AVM UPTOWN

PARENT HANDBOOK

Version 8.3, September 2026

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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:

- Pre-Casa 1:5
- Casa 1:8
- Kindergarten 1:13
- School-Age 1:15

AVMS Programs

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.

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

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.

There will be designated Formal Uniform Days throughout the school year when students are required to wear their full school uniform. Formal Uniform Days include:

- Mondays
- School picture days
- Special events
- Media events
- Parent-teacher interviews
- School presentations, ceremonies, or performances
- Any other occasions communicated by the school where formal attire is required
-

Families will be notified in advance of any additional Formal Uniform Days.

Report Cards

Daily reports are sent for Pre-Casa children via our ProCare App. Term report cards will be sent out twice a year for Casa and Pre-Casa. 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. 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 or sent via email link.

<u>We ask parents to refrain from having lengthy conservations on the development of their child with teachers during program hours at the classroom door. Please book a convenient time with the supervisor or your child's teacher if you have lengthy questions and or concerns. This will help us maintain the safety of children in the classroom.</u>

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. Please make sure your child's belongings are labelled clearly with your child's full name.

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 ground level. Please see admin staff if you require access to the Lost and Found.

AVM will not be held responsible for any lost or stolen items that have not been labeled legibly.

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. Parents are requested to pick up all soiled clothing items upon child pick up.

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

Schedules are in place to provide a daily guideline to parents and staff. A direct visual check occurs for all children; Pre Casa every 30 minutes and Casa every 60 minutes unless a child wakes up/needs comfort.

All Pre-Casa and Casa children will have a two-hour rest 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 or food restrictions, 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, Community Walks, & Local Outings

AVMS will be taking students on short field trips to the local park, library, and other 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.

AVM Uptown recognizes the value of providing children with opportunities to explore and learn beyond the classroom. As part of our programming, children may also participate in short, supervised walks and local outings within the immediate vicinity of the Centre.

These outings may include nature walks around the school building and surrounding area. As the Centre is connected to the mall, children may also participate in supervised indoor walks within the mall when weather conditions make outdoor activities unsuitable, such as during periods of extreme cold.

By acknowledging and accepting this Parent Handbook, parents/guardians provide consent for their child to participate in these community walks and local outings. All outings will be appropriately planned

and supervised by staff in accordance with the Centre's health, safety, supervision and attendance procedures.

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.

Supervision of Students & Volunteers

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

- Only Staff will have direct unsupervised access to children.
- All students, of appropriate age and 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 staff to child ratios and will be supervised by a Staff member at all times. 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.
- All Policies and Procedures at AVMS are reviewed and signed by all employees and students prior to their start date and at minimum, annually thereafter.
- All Individual Anaphylaxis or Medical plans will be reviewed by all staff, students and volunteers before their start date and at minimum, annually thereafter.

Angus Valley Montessori Schools adhere to the Supervision Policy for Volunteers and Students, available to families upon request, as set out in section 11.1(2). This policy outlines;

- (a) the requirement described in subsection (1);
- (b) the roles and responsibilities of the licensee and supervising employees; and
- (c) the roles and responsibilities of staff, volunteers and students.

As set out in section 11.1(1) Angus Valley Montessori Schools shall ensure that every volunteer or student on premises where it oversees the provision of childcare is supervised by an employee at all times and is not permitted to be alone with any child who receives childcare at the School. A staff member who is employed while also enrolled in an educational program and who are completing an educational placement in their current place of work may continue to be counted as a staff member throughout the duration of their placement.

What will your child need to bring to AVMS?

For Pre-Casa

- A copy of your child's updated immunization record.
  All records must be sent to the administration prior to start child's start date.
- 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 and pillow or nap mat.
  - 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 legibly, which does not limit to clothes, shoes etc.**
- Student sleeping bags and sheets 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 your child's updated immunization record. **All records must be sent to the administration prior to start date.**
- 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 and pillow or nap mat.
- 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. **All personal belongings must be labeled legibly, which does not limit to clothes, shoes etc.**
- 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. Children will remain indoors when temperatures reach between -10° C and -15° C or colder. 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/or Procare.
- Hand, Foot, and Mouth Disease - children must stay home until sores/blisters have crusted over (dried) as they may still be contagious even without a fever.

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 or medications that the child requires, provided 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 Medication 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 infections that have been prescribed by a doctor. It is our school policy not to administer non-prescription drugs unless they are part of a child's medical plan. Parents/guardians who provide emergency medication (including allergy, asthma, epilepsy, diabetes, or other medication that a prescribing medical professional determines must be readily available to prevent a significant risk to the child's health) must provide specific instructions from the child's physician and an Individual Medical Plan, where applicable. Emergency medications may be carried by a child, staff member, or provider where appropriate and will be managed to prevent access by other children while remaining readily available when required. Parents of children with anaphylaxis must provide a written step-by-step emergency procedure outlining how staff should respond to an allergic reaction prior to the child's first day.

Any medication/allergy medication administered at the school will be documented. Updated medical documentation must be provided as required for medical conditions, emergency medications, and any changes to a child's medication plan during the school year.

Emergency Management Policy

AVM Schools adhere to the Emergency Management Policy and Procedures as described in section 68.1, available to all families. 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, first via phone call and second through email. 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: East of the unit on the South side of Greenfield Avenue
Backup Site: Cardinal Carter Academy for the Arts. 36 Greenfield Ave, North York, ON)

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.

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

The purpose of this policy is for Angus Valley Montessori School to provide a transparent process for our parents/guardians, and staff to use when parents/guardians bring forward issues/concerns.

General

Parents/guardians are encouraged to take an active role in our school and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, and our staff, and foster the engagement of an ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.
This policy and procedure for Parent Issues and Concerns is intended to fulfill the obligations set out under Ontario Regulation (O. Reg. 137/15, s. 45.1) for childcare centers.
All issues and concerns raised by parents/guardians are taken seriously by Angus Valley Montessori School and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.
Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.
An initial response to an issue or concern will be provided to parents/guardians within 3 business day(s).
The person who raised the issue/concern will be kept informed throughout the resolution process.
Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

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

Conduct

Angus Valley Montessori School maintains high standards for positive interaction, communication, and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.
If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.
If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.
Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.
For more information, visit
http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly or - the supervisor or licensee.	- Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/guardian within 3 business days. Document the issues/concerns in detail. Documentation should include: - 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; - 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. Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within 10 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.
General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - the supervisor or licensee.	
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to - the individual directly or - the supervisor or licensee. 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.	

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Student- / Volunteer-Related	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. 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.	Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

Escalation of Issues or Concerns:

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, with a supervisor/licensee of a AVM school they may escalate the issue or concern verbally or in writing directly to Angus Valley Montessori Schools.
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:
Supervisor: Hala Narouz supervisor@uptownavm.com 416-723-1155
Director: Nikki Gupta uptown@avmschools.com 416-723-1155
Ministry of Education, Licensed Child Care Help Desk: 1-855-457-5478

Safe Arrival and Dismissal Policy

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the childcare centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

General

- All AVMS locations will ensure that any child receiving childcare at the school is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization for the child to be released to
- AVMS will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- Where a child does not arrive to care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:
    - greet the parent/guardian and child.
    - It is the responsibility of the parent / guardian to share with the class teachers if there is a change in routine or change of individual picking up child
    - Where the individual picking up is not listed on the child's personal information, the parent/guardian must give written notice to the office, via email, immediately
    - Changes to the child's pick up should be received to the office not later than 3PM that day

- Document the change in pick-up procedure in the daily written record, classroom logbook
- Sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the school and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message, sent a message via Procare App, or advised the closing staff at pick-up the day prior), the staff in the classroom must:
    - inform all staff of the program room, and the site supervisor. The staff will commence contacting the child's parent/guardian no later than 10:00am. Staff shall communicate with the parent/guardian via phone call, email or messaging app.
    - all reasonable effort will be made to contact the parent/guardian, should staff be unable to reach the parent/guardian they will notify the office
    - Should a parent/guardian not be reached the day this child is absent, the staff member will follow up with reason for absence when the child is next in care

2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record, classroom logbook.

Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child may be released to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
    - confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
    - where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up as expected (before centre closes)

1. Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up within that time, or regular reasonable time frame for that family, the site supervisor or administration staff will be notified. The office will contact the parent/guardian via a phone call

or message (regular communication for that family) and advise that the child is still in care and has not been picked up.

- Where the staff is unable to reach the parent/guardian, staff will leave a message. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
- Where the staff has not heard back from the parent/guardian or authorized individual, after reasonable time, who was to pick up the child, the staff shall contact the emergency contact listed with the child's personal information.

Where a child has not been picked up and the school is closed

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by closing time of 6PM, staff shall ensure that the child is given a drink and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact the emergency contact listed on the child's personal information.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) 30 minutes after closing time, the staff shall proceed with contacting the local Children's Aid Society (CAS). Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

Video Camera Recording

Security video cameras record all day for office use only. Due to privacy concerns recordings are not live streamed and will not be shared with parents. How long recordings are kept varies from to 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

Angus Valley Montessori Schools shall not permit, with respect to a child receiving childcare,

- corporal punishment of the child;
- physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the child care centre or home child care 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;
- 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;
- sexual abuse of a child;
- sexual misconduct involving a child; or
- prescribed sexual acts involving a child, as defined under the Early Childhood Educators Act, 2007.

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.

Admission, Withdrawal and Attendance

Our operational days and hours are from Monday to Friday 8:00 am - 6:00 pm. Program hours are 8:00am to 4:00pm.

If your child is going to be away or late on any day, we will require notification no later than 9:30 am. The school will be closed for all Statutory Holidays. Statutory Holidays are not deducted from the tuition fees.

The school enrollment includes the months September through August. The Montessori Academic year includes the months September to June.

Effective Jan 2025 - Enrollment includes July - August for summer camp.

Statutory Holidays: Dates announced in yearly calendar.

- 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. Please note AVMS has the right to remove or add PA days during the enrollment period. AVMS will provide families with 30 days notice if changes to PA days occur.

School Closed

School Closed for 4 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. **Additionally, the centre is closed for teacher preparation the last week of August/first week of September. Please refer to the school calendar for specific dates.**

Camps

AVM has three Annual Camps: Spring break, Summer, and Winter break camps. Effective January-July and August camps are part of the school session. 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. Summer camp at AVM Uptown offers weekly camp throughout the summer, ending one week prior to the beginning of the local Public-School Year. Operational hours during ALL CAMPS are 8am-5pm.
Winter Camp & March Camp Registration

Attendance at Winter Camp and March Camp is permitted only upon completion of the required registration and survey by the school's stated deadline. If registration is not completed by the deadline, the student will not be permitted to attend, even if the camp is included in the monthly fee.

AVM Uptown operates all year round. No spaces or spots can be held for families who wish to withdraw during the summer months of July and August. Should you wish to withdraw please follow our withdrawal policy. Your spot will be given to the next family on our waitlist.

Waiting List Policy

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective 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, offer admission, and provide parents with information about their child's position on the waiting list.
This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.
Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.

General

A waitlist will be formed when an Angus Valley Montessori School program reaches full capacity of enrolment based on our campus location license.

- Angus Valley Montessori will strive to accommodate all requests for the enrolment of a child at any AVMS location.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- There is **no fee or deposit required** to have your child placed on Angus Valley Montessori Waiting list.

Receiving a Request to Place a Child on the Waiting List

The licensee or designate will receive parental requests to place children on a waiting list via; online application, telephone request, in person meeting after tour of AMVS campus.

1. Complete Waiting List form

   Forms include: Date of the Tour, Parents Name, Telephone, Email, desired enrolment Date and Child's current age.
2. School Tour

   Once a spot for your child(ren) becomes available you must attend a school tour.
3. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received with complete waiting list form.
4. Once a child has been placed on the waiting list, parents may request the place of their child(ren) on the list at any time and the AVMS campus will share that placement with the parents/guardians.

Determining Placement Priority when a Space Becomes Available

- In an event where a particular program reaches capacity a waitlist will be formed for that program. Siblings of our current students, who wish to enroll in an AVMS program at the same campus, will be given priority status over the “new” students on the waiting list.
- Children who are on the waiting list will be accepted into the program on a first come first served basis as spots become available.
- Once these children have been placed, other children on the waiting list will continue to be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. Parents of children on the waiting list will be notified via email that a space has become available in their requested program.
2. Parents on the waitlist will be informed that they have a 24-hour period to accept the placement in said program.
3. In an event that the parent has not responded back during the 24-hour period, AVMS will contact the next student on the waiting list.

Responding to Parents who inquire about their Child's Placement on the Waiting List

1. Parents/guardians are welcome to call the campus office for an update on their child's status on the waiting list at any time.
2. Administration staff or the campus Supervisor will only advise the number where the child is placed on the waiting list.

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Tax Receipts

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

Admissions Policy

- A child will be considered for acceptance into the school only after the Application for Admission if fully completed, signed and all necessary documents required have been submitted together. Any outstanding documents will result in delay in admission to the school.
- Angus Valley Montessori Schools will not accept a registration without completed enrollment forms and Admission Agreement, nor will they accept signed agreements without deposits.

- AVM Schools will confirm with families via email, the completion of enrollment of their child(ren).
- All fees are not refundable for any reason after submission. I/We understand that there are no prorated refunds for mid-month withdrawal.
- 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. Additionally, the school is also closed for teacher preparation the last week of August/first week of September (one week prior to the Labour Day holiday).
- In the event my child's information changes during the school term, I/we are required to submit in writing any changes that have occurred to administration office.
- Angus Valley Montessori School reserves the right to accept or reject an Application of Admission and/or request the withdrawal of a child, if it is in the opinion of the Supervisor and/or Teacher that the action is beneficial to the child or the children in the classroom as a whole.

Fees during Admission

- Tuition deposits and completed Direct Deposit forms 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 via e-transfer to uptown@avmschools.com.
- First 2 months (September and October) and last 2 months (July and August) tuitions are deposits due immediately upon registration and confirmation of placement with AVMS. All fees and deposits are not refundable once accepted. (Please refer to the Admission Agreement for details on dates for School Session).
- Prices subject to changes: As part of the on-going implementation of the Canada-Wide Early Learning and Childcare program all mandatory fees (including childcare and registrations fees) will continue to be reduced as per the requirements of the program.
- Monthly Tuition fees are withdrawn on a the first of every month (dates may vary due to Statutory Holidays and Financial Institution processing times).

Refund / Withdrawal Policy

Withdrawal of a child, at any time, affects 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 enrollment session. However, serious or unforeseen circumstances may occur that cause a parent/guardian to permanently withdraw a child.

- A child is considered enrolled with an AVM School when the office receives a minimum of a complete and signed Admission/Re-Admission agreement, complete enrollment forms along with the tuition deposits. A school will not accept an Admission form without the Tuition deposits, nor the Tuition deposits without a complete and signed Admission form.
- The school will confirm your child's admission after receiving and confirming completion of the required documentation.
- A School Year, Academic Session or time commitment on an Admission/Re Admission form is September through August of the upcoming school year.
- The months of July & August are considered Summer camp.
- Parents/guardians who withdraw a child at any time after enrolment/re-enrolment must provide a minimum of **two** calendar months written notice, to be received no later than the first day of the month. **Please note all fees/deposits will be forfeited and there will be no refunds.**
- If withdrawal occurs prior to the intended start date/beginning of the school year the parent/ guardian forfeits all fees and Tuition deposit, in full. There will be no refunds.
- If withdrawal occurs after the intended start date/beginning of the school year the parent/guardian forfeits all fees and Tuition deposits. There will be no refunds.
- First two months deposit will be applied to September 2026 and October 2026 of the enrollment session the last two months deposit will be applied to July 2027 and August 2027 of the enrollment session.
- 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. All deposits and fees will be non refundable.
- 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.
- All fees/deposits paid are NON-REFUNDABLE and AVM Uptown does not offer tuition credits, or transfer deposits to other months not mentioned above.

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

- Angus Valley Montessori Schools have the choice of opting into a CWELCC agreement. Please see Appendix A in this document to read whether this School has opted in, and what is included in base and non-base fees.
- CWELCC's reduced fees does NOT apply to care that has yet to be provided, if a child has not yet utilized childcare that the tuition deposits is intended for, the School is NOT responsible for refunding tuition to parents.

- If there are any discrepancies in payments, at the discretion of the supervisor/director, refunds and/or credits will be provided.
- Angus Valley Montessori Uptown reserves the right to withdraw from the CWELCC program at any time. Should this occur, families will be provided with 30 days notice as per CWELCC guidelines.

Returned Payments

Returned payments or NSF Cheques returned from the bank are subject to a processing fee of $100. 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

Tuition payments are processed the 1st of every month via Pre-Authorized Debit. A late fee charge of $10.00 per day will be charged to your account if fees are not received by due date. Should your account balance become more that 4 weeks overdue, we will have to relinquish the child's space(s) with AVMS.

AVM locations have set hours, that are outlined in this Parent Handbook. An industry-standard late fee of $5.00 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.

The school's insurance does not cover any occurrences and liabilities outside school hours 8:00 am - 6:00 pm.

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

Operation Hours: 8am - 6 pm. Program Hours: 8am - 4pm

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.

Absence and Late Arrival

Parents must notify the school of any absence or late arrival the day before or in the morning by 9:30 a.m., including the expected arrival time. For late arrivals due to appointments or other valid reasons, the school may request supporting documentation.

To maintain required teacher-to-child ratios, the school will not accept any child after 11:00 a.m., or if proper notification has not been provided by 9:30 a.m.

Early Pick-Up and Return to the Centre

If a child is picked up from the school during the school day, the child **may not return to the centre later that same day.**

This policy is in place to support the safe and accurate management of attendance, supervision, and emergency records. Once a child has been signed out, the school's records indicate that the child is no longer in attendance. Allowing a child to return later in the same day can affect attendance tracking, supervision requirements, staffing arrangements, and the centre's ability to accurately account for all children in the event of an emergency or evacuation.

Parents/guardians are therefore asked to plan appointments, errands, and other daytime commitments accordingly. An early pick-up during the school day will be considered a full-day dismissal, and the child may return to the Centre on the following scheduled day.

Extended Hours

AVM schools are open Monday to Friday, to serve you better. Our Montessori program runs from 8:00 am – 4:00 pm. However, AVMS parents have a choice to select extended care, beyond our program hours, and may be granted based on availability.
All extended care spots will have to be preregistered (no additional fees). Notice will be sent out periodically for registration requirements. Please note that if your family is not preregistered for extended care, we will not be able to offer extended hour care for your family.

Parking

Parents are asked to park their cars in the designated parking spots while dropping off and picking up students. Parking in the main throughway 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. All tags are the property of AVMS and must be returned upon request. 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 $50. 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 AVM Uptown and look out for a message on ProCare. Please note that there are no refunds for inclement weather changes.

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. **Children participating in school events must be accompanied by a parent/guardian.**

Appendix A

Base Fee

- Tuitions Fees based on Full Day
- **Extended care fees** beyond Fully Day Program hours, including hours after 4pm
- Winter, Spring and Summer Camp
- Play materials, equipment, and furnishings; cot, crib, play materials
- Supervision by an adult during operational hours
- Development and implementation of individualized plans (Medical, special needs, anaphylaxis)
- Tuition deposits
- Morning snack, Lunch and Afternoon snack
- Music class
- French class

Non-Base Fee

- Late pick-up fees for childcare provided beyond operational hours outlined in the Parent Handbook
- NSF fees
- Field Trips
- Optional Transportation
- Diapers, wipes and sunscreen
- Family Appreciation Day
- Winter Concert
- Uniforms + Summer Camp Shirts
- Extra Curricular Activities
- Technology Fees (includes childcare software, elevator access card, entry Key FOB, etc.)
- School Photos
- Annual Yearbook

Program Fees – AVM Uptown

learn. grow. achieve.™

AVM UPTOWN **2026-2027**

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

PROGRAM	REDUCED FEE EFFECTIVE FROM JAN 2025	TUITION FEE BASED ON FULL DAY PROGRAM
PRE-CASA 18 months - 3 years	$478.50	Lunch and snacks are included in the tuition fees for all programs. Music is included in the pricing
CASA 3 years - 6 years	$478.50	

WHAT WE OFFER IN THE FULL DAY PRICE - NO CHARGE
FRESH NUTRITIONAL LUNCH, MORNING AND AFTERNOON SNACKS Fresh Healthy Lunches & Morning and Afternoon Snacks are prepared daily by very own Chef.

NOTES:

- **Tuition Amount reflects the CWELCC Subsidy**
- **Completed Admission forms and Tuition Deposits are required to confirm enrollment**
- **Late pick up** that exceeds the time will be charged **$5 per minute**
- **Monthly tuition** is deducted on the **1st of every month via Pre-Authorized Debit**

AVM UPTOWN

Handbook Confirmation

"Montessori is an education for independence, preparing not just for school, but for life."
- Dr. Maria Montessori

Parent Handbook Confirmation

Please confirm your understanding and acceptance of the policies outlined in the Handbook by signing and returning the portion below.

Yes, I have read and understood Angus Valley Montessori Uptown's Parent Handbook and agree with the policies outlined.

_____
Child's Name(s)

_____
Parent's Name(s)

_____
Parent's Signature(s)

_____
Date