AVMS Programs

Infant

Infants absorb effortlessly from their surroundings when they begin exploring their environment: to touch and manipulate objects, and to learn about the world around them. We help to maximize their potential through stimulation. We nurture and care for infants using a play-based philosophy in our relaxed, safe, and stimulating infant room. Rocking, holding, feeding, singing, and playing are just a few ways we will help your baby develop. We are happy to follow established routines from home, as closely as possible. Sensory development including songs, words, stories, and gestures along with activities to develop gross and fine motor skills and outdoor play are all part of their week. As children grow and become more independent, they gain skills for successful transition to a Pre-Casa room. (Infant program subject to availability)

Pre-Casa

Our unique, challenging, and diverse program combine professional childcare with early childhood education. This age group has a desire to learn, exhibited by their enthusiasm to explore the world around them. Skills are developed through a variety of planned learning activities. These include learning to count; music, art and movement, language skills, learning to formulate sentences, creative learning, free play and manipulative play. Children will develop independence, plus important social and language skills.

Casa

Casa children have tremendous abilities to learn and absorb. We introduce Montessori activities designed to stimulate the intellect, enhance the development of children's focus, concentration, task organization and cognitive order. They learn to order, classify, and describe sensory impressions. Oral language development, written expression and reading through phonetics and understanding are also introduced alongside the concepts of quantity, numeracy, sequencing, and mathematical operations. Teachers help Casa students discover History, Geography, and Life Sciences. Music, Art, Physical Education and Spatial Movement are part of the integrated cultural and sports program.

School-Age

Our After-School program is designed for children enrolled in elementary school. We offer homework support and tutoring with programming that ensures academic-linked activities are fun and engaging

while complementing the school day. Children will enjoy art, science experiments, robotics, and sports, according to their interests.

Note: Please note that children will advance from one program to another, as space becomes available. AVM schools cannot guarantee that a child will advance immediately after the child has turned the age of the advanced program.

Note: Please familiarize yourself with the program plans, fire procedure, snack and lunch menus which are posted in the school hallway.

Information for Parents

School Uniform Policy

Our school uniform (grey and navy blue) is mandatory and worn by both the Casa and Pre-Casa students. Casa and Pre-Casa students are required to wear their uniforms 4 days a week (Monday, Tuesday, Wednesday and Thursday) Friday will be a casual day with no uniforms.

Report Cards

Daily reports are sent for Infants and Pre-Casa children. Term report cards will be sent out twice a year for Casa, twice a year for Pre-Casa and twice for infants at 12 and 18 months of age. Parents/Guardians will have an opportunity to discuss the report card with teachers at the Parent-Teacher Interviews.

Parent-Teacher Interviews

Parent-Teacher Interviews will be held twice a year, at the time report cards are distributed. Students do not attend school on these days. Parents are asked to sign-up in advance to meet with their child's teacher. A sign-up sheet for the classroom teacher is posted outside each classroom.

Student Cubbies and Sunscreen

Your child will have a place for their belongings in the cubby area provided for each class. They will have a place for extra clothing and footwear as well as a hook to hang their coats and bags. Children are encouraged to keep things tidy and organized to minimize misplaced items. Please assist us by tidying up the area with your child at the end of each week and limit the number of items remaining.

AVMS requires parents to not leave sunscreen bottles and medicines in their child's cubby. Sunscreen bottles and medicines should be labelled with your child's name and handed over to the classroom teacher with the corresponding authorization forms.

Personal items and Toys

- Refrain from bringing or limit personal items at the school.
- Any items deemed necessary should be small enough to be kept in the cubby area.
- Toy guns, other play weapons or any battery-operated toys are not allowed at the school.

Lost and Found

Lost and found items are kept in a storage box at the front desk. Please see admin staff if you require access to the Lost and Found.

Soiled Clothing Items

Any soiled items will be placed in a bag and will be returned to the child's parent/guardian when they come to pick up their child. These clothing items will not be cleaned by AVMS, they will only be placed in the bag by the teacher. No soiled clothing items will be kept overnight at AVMS. All soiled clothing items left after closing will be thrown into the garbage bin due to Health and Safety requirements.

Loss of School Articles

All articles which are the property of the AVMS must be properly maintained by the student. Parents/guardians are responsible for the loss or damage to articles and must replace the article at the value set by the AVMS.

Change of Information

If you have a change of address or telephone number, it is essential that we have that information in your child's file. All emergency information must be kept up to date, including your daytime telephone number and numbers of emergency contacts. We also need to know of any changes in who may or may not pick up your child from the school. Please remember to keep us informed immediately of any contact information changes so that we can reach a designated person, in case of an emergency.

Nap Policy

Infants will be able to sleep as often as required. Schedules are in place to provide a daily guideline to parents and staff. However, infants' needs are met individually first and as a group second. All Infants and Pre-Casa children will be directly visually checked every 15 minutes and Casa children every hour while they sleep, and a log recorded.

All Pre-Casa children will have a two-hour sleep period after lunch. All children will be provided with the opportunity to sleep or engage in quiet activities based on their needs. You may bring a labeled blanket from home and/or a small pillow.

We ask you to launder the bedding at the end of each week and to return it for the beginning of the following week. When returning clean cot sheets, please deliver them to staff on duty to be placed in the cot room, rather than leaving them in the cubby area.

Food/Snack Drop-off

Food provided from home for children must abide by the AVMS Anaphylactic Policy and be free from anaphylactic allergens. Some strategies to reduce the risk of exposure to anaphylactic allergens are listed below:

- **We are a peanut and nut-free school.** Any food brought to school must be nut-free and packaged food must have a label indicating the ingredients. Otherwise, outside food will not be permitted in the school
- In cases where a child has food allergies, and the meals and snacks provided by Angus Valley Montessori cannot meet the child's needs, the child's parent must supply snacks/meals for their child to eat at school. All written instructions for diet provided by a parent will be implemented.
- Ensure the food brought to Angus Valley Montessori is labelled with the child's full name, the date the food arrived at the childcare centre and advise of all ingredients.
- Appropriate supervision must be maintained to ensure that food provided from home is not shared or exchanged between children.
- Parents who serve foods containing allergens at home must ensure their child has been rid of these allergens prior to attending Angus Valley Montessori (e.g., by thoroughly washing hands, brushing teeth, etc.)

Donations

Any parents or guardians wishing to donate items such as toys or books must call AVMS prior to dropping off any items. Parents or guardians will be advised if AVMS will be accepting items or not. AVMS will NOT be accepting any clothing or food items for safety reasons.

Special Occasions/Events

Special Occasions/Events

Every child's birthday is special and is celebrated at the school. Due to many food allergies and restrictions, we ask that you speak to your child's teacher prior to bringing any food to the school. Unfortunately, any food brought into the school without prior arrangement with the teacher or supervisor will be discarded immediately.

Field Trips

AVMS will be taking students on short field trips to the local park, library, and excursions during the school year. All field trips will be planned and supervised by AVMS staff. Parents will be notified in advance of field trips that require vehicle transportation. A field trip consent form will be sent in advance with trip details.

Photography & Video Recording

Parents are not allowed to take any photographs or video recordings of students during school hours, without the prior consent of the school. To protect individual privacy, photos and videos cannot be taken with parents'/guardian's cameras.

Safety/Parent Volunteers

With respect to volunteers and students. O.reg 262 under the CCEYA provides that:

- Only employees will have direct unsupervised access to children.
- All volunteers need to provide a vulnerable sector check in accordance with CCEYA 2014. A form will be provided to parents who want to apply, prior to the field trip.
- Volunteers and students may not be counted in the staffing ratios and will be supervised by a permanent staff member within the school. No child will be supervised by a person less than 18 years of age.
- If you become a parent volunteer, you will be responsible for several children and will be asked to remember their names and take a headcount of those in your group.
- The AVMS Monitoring Compliance and Contraventions Policy, as well all the other policies and procedure are reviewed and signed by all employees, volunteers, and students before they start and, at least, annually thereafter.

- Individual Anaphylaxis plans will be reviewed by all students and volunteers before they begin work.
- Volunteers must comply with the above terms for trips.

What will your child need to bring to AVMS?

For Infant and Pre-Casa

- A copy of a child's immunization record, **please bring it on the first day.**
- Things to be brought to school all year-round:
 - Water bottle labeled with your child's name.
 - Indoor and outdoor shoes and socks (outdoor shoes must be running shoes for safety)
 - At least two sets of extra clothing placed in a Ziploc bag. The Ziploc bag must have the child's name written in black also label all your child's belongings (first name and last initial).
 - A sleeping bag for Infants.
 - Blanket, pillow and cot sheet for Pre-Casa.
 - Diapers.
 - Wipes.
 - Diaper rash cream or ointment.
 - Bibs for mealtimes.
- Seasonal, Fall:
 - Both a light and a thick jacket for various temperature changes.
 - Mittens & Hat.
 - Sun Block.
- Seasonal, Winter:
 - Snowsuit/snow pants & winter jacket.
 - Waterproof mittens & winter hat.
 - Snow boots.
 - Scarf.

Important Notes:

- All personal belongings must be labeled.
- Student sleeping bags will be sent home on **Fridays for washing**, to be **brought back on Mondays.**
- All water bottles and milk bottles will be sent home every day for sterilizing.

For Casa

- A copy of a child's immunization record, **please bring it on the first day.**
- Things to be brought to school all year-round:
 - Water bottle labeled with your child's name.
 - Indoor and outdoor shoes and socks (outdoor shoes must be running shoes for safety).
 - At least two sets of extra clothing placed in a Ziploc bag. The Ziploc bag must have the child's name written in black also label all your child's belongings (first name and last initial).
 - Blanket, pillow and cot sheet.
- Seasonal, Fall:
 - Both a light and a thick jacket for various temperature changes.
 - Mittens & Hat.
 - Sun Block.
- Seasonal, Winter:
 - Snowsuit / snow pants & winter jacket.
 - Waterproof mittens & winter hat.
 - Snow boots.
 - Scarf.

Important Notes:

- Non-toilet trained students need to bring in a bag of diapers/pull-ups, and a box of wipes for cleaning.
- All personal belongings must be labeled.
- Student blanket & bed sheet will be sent home on **Fridays for washing**, to be **brought back on Mondays.**

Health and Safety

Outdoor Activity

Children are required by provincial legislation to participate in outdoor activities twice daily, weather permitting. Please provide weather appropriate clothing, always a hat and gloves as well as a supply of extra clothing. (Please refer to *What your child will need* for a complete list of items required).

Illness and Communicable Disease Policy

The AVMS Illness and Health Policy is carefully defined to ensure the health of the children in our care.

Children who are ill should not be brought to the school, for their own benefit as well as that of our other children. Daily activity is too demanding to accommodate an unwell child. An unwell child is also more prone to infection and contagious disease. Young children are still building up their immune system.

- Children who are feverish, vomiting, have diarrhea and/or nausea should be kept at home.
- Any child who falls sick at the Montessori or home should be symptom-free for 48 hours before they come back to the school.
- If a child becomes ill during the day (fever, etc.), parents will be notified and may be asked to collect their child immediately. Symptoms will be recorded in the child's file.
- Should there be an illness outbreak or case of contagion, the school will notify parents through e-mail and posting within the building.

AVMS staff are not permitted to admit any child showing signs of illness upon arrival at the school. Symptoms include: Vomiting, Diarrhea, Rash, Hives, Fever, Foreign matter/discharge in the eyes or ears, Head Lice, or Ringworm. Communicable diseases include: Chickenpox, Hand, Foot and Mouth, Thrush etc. AVMS shall contact the Public Health Department to report occurrences of communicable diseases.

If a child has seen a doctor for treatment, parents are required to provide a doctor's note stating the child is well enough to return to the school. This is to be presented the first day the child returns to school.

Immunization Record and Emergency Consent Form

In accordance with the CCYEA, a fully documented Immunization Record and an Emergency Consent Form must be provided on the day of enrolment. Children will not be admitted to the school until we have the completed forms. No immunization exemptions will be considered.

Medication and Allergy Policy

Staff will administer any current prescriptions that the child requires, providing the parents/guardians provide written instructions on a signed Medication Authorization Form.

If your child requires medication during school hours, the medication must be delivered directly to the teacher when dropping your child off at the school. A Medical Authorization Form must be completed prior to any new medication being handed over to the school. The completed form must be submitted along with the medication that has the child's name on it. Authorization forms are available at the front desk.

Any medication provided to the school by parents WILL NOT BE ACCEPTED if in the following conditions:

- No original bottle.
- No labeling.

- Loose pills.
- Open package: syringes/needles.
- Non-updated medication form (staff should check if the form is completed during the current calendar year).
- No instructions from parents/guardians.

Staff will administer special creams for rashes or infection that have been prescribed by a doctor. It is our school policy not to administer non-prescription drugs. Parents/guardians who provide an adrenaline kit (i.e., EpiPen) must include specific instructions from the child's physician as well as an Individual Medical Plan. Parents of children who have experienced an anaphylactic reaction will need to provide a written step-by-step emergency procedure detailing how staff should handle an allergic reaction. This must be given to the school prior to the first day the child attends school.

Any medication/allergy medication administered at the school will be documented. An updated doctor's note must be provided every year for allergy medications and any changes to allergy medications during the school year.

Emergency Policy

In the event of an emergency, we may need to take your child to the hospital. In some circumstances, emergency help may be called before parents are notified. Every effort will be made to notify the parents immediately. In the event of an evacuation of the school, the children will be moved to a designated site.

The evacuation sites are as follows:

Primary Site: 9630 Dufferin Street, Unit #100, Vaughan ON. Northwest corner of the parking lot
Backup Site: New Renaissance Academy (School) 9500 Dufferin St, Vaughan ON
Contact: 905-303-4006

Note: all directions given by the emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed.

Lockdown Procedure

A lockdown is a precautionary measure in response to a direct threat to the school or in the surrounding community. During a lockdown:

- All school activities are moved indoors.

- Depending on the type of lockdown, interior and exterior doors on campus are locked.
- No one is permitted to enter or exit the building.
- Parents should not come to the school during a lockdown.
- Parents are discouraged from calling the school. Telephone calls will not be answered.

There are three lockdown codes:

- **Shelter in Place** – used when there is an environmental or weather-related emergency, where it is necessary to keep all occupants within the school to protect them from an external situation.
- **Hold and Secure** – used when it is desirable to secure the school due to an ongoing situation outside unrelated to the school. In this situation, the school functions normally, with all exterior doors locked until the situation near the school is resolved.
- **Lockdown** – will only be used when there is a direct threat to the school or in the immediate vicinity of the school.

Once a lockdown is put into place, police and school administrators work together to first ensure the safety of everyone in the school. Once the situation has been stabilized, a message on social media (Facebook and Instagram) and/or email will be sent to parents to inform them that the school was in lockdown, the nature of the incident, and the duration of the lockdown.

When a disaster occurs that does not require the evacuation of the school, AVMS must notify parents/guardians within 3 hours of the occurrence via social media and or email on the same day.

In an Emergency Lockdown, parents will receive multiple forms of communication. During an Emergency Lockdown, parents are advised to watch or listen to local media and social media for updates.

Drills

Just as fire drills have become a necessity in preparing staff and children on how to react during a fire emergency, practicing lockdown drills will also prepare staff and children for lockdown emergencies. AVMS will conduct two lockdown drills annually. All parents/guardians and staff will be given notice prior to lockdown drills.

Criminal Reference Check

All prospective employees of AVMS that have direct, unsupervised contact with children will be required to consent to a Vulnerable Sector Check. Criminal information obtained will be kept confidential. All students and volunteers placed in AVMS also require a Vulnerable Sector Check.

Parent Issues and Concerns Policy

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 addressed in our Program Statement, we support positive and responsive interactions among the children, parents/guardians, and our staff, and encourage 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 AVMS and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties, 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 any issue or concern will be provided to parents/guardians within three business days. The person raising 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

Confidentiality is of high importance at AMVS, and every effort will be made to protect the privacy of parents/guardians, children, staff, and volunteers. With the exception, of information that must be disclosed for legal reasons (e.g., to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Children's Aid Society).

Conduct

AVMS maintains high standards for positive interaction, communication, and role-modelling for children. Harassment and discrimination will not be tolerated.

If a parent/guardian, provider, or staff feel uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a Child

Every person in Ontario, including a person who performs professional or official duties with respect to children, is required under the **Child and Family Services Act** to report her/his suspicion that a child may have been abused or is at risk for abuse, or neglect (i.e., in need of protection). The suspicion and the information, upon which that suspicion is based, must be reported to the **Children's Aid Society**.

AVMS is not required to investigate or lay blame; but must report and follow the Agency's direction. Similarly, if a parent, staff member or other guardian accuses an employee of abusing a child, it is the duty of the Supervisor of AVMS to report the accusations to the Children's Aid Society and follow the direction given. The role of the Society is to protect children.

Under Labour Law, AVMS may not dismiss a staff member based solely on an accusation. An investigation by Children's Aid would be undertaken and the accusation either proven or dismissed by their authority.

If a parent/guardian expresses concern 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/childrensaidthereportingabuse/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 and Issue Concern to issue/concern:
Program Room-Related E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none"> the classroom staff directly or the supervisor or licensee. 	<ul style="list-style-type: none"> Address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within 3 business days.



<p>General, Centre- or Operations-Related E.g.: childcare fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to the supervisor or licensee.</p>	<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; the name of the person reporting the issue/concern.
<p>Staff, Duty Parent, Supervisor, and/or Licensee Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> the individual directly or the supervisor or licensee. <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 supervisor as soon as parents/guardians become aware of the situation.</p>	<ul style="list-style-type: none"> 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>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</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 or the supervisor and/or licensee. <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>	<p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 3 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>

Escalation of Issues or Concerns

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to kleinburg@avmschools.com. Issues/concerns related to compliance with requirements set out in the Child Care and Early Years Act, 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g., local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca
Bilal Zaidi, Owner/Operator AVM Vaughan 647-382-6666
Aleena Zaidi, Owner/Operator AVM Vaughan 647-809-0391

Video Camera Recording

Security video cameras record all day. Due to privacy concerns recordings are not live streamed. However, under special circumstances or in the case of a reported incident, video recordings will be shared with parents upon request. How long recordings are kept varies from school to school; please check with the Supervisor for more details.

Reinforcing Positive Behaviour Guidelines

AVMS believes that Positive Behaviour reinforcement is an integral part of our program as it complements our goals and philosophy. It ensures the smooth running of our programs and teaches children to learn to respect others, themselves, and property.

Prohibited Practices

Under no circumstance will corporal punishment be used for Behaviour Management. As well, the following control techniques are not tolerated:

- **Corporal punishment** of a child is not allowed under any circumstances.

- **Use a locked or lockable room or structure** to confine a child who has been withdrawn from the other children.
 - a. Physical restraint of the child, such as confining the child to a highchair, car seat, stroller, or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is to prevent a child from hurting him/herself, or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
 - b. Locking the exits of the school premises to confine a 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 procedure.
- **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. Providing lack of supervision by leaving children unsupervised or having a child unaccounted for.

Inappropriate Verbal Practices:

- Humiliation:
 - Threatening.
 - Swearing.
- Harassment:
 - Yelling.
 - Sarcasm.
 - Discussion of a child within any child's hearing.

Lack of Supervision including:

- Diverted attention for frequent or extended periods.
- Leaving children unsupervised, child unaccounted for.

Positive Behaviour Practices

Teachers use different techniques and approaches for behaviour management. They are the following:

- ⇒ Praising Good Behaviour.
- ⇒ Using the Behaviour Chart.
- ⇒ Rewards.

Admission and Attendance

If your child is going to be away or late on any day, we will require notification no later than 8:00 am.
The school will be closed for all Statutory Holidays. Statutory Holidays are not deducted from the tuition fees.

Statutory Holidays

- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Labour Day
- Canada Day (July 1st)
- August Civic Holiday
- Thanksgiving Day
- Christmas Eve (early closing)
- Christmas Day
- Boxing Day
- New Year's Eve (early closing)
- New Year's Day

PA DAYS

AVMS will be closed on the regional school board's designated PA days. AVMS uses those days for parent teacher interviews, staff training and development and for our building maintenance.

School Closed

School Closed for 3 weeks annually. The school is closed for two weeks over the winter holiday (December/January) and one week in March or April, aligning with the regional public-school calendar.

Camps

AVM has three Annual Camps: Spring break, Summer, and Winter break camps. Camps are available at additional costs. If you require care for any of these weeks, please contact the office for more information. AVMS camps are filled with interesting hands-on activities with visits from special visitors

and exciting field trips. Activities differ from one AVM school to another and subject to change, please contact the office for details prior to registration.

Waiting List Policy

A waitlist will be formed when AVMS' programs reach full capacity. Siblings of our students who wish to enroll in one of our programs will be given priority status over "new" students on the waiting list. Full-time spaces will take priority over part-time.

Children who are on the waiting list will be accepted into the program on a first come first served basis when spots become available.

Waiting List Priority is established by:

1. **School Tour:** to have your child added to our waiting list, parents and children must first tour of the AVM school they are interested in attending.
2. **Fully Completed Waiting List Form:** which includes Date of the Tour, Parent Name, Telephone, Email, Enrolment Date and Child's current age.
3. The licensee or designate will place the child on the waiting list in chronological order, based on the date and time that the request was received.

There is no fee or deposit required to have your child placed on the AVMS Waiting list. Parents on the waitlist will be informed that they have a 24-hour period to accept the placement in the program, which has now become available. If the parent has not responded after the waiting period, we will contact the next person on the waiting list. Parents are welcome to call the office for an update on their child's status on the waiting list at any time.

Tax Receipts

An official tax receipt for the previous calendar year will be issued by the school on the last business day of February.

Fees

- Registration fees, deposits and all post-dated cheques are required upon registration and confirmation of placement within AVMS.
- These fees are due and payable within 24 hours notice of availability, before the space is offered to next child on the wait list.

- First and last months tuition fees are deposited immediately upon registration and confirmation of placement with AVMS.
- If any adjustments are made during the child's enrolment at the school (i.e., fee change), then an adjustment will be made to your account.
- Families with more than one child will receive a 5% discount on the lower tuition fee for each additional child. To qualify for the 5% family discount, siblings must be enrolled in a full-time program.
- Fees are subject to annual increases.

Refund Policy

- Withdrawal of a child, at any time, may affect decisions and commitments regarding staff and class ratios that have already been established with great care. Therefore, once a child is enrolled or re-enrolled at AVMS, the parents/guardians are expected to make a financial commitment for the full year. However, there may occur serious, unforeseen circumstances that cause a parent/guardian to permanently withdraw a child.
- Parents/guardians who withdraw a child at any time after enrolment/re-enrolment must provide a minimum of one calendar months written notice, to be received no later than the first day of the month.
- If the withdrawal is permanent, for any reason including dismissal, the parent/guardian forfeits one-month tuition and is expected to settle any outstanding arrears (if applicable). If tuition has been paid for the school year in full, AVMS will refund the equivalent of the remaining monthly installment payments, based on the 10-month payment plan, minus one month's tuition paid.
- 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 Administrator 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.
- Should the Supervisor of the program decide that a child cannot adjust to the program, or that the needs of the student cannot be met by the program, the student will be withdrawn after fourteen days written notice from the Administrator of AVMS.

Returned Cheques

Cheques returned from the bank are subject to a processing fee, outlined with tuition fees of your AVMS school. Notice will be sent to the parents to resolve any outstanding payments and will include the processing fee. Should the outstanding account not be settled by the deadline specified in the notice, the parent will have to relinquish the child's or children's space(s) with AVMS.

Late Fee Policy

AVM locations have set hours, that are outlined on Tuition Fee cards. An industry-standard late fee of \$1.00 per minute will be charged to the parent and is payable directly to the staff member on duty. The late arrival will be recorded in a logbook; repeated occurrences may be cause for the school to request that your child be withdrawn from the program.

Please respect the school's closing time and remember that staff are on their own time after closing hours. If we have not received notification in advance from the parent(s) of their lateness after the official closing time, the following procedures will be taken:

- For 15 minutes after closing time, the teacher will attempt to reach parent(s) and all other emergency contacts provided by the parent(s) at the time of registration.
- Children's Aid will be notified if the child(ren) remains at AVM schools 30 minutes after closing (1-800-718-3850) and the child will be released into their care.

Hours, Access, and Security

School Arrival

In order that your child receives the greatest benefit from our program, we strongly suggest that they arrive no later than 8:45 am. Staff are required to note each child's arrival and departure time in an attendance book. We suggest you plan to stay for a few minutes with your child in the morning. They may not require you to do so every morning, but, if a few minutes are included in your schedule, then those "special days", when the time is needed, will not become a major problem.

When bringing your child to the school, you are responsible for delivering your child to his/her teacher. It is important that parents/guardians advise the Teacher if their child has any injuries, bruises and possible illness before leaving the child at the school. Please ensure their belongings are in the proper designated place.

Extended Hours

AVM schools are open Monday to Friday, to serve you better. Our school hours are from 8:00 am – 4:00 pm. However, AVMS parents have a choice to select Early and Late extended care, beyond our school hours. For further information, please contact our admin support of your AVM school.

Parking

Parents are asked to park their cars in the designated parking spots while dropping off and picking up students. Parking in the main thoroughway is prohibited. Parking can be busy between 8:00 am - 9:00 am, please park your vehicle and accompany your child in and out of the school. Please do not park in the handicap spaces unless you have a proper handicap parking pass.

Entering School During Instructional Hours

Other than drop-off and pick-up times, parents/guardians are not permitted to enter the school between the hours of 9:00 am - 3:30 pm. If a parent arrives at the school during these times, for any reason, they need to report to the office immediately to sign in. If you need to drop something off, please go to the office and a staff member will deliver the item to the classroom.

Departure

When picking up your child, please allow a few minutes for your child to finish up an activity and tidy up, or to show you something special they completed that day.

If you have arranged for anyone else to pick up your child:

- ✓ You must notify the school by phone, or in writing.
- ✓ The person picking up your child is required to show identification.
- ✓ Please include any alternate pick-up people on your registration form.

Persons not listed on your child's registration package as authorized to pick up, will not be permitted to pick up your child.

Important Note: If your child is going to be away or late on any day, we will require notification no later than 8:00 am

Key Tag Access Policy

AVMS offers key tag access at the front of the building. Parents are to use the front door only. Upon enrollment, all parents/guardians are given two key tags. The cost of the key tag is \$25/each and all tags are the property of AVMS and must be returned upon request. The cost of the key tag is fully refundable should you withdraw from the program. The cost will be paid to you in cash if the tag is in good

condition at the time of return. The key tag must be returned 3 days prior to your child's last day at AVMS. Should any tags be lost or stolen, you must report the matter to the Supervisor immediately so they can be voided from the system. The cost to replace lost or stolen key tag is \$25. If your key tag is lost or stolen, then your original paid deposit of \$25 for your old card is not refundable upon withdrawal from the school. Key tags are not transferable once issued.

You may not give your key tag to anyone else (i.e., grandparents, friends). When visitors or authorized alternate pickups arrive at the school without a key tag, they must buzz in. Staff will then open the door using an internal door release button. This is for visitors only; parents are to obtain a key tag for daily use.

Please Note: For security reasons, all individuals with a key tag must tap in when entering the school. Please do not just follow the individual in front of you to enter the school without tapping in (piggybacking).

Inclement Weather

In the case of severe weather conditions, please call AVMS and listen for an outgoing message on the school's voicemail system.

Social Media

You can follow AVMS on Facebook and Instagram.

School Events

AVMS has school events such as: Open House(s), Family Appreciation Day, Annual Holiday Concerts, Community Events. All parents will be notified and will be invited.\

Appendix A

Canada-Wide Early Learning and Child Care (CWELCC)

AVM schools have, or potentially will become a part of the CWELCC program, provided by the Provincial government, pending ministry approval and viability of funding. Should your AVM school participate in the CWELCC program, please note what is included in a base or non-base fee. If your AVM school is enrolled in the CWELCC program, fees included in the non-base fee list are NOT covered by CWELCC.

Base Fee – Covered by CWELCC

- Tuitions Fees based on **Full Day Program Hours of 8am to 4pm** – refer to your AVM school tuition fee cards
- Play materials, equipment, and furnishings; cot, crib, bedding and play materials
- Supervision by an adult during operational hours
- Development and implementation of individualized plans (Medical, special needs, anaphylaxis)
- Registration fee
- Last month's deposit
- Morning snack, Lunch and Afternoon snack
- Stationary and all other work material
- Music class
- French class
- Report cards

Non-Base Fee – NOT covered by CWELCC

- **Extended early or late care fees** beyond Fully Day Program hours, including hours prior to 8am or after 4pm
- Late pick-up fees for childcare provided beyond operational hours outlined in your AVM locations Tuition Fee Cards
- NSF fees
- Field Trips
- Optional Transportation

- Diapers, sunscreen
- Before and Aftercare fees
- Winter Camp
- Spring Camp
- Summer Camp
- Family Appreciation Day
- Winter Concert
- Facility Access Card (FOB)
- Uniforms + Summer Camp Shirts
- Extra Curricular Activities
- Child Care Software (monthly subscription)

Program Fees



AVM VAUGHAN

INFANT PROGRAM - AGES 6 MONTHS TO 18 MONTHS

2023-2024

FILLABLE REGISTRATION FORMS ARE AVAILABLE FROM **ANGUS VALLEY MONTESSORI VAUGHAN**

INFANT PROGRAM	MONTHLY BASE FEE	TUITION FEE BASED ON FULL DAY PROGRAM 8:00 am - 4:00 pm
5 FULL DAYS	\$827	

INFANT MONTHLY - BEFORE AND AFTER CARE		
EARLY EXTENDED CARE	7:00 am - 8:00 am	\$90
LATE EXTENDED CARE	4:00 pm - 5:00 pm	\$100
	4:00 pm - 6:00 pm	\$190
Any late pickup that exceeds the time will be charged \$1 per minute		

WHAT WE OFFER IN THE FULL DAY PROGRAM
FRESH NUTRITIONAL LUNCH/MORNING AND AFTERNOON SNACKS Fresh Healthy Lunches & Morning and Afternoon Snacks are prepared daily by very own Chef.
MUSIC Songs, movement, instruments, and rhythm games that engage and focus on your child's learning and growth.



learn. grow. achieve.™

PARENT HANDBOOK



learn. grow. achieve.™

AVM VAUGHAN

PRE-CASA PROGRAM - AGES 18 MONTHS TO 3 YEARS

2023-2024

FILLABLE REGISTRATION FORMS ARE AVAILABLE FROM **ANGUS VALLEY MONTESSORI VAUGHAN**

PRE-CASA PROGRAM	MONTHLY BASE FEE	TUITION FEE BASED ON FULL DAY PROGRAM 8:00 am - 4:00 pm
5 FULL DAYS	\$780	

MONTHLY - BEFORE AND AFTER CARE			WHAT WE OFFER IN THE FULL DAY PROGRAM
EARLY EXTENDED CARE	7:00 am - 8:00 am	\$85	FRESH NUTRITIONAL LUNCH/MORNING AND AFTERNOON SNACKS Fresh Healthy Lunches & Morning and Afternoon Snacks are prepared daily by very own Chef.
LATE EXTENDED CARE	4:00 pm - 5:00 pm	\$95	
	4:00 pm - 6:00 pm	\$185	
Any late pickup that exceeds the time will be charged \$1 per minute			MUSIC Songs, movement, instruments, and rhythm games that engage and focus on your child's learning and growth.



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AVM VAUGHAN

CASA PROGRAM - AGES 3 YEARS TO 6 YEARS

2023-2024

FILLABLE REGISTRATION FORMS ARE AVAILABLE FROM **ANGUS VALLEY MONTESSORI VAUGHAN**

CASA PROGRAM	MONTHLY BASE FEE	TUITION FEE BASED ON FULL DAY PROGRAM 8:00 am - 4:00 pm
5 FULL DAYS	\$685	

CASA AND PRE-CASA MONTHLY - BEFORE AND AFTER CARE			WHAT WE OFFER IN THE FULL DAY PROGRAM
EARLY EXTENDED CARE	7:00 am - 8:00 am	\$85	FRESH NUTRITIONAL LUNCH/MORNING AND AFTERNOON SNACKS Fresh Healthy Lunches & Morning and Afternoon Snacks are prepared daily by very own Chef.
LATE EXTENDED CARE	4:00 pm - 5:00 pm	\$95	
	4:00 pm - 6:00 pm	\$185	
Any late pickup that exceeds the time will be charged \$1 per minute			MUSIC Songs, movement, instruments, and rhythm games that engage and focus on your child's learning and growth.
			FRENCH Twice a week for half an hour each day.