AVM KITCHENER

PARENT HANDBOOK

Version 2.31, October 2026

learn. grow. achieve.™

Table of contents

Mission, Vision and Values 5

Program Statement 6

Philosophy 6

Inclusivity 7

Program Goals 8

Ratios 12

Teacher-to-Student Ratios 12

AVMS Programs 13

Pre-Casa 13

Casa 13

School-Age - Kindergarten 13

Half Day Programs – Pre Casa and Casa 13

Information for Parents 14

School Uniform Policy 14

Report Cards 14

Parent-Teacher Interviews 14

Student Cubbies and Sunscreen 14

Personal items and Toys 15

Lost and Found 15

Soiled Clothing Items 15

Loss of School Articles 15

Change of Information 15

Nap Policy 16

Food/Snack Drop-off 16

Donations 17

Special Occasions/Events 17

Special Occasions/Events 17

Field Trips 17

Photography & Video Recording 17

Supervision of Students & Volunteers 18

What will your child need to bring to AVMS? 19
For Pre-Casa 19
For Casa 19
Health and Safety 21
Outdoor Activity 21
Illness and Communicable Disease Policy 21
Immunization Record and Emergency Consent Form 22
Medication and Allergy Policy 22
Emergency Management Policy 23
Criminal Reference Check 23
Parent Issues and Concerns Policy 23
General 23
Confidentiality 24
Conduct 24
Procedures 24
Safe Arrival and Dismissal Policy 27
Purpose 27
General 27
Procedures 28
Video Camera Recording 30
Reinforcing Positive Behaviour Guidelines 30
Prohibited Practices 30
Admission, Withdrawal and Attendance 32
Statutory Holidays 32
PA Days 32
School Closed 32
Camps 33
Waiting List Policy 33
Tax Receipts 35
Admissions Policy 35
Fees during Admission 36
Refund / Withdrawal Policy 36
Returned Payments 38
Late Fee Policy 38

Hours, Access, and Security 39
School Arrival 39
Extended Hours 39
Parking 39
Entering School During Instructional Hours 39
Departure 40
Key Tag Access Policy 40
Inclement Weather 41
Social Media 41
School Events 41
Appendix A 42
Canada-Wide Early Learning and Child Care (CWELCC) 42
Base Fee 42
Non-Base Fee 43
Program Fees – Paid on the 1st of every month 44
Appendix B 45
Toilet Learning Policy 46
Readiness for Toilet Learning 46
School Expectations 46
When Pull-Ups May Be Required 47

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 (AVM) 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 tools and resources that lead the child into self-directed learning and problem-solving.

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

We at AVM accept and appreciate your participation and input in your child's development because we want to develop a seamless growth environment between home and Centre School House.

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

AVM 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 racism 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 AVM 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 before being on-site. The staff and students practice fire drills on a monthly basis 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). AVM 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. Children hold partner hands, keeping them safe and walking carefully while on outings.
Health: The program provides quiet time for rest and recovery; outdoor play providing gross motor movement, fun, exploration, and recreation; practices 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 classrooms are set up in a way where children are successful by having 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 also allow children to take classroom activities outdoors so that they can use them in different surroundings. We discuss feelings when a child is upset and redirect. We encourage active play by going outdoors twice daily and teachers planning activities that provide opportunities for free and structured play, encouraging social interactions that develop the child socially and emotionally.

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

Approach: Having an initial orientation with parents where they come into the class and see what is going on with 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 AVMS 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 welcome 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. We also have projects that allow parents to get involved with 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 three progress report cards per year along with three 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 gives consideration to 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. With the exception of 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 in-class support and observation, having a developmentally appropriate curriculum to guide the teachers, observation sheets, reviewing teachers' performance, giving constructive feedback, bringing in speakers and making teachers aware of 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: 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.

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, diverse program combines 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. Including: learning to count; music, art & movement, language skills, learning to form 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 - Kindergarten

Our After-School program is designed for children enrolled in elementary school, at the kindergarten level. 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.

Half Day Programs – Pre Casa and Casa

Half day programs are available for the Pre Casa and Casa programs. Options are morning half days that operate from 8:00am to 11:00am or afternoon half days that operate from 1:00pm to 4:00pm. These half day programs are available based on demands and availability, please inquire with administration.

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.

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. Term report cards will be sent out twice a year for Casa and twice a year for 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, 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. A direct

visual check occurs for all children; Infants every 15 minutes, Pre Casa every 30 minutes and Casa every 60 minutes.

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:

- Foods where ingredients are not known will not be served.
- Items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens will not be served.
- The caterer or cook must provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.
- 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. All written instructions for diet provided by a parent will be implemented.
- AVMS will serve meals and snacks brought from home for children 44 months and older, enrolled in Camps/ PA Days and After School Program.
- AVMS will serve meals and snacks brought from home for children 6 months to 43 months, enrolled at AVMS but supervisor approval is needed to make that arrangement.
- Ensure that parents label food brought to Angus Valley Montessori with the child's full name, the date the food arrived, and gather information from ingredients from the parent.
- The food that is provided from home for children must be ensured that appropriate supervision of children is maintained so that food is not shared or exchanged.
- Parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending Angus Valley Montessori (e.g. by thoroughly washing hands,

brushing teeth, etc.).

- Angus Valley Montessori will not use craft/sensory materials and toys that have known allergens on the labels.
- Enforce Proper cleaning procedures. All surfaces will be cleaned with a cleaning solution (water and germ destroyer approved by Public Health) prior to and after preparing and serving foods. All cleaning supplies, medicines and any other products that may be of danger and/or commonly produce allergic reactions will be stored away. Garbage bins will be removed from room and emptied after lunch.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment will be shared with all families enrolled at Angus Valley Montessori.

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.

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, volunteers 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 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 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. Children will remain indoors when temperatures reach -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 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 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. Parents may request a copy of the Emergency Management Policy for their reference from the Supervisor.

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.

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.
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, Educator, Director or Manager expresses concerns that a child is being abused or neglected, they will be advised to contact the Child Protection Services immediately.

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;

<table>
<tr><th>Nature of Issue or Concern</th><th>Steps for Parent and/or Guardian to Report Issue/Concern:</th><th>Steps for Staff and/or Licensee in responding to issue/concern:</th></tr>
<tr><td>General, Centre- or Operations-Related

E.g: child care fees, hours of operation,

staffing, waiting lists, menus, etc.</td><td>Raise the issue or concern to

- the supervisor or licensee.</td><td rowspan="3">- 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.

Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</td></tr>
<tr><td>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</td><td>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.</td></tr>
<tr><td>Student- / Volunteer-Related</td><td>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.</td></tr>
</table>

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 an 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 Community Care and Assisted Living Act should be reported to the Ministry of Health, or local Health Authorities at Region of Waterloo Public Health 519-575-4400.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labor, fire department) where appropriate.

Contacts:

Supervisor**:** Amanjot Kaur Jassal email kitchener@avmschools.com Tel: 519-894-7070

Director: Sumaira Fatima email: kitchener@avmschools.com Tel: 519-894-7070

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. 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 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

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.

The Montessori "Academic Year" includes the months September through June.

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 and subject to enrollment requirements. 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. Summer camp at AVM Kitchener offers weekly camp throughout the summer, ending one week prior to the beginning of the local Public-School Year. The centre is closed for teacher preparation in the last week of August.

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.

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.

Procedures

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. School Tour

   In order to have your child added to our waiting list, parents/guardians and child(ren) must first complete a tour of the school.

2. Complete Waiting List form

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

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 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.

- AVM Kitchener is **not** currently enrolled in the Canada-Wide Early Learning and Child Care (CWELCC) system. At this time, families attending AVM Kitchener will be charged full program fees, and no government funded CWELCC fee reductions apply.
- Angus Valley Montessori Schools will not accept a registration fee without complete enrollment forms and signed Admission Agreement, nor will they accept signed agreements without the Registration Fee.
- AVM Schools will confirm with families via email, the completion of enrollment of their child(ren).
- A mandatory Registration Fee of $350 Base fee is required upon completing the Application of Admission. This fee is 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.
- 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

- Registration fees, prepaid tuition complete Direct Deposit forms or all post-dated cheques are required upon registration and confirmation of placement within AVMS.
- Program fees are due on the 1st of each month.
- 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. No refund will be given if there is no proper withdrawal notice.

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 year. 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 Registration Fee. A school will not accept an Admission form without the Registration fee, nor the registration fee 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 June of the upcoming school year.
- The months of July & August are considered Summer camp and require separate Admission documentation.
- 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.
- If withdrawal occurs prior to the intended start date/beginning of the school year the parent/guardian forfeits their Registration Fee, 1st months tuition and last months tuition, in full.
- If withdrawal occurs after the intended start date/beginning of the school year the parent/guardian forfeits their Registration Fee and last months tuition fee.
- If withdrawal occurs of Summer Camp, after any time after successful enrollment, or during the period of care (July & August) the parent/guardian forfeits two months (July and August) tuition fee.
- 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.
- Reimbursement will be made by cheque and or email money transfer for any overpayments after notice of withdrawal is given to the Supervisor and the credit can be applied towards the last month fees.

AVM Kitchener is not currently enrolled in the Canada-Wide Early Learning and Child Care (CWELCC) system. At this time, families attending AVM Kitchener will be charged full program fees, and no government funded CWELCC fee reductions apply.

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.

- At the time of admission/readmission, prepaid tuition fees are not subject to CWELCC, therefore families are responsible for paying full tuition fee's, as outlined in the "Monthly Base Fee" column of the tuition fee Cards.

Returned Payments

Returned payments or NSF Cheques returned from the bank are subject to a processing fee of $100 non-base fee. 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 non-base fee 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 7:00am to 6:00pm, with regular school hours running from 8:00am to 4:00pm. However, AVMS parents have a choice to select Early and Late extended care, beyond our regular 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 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

In order to avoid interruption of program time and the classroom, if a parent/guardian arrives at the school between the hours of 9:00am to 3:30pm, for any reason, they need to report to the office immediately to sign in. If you need to drop something off, we ask you leave it at 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 non-base fee/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

At Angus Valley Montessori Kitchener, the safety of our students, families, and staff is our top priority. In the event of inclement weather, our school will follow these guidelines:

1. **Full School Closure:**
    1. If the **Waterloo Region District School Board (WRDSB) announces a school closure**, Angus Valley Montessori Kitchener will also be **closed** for the day.
2. **Bus Cancellations, but Schools Remain Open:**
    1. If **only buses are canceled** and WRDSB schools remain open, we will notify parents of our decision via the **Procare app, and or email no later than 6:30 AM**.
    2. On these days, there will be **no early care**, and there may be a **delayed opening** depending on weather conditions.
3. **Snowfall During the School Day:**
    1. If inclement weather develops **later in the day**, we may **close the school early** for the safety of students and staff.
    2. On these days, **after care will not be available**.

We encourage families to check the **Procare app** and their **email** for updates regarding school closures or schedule changes due to weather conditions.

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 Kitchener is not currently enrolled in the Canada-Wide Early Learning and Child Care (CWELCC) system. At this time, families attending AVM Kitchener will be charged full program fees, and no government funded CWELCC fee reductions apply. Should enrollment in CWELCC occur in the future, families will be notified in writing, and this section of the handbook will be updated accordingly.

Below is a reference guide outlining what is typically considered a base fee (subject to CWELCC reduction for enrolled programs) and a non-base fee (not subject to CWELCC reduction):

Base Fee

- Tuitions Fees based on **Full Day Program Hours of 8am to 4pm** – refer to your AVM school tuition fee cards
- **Extended early or late care fees** beyond Fully Day Program hours, including hours prior to 8am or after 4pm
- 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
- Report cards
- Before and Aftercare fees
- Winter Camp
- Spring Camp
- Summer Camp
- Child Care Software (monthly subscription)
- Uniforms + Summer Camp Shirts

Non-Base Fee

- 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
- Family Appreciation Day
- Extra curricular activities
- Winter Concert
- Facility Access Card (FOB)
- Extra Curricular Activities

Program Fees – Paid on the 1st of every month

learn. grow. achieve.™

AVM KITCHENER — **2026-2027**

PRE-CASA PROGRAM - AGES 18 MONTHS TO 3 YEARS

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

PROGRAM	MONTHLY PLAN	TUITION FEE BASED ON FULL DAY PROGRAM
5 FULL DAYS	$1,600.00	8 am - 4 pm
Uniforms required Monday through Thursday		

MONTHLY - EARLY AND LATE EXTENDED CARE		
EARLY EXTENDED CARE	7:00 am - 8:00 am	$100.00
LATE EXTENDED CARE	4:00 pm - 5:00 pm	$100.00
	4:00 pm - 6:00 pm	$160.00
BOTH EXTENDED CARE	7:00 am -6:00 pm	$200.00
Any late pickup that exceeds the time will be charged $1 per minute		

WHAT WE OFFER
FRESH NUTRITIONAL LUNCH/MORNING AND AFTERNOON SNACKS Healthy diet is essential to children's wellbeing and ability to learn. Fresh healthy meals and snacks are prepared daily by very own Chef at our school. This ensures we know exactly what is in the food and helps us cater to allergies. We foster an environment of healthy eating.
MUSIC program is run by the university-educated musicians and teachers. Music session consists of Songs, Instruments and rhythm games that are engaging and focus on child's learning and growth. Music and movement are an integral part of the Montessori curriculum. (subject to availability)
FRENCH Theme related topics are implemented in the French programme. These themes are interpreted using an emergent and inquiry-based curriculum model, which allows teachers to follow the interests, questions, strengths, and needs of the students for their level. While all Casa students work to develop the same core skills and knowledge, the exact lessons and activities will vary from one classroom to another. (subject to availability)

NOTE:

- Administration fee (one-time, NON-REFUNDABLE once accepted) $350.
- Monthly payment plan: last month's tuition fee and 9 post-dated cheques dated the 1st of each month OR a pre-authorized debit form is required on the day of registration.
- ALL POST-DATED CHEQUES ARE DUE AT THE TIME OF ENROLMENT. THE CHILD'S FULL NAME SHOULD BE WRITTEN ON THE FRONT OF EACH CHEQUE.
- Make cheques payable to **Amafhh Investments Ltd.** or e-transfer to this email address: kitchener@avmschools.com.
- Uniforms are required to be worn by students Monday - Thursday. You can purchase uniforms at eliteuniformco.com.

learn. grow. achieve.™

AVM KITCHENER

CASA PROGRAM - AGES 3 YEARS TO 6 YEARS

2026-2027

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

PROGRAM	MONTHLY PLAN	TUITION FEE BASED ON FULL DAY PROGRAM
5 FULL DAYS	$1,550.00	8 am - 4 pm
Uniforms required Monday through Thursday		

MONTHLY - EARLY AND LATE EXTENDED CARE		
EARLY EXTENDED CARE	7:00 am - 8:00 am	$100.00
LATE EXTENDED CARE	4:00 pm - 5:00 pm	$100.00
	4:00 pm - 6:00 pm	$160.00
BOTH EXTENDED CARE	7:00 am -6:00 pm	$200.00
Any late pickup that exceeds the time will be charged $1 per minute		

WHAT WE OFFER
FRESH NUTRITIONAL LUNCH/MORNING AND AFTERNOON SNACKS Healthy diet is essential to children's wellbeing and ability to learn. Fresh healthy meals and snacks are prepared daily by very own Chef at our school. This ensures we know exactly what is in the food and helps us cater to allergies. We foster an environment of healthy eating.
MUSIC program is run by university-educated musicians and teachers. Music session consists of Songs, Instruments and rhythm games that are engaging and focus on child's learning and growth. Music and movement are an integral part of the Montessori curriculum. (subject to availability)
FRENCH Theme related topics are implemented in the French programme. These themes are interpreted using an emergent and inquiry-based curriculum model, which allows teachers to follow the interests, questions, strengths, and needs of the students for their level. While all Casa students work to develop the same core skills and knowledge, the exact lessons and activities will vary from one classroom to another. (subject to availability)

NOTE:

- Administration fee (one-time, NON-REFUNDABLE once accepted) $350.
- Monthly payment plan: last month's tuition fee and 9 post-dated cheques dated the 1st of each month OR a pre-authorized debit form is required on the day of registration.
- ALL POST-DATED CHEQUES ARE DUE AT THE TIME OF ENROLMENT. THE CHILD'S FULL NAME SHOULD BE WRITTEN ON THE FRONT OF EACH CHEQUE.
- Make cheques payable to **Amafhh Investments Ltd.** or e-transfer to this email address: kitchener@avmschools.com.
- Uniforms are required to be worn by students Monday - Thursday. You can purchase uniforms at eliteuniformco.com.

Appendix B

Toilet Learning Policy

At AVM, we recognize that toilet learning is an important developmental milestone and that every child progresses at their own pace. Our goal is to support children through this process while maintaining a safe, healthy, hygienic, and well-supervised learning environment for all children.

Readiness for Toilet Learning

Parents are encouraged to begin toilet learning at home when they believe their child is developmentally ready. However, the decision for a child to attend school in underwear will be determined on an individual basis by the school, based on the child's demonstrated success within the classroom environment. Readiness will be assessed through teacher observations over time, recognizing that success at home may differ from success in a group care setting. Whenever possible, decisions regarding readiness will be made in consultation with parents/guardians.

A child is considered ready to wear underwear at school when they can consistently:

1. Communicate or clearly indicate to their teacher that they need to use the toilet before having an accident.
2. Remain dry for appropriate periods throughout the school day, with only occasional accidents.
3. Participate in the toileting routine with increasing independence appropriate for their age.
4. Follow the classroom toileting routine and respond to teacher reminders to use the washroom.

Children transitioning into the Casa program are expected to be toilet trained by 2.5 years of age. The school will work collaboratively with families to support children who require additional time or temporary support.

School Expectations

Teachers will provide regular opportunities to use the washroom, encourage toilet learning, and handle accidents respectfully. Staff will follow Region’s Public Health hygiene and sanitation practices, including prompt clothing changes, handwashing, and cleaning/disinfecting affected areas.

When Pull-Ups May Be Required

If a child experiences frequent toileting accidents during the school day, the school may require the child to wear pull-ups temporarily until they demonstrate greater readiness in the classroom. This decision will be made individually, based on teacher observations, the child's developmental readiness, frequency and pattern of accidents, ability to communicate toileting needs, and progress over time. Whenever possible, the school will discuss this with parents/guardians. The use of pull-ups is intended as a temporary support measure and not a setback in the child's progress. The goal is to support each child's success, confidence, dignity, and continued development of toileting skills. Toileting discussions with families will be handled confidentially and sensitively, and the school will continue to reassess readiness as progress is demonstrated.