



## ENROLLMENT PACKAGE

A Milestone passed, a New future begins.  
Your Daycare & PreSchool Learning Center





# MILESTONE MONTESSORI

Unit 20 & 21, 279 Kingston Road East  
Ajax, Ontario  
L1Z 0K5

(905) 426-4367  
[info@milestonemontessori.ca](mailto:info@milestonemontessori.ca)  
[www.milestonemontessori.ca](http://www.milestonemontessori.ca)

## ENROLLMENT FORM

### OFFICIAL USE ONLY

Medication: Y / N

Allergy: Y / N

Food: \_\_\_\_\_

Room: \_\_\_\_\_

P: \_\_\_\_\_

Withdrawal Date: \_\_\_\_\_

Enrollment Date (MM/DD/YY): \_\_\_\_\_

Choice of Attending Days: ☐ M ☐ T ☐ W ☐ T ☐ F

Referred by (if applicable): \_\_\_\_\_

**CHILD'S FULL NAME:** \_\_\_\_\_

Date of Birth (MM/DD/YY): \_\_\_\_\_ Sex: \_\_\_\_\_

Child's Home Address: \_\_\_\_\_  
Street City Postal Code

**1) PARENT/GUARDIAN NAME:** \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City Postal Code

Home Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Business Tel: \_\_\_\_\_

Work Address: \_\_\_\_\_  
Street City Postal Code



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**2) PARENT/GUARDIAN NAME:** \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City Postal Code

Home Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Business Tel: \_\_\_\_\_

Work Address: \_\_\_\_\_  
Street City Postal Code

### IN THE CASE OF AN EMERGENCY, PERSON TO BE CONTACTED IF PARENTS CANNOT BE REACHED:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

### PICK UP AUTHORIZATION

Please list any person(s) authorized to pick your child up:

Please list any person(s) **NOT** authorized to pick your child up:

(If a parent is listed in the above section and are NOT authorized, appropriate legal paperwork is required)

\*\* Should any of the above information change, the parent/guardian will inform the school in writing. In the event of an emergency, the parent/guardian will call the school to give their permission. \*\*



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### LUNCH PROGRAM

Milestone Montessori offers hot lunches and snacks catered by a third-party company which follows the guidelines of the Canada Food Guide, Child Care and Early Years Act, and provincial-approved standards. These meals are included within their tuition rate as well. Milestone Montessori also works closely with our catering company to monitor any children's allergens, or diet restrictions to provide specific individual meals for them as well.

Please list any special diet restrictions (if any):

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### MEDICATION AND ALLERGY INFORMATION AND RESTRICTIONS

All medications administered at Milestone Montessori need a completed Medication Information and Consent Form. Please see the attached forms with this package for further information.

Please list any medical conditions, chronic or relevant developmental information and if any special accommodations are needed for your child. For allergies, parents/guardians are required to give written instruction on what the school needs to do in the case of allergic reaction, under "steps to take"

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Know allergies and steps to take should a reaction occur:

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Special diet (if any):

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### EMERGENCY MEDICATION AUTHORIZATION

In the event of an emergency, I hereby authorize Milestone Montessori staff to seek medical attention for my child. I also authorize Milestone Montessori staff to transport my child to a



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nearby emergency medical facility should this care be necessary. The hospital and its staff have my permission to provide any treatment the physician deems necessary for the health of my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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### MEDICAL INFORMATION

Child's Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

### IMMUNIZATION

Please submit a copy of your child's immunization records (yellow card) on day of enrollment.

### DECLARATION AND AUTHORIZATION

I understand that minor injuries or accidents will be treated on the school premises and that I will be notified of any such treatment. I also understand that certain medical information may need to be shared with the school staff if deemed necessary by the administration and I hereby give my consent for the disclosure of information otherwise protected by HIPAA, including protected health information, with the school and its agents.

The information and health history in this form is correct to the best of my knowledge, and the person herein described has permission to engage in all activities, except as noted in this form.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

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### MEDIA RELEASE CONSENT

I (we) give Milestone Montessori permission to photograph and/or video my child(ren) for program, advertising and promotional purposes in any medium and without any royalty.

**If you do NOT wish for your child to participate please inform the school directly.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### FIELD TRIPS (TODDLERS, PRE-CASA AND CASA CLASSES ONLY)

If I do not wish for my child to participate in a particular field trip, I understand that it is necessary to keep my child home from school on the day of the trip.

\_\_\_\_\_  
Initials

### COMPLIANCE POLICY

In compliance with provincial regulations, I will pick-up my child as soon as possible in the event that Milestone Montessori calls to inform me that my child is ill. I agree to inform Milestone Montessori immediately of communicable illnesses any of my family members contract even if they do not attend Milestone Montessori.

\_\_\_\_\_  
Initials

### RELEASE

To fullest extent permitted by law, we, on behalf of ourselves and behalf of our child, hereby release and hold the Milestone Montessori and its agent and employees, harmless from all claims, damages or other liabilities for injuries to our child, his/her parents, or legal guardian, except to the extent caused by the gross negligence of the school or its employees or agents. We also hereby agree to indemnify and hold the school harmless for any damages incurred by



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the school or any third party as a result of actions taken by the student or his/her parents or legal guardians.

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### PARENT HANDBOOK AGREEMENT

(Parent handbook can be found on our website as well under Resources > Parent handbook.)

I (we) understand that by signing below we agree to abide to all of the rules and regulations contained within the handbook.

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Parent/Guardian Name (Print)

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Date

---

Parent/Guardian Signature

---

Parent/Guardian Name (Print)

---

Date

---

Parent/Guardian Signature



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## 2016 – 2017 Tuition Fee Schedule

Name of Child: \_\_\_\_\_

### Daytime Programming:

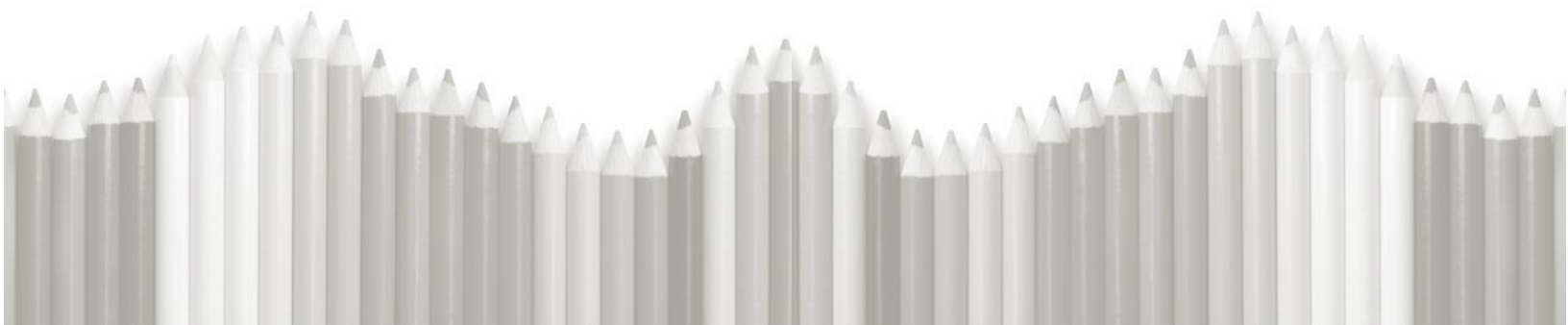
Payment Options			
Age of Child	Time	Enrollment Deposit (1 <sup>st</sup> & 50% of last month's payment)	Payment options (Monthly)
Infant 0 – 18 months	7:00 AM – 6:00 PM	\$2,010.00	<input type="checkbox"/> 5 days: \$1,240.00 + \$100.00
		\$1,407.00	<input type="checkbox"/> 3 days: \$838.00 + \$100.00
Toddler 19 – 30 months	7:00 AM – 6:00 PM	\$1,500.00 \$1,050.00	<input type="checkbox"/> 5 days: \$900.00 + \$100.00 <input type="checkbox"/> 3 days: \$600.00 + \$100.00
	7:00 AM – 12:30 PM	\$1,125.00 \$787.50	<input type="checkbox"/> 5 days: \$650.00 + \$100.00 <input type="checkbox"/> 3 days: \$425.00 + \$100.00
	1:30 PM – 6:00 PM	\$1,125.00 \$787.50	<input type="checkbox"/> 5 days: \$650.00 + \$100.00 <input type="checkbox"/> 3 days: \$425.00 + \$100.00
Pre-Casa 2.5 – 3.5 years	7:00 AM – 6:00 PM	\$1,380.00 \$966.00	<input type="checkbox"/> 5 days: \$820.00 + \$100.00 <input type="checkbox"/> 3 days: \$544.00 + \$100.00
	7:00 AM – 12:30 PM	\$1,050.00 \$735.00	<input type="checkbox"/> 5 days: \$600.00 + \$100.00 <input type="checkbox"/> 3 days: \$390.00 + \$100.00
	1:30 PM – 6:00 PM	\$1,050.00 \$735.00	<input type="checkbox"/> 5 days: \$600.00 + \$100.00 <input type="checkbox"/> 3 days: \$390.00 + \$100.00
Casa 3.5 – 6 years	7:00 AM – 6:00 PM	\$1,290.00	<input type="checkbox"/> 5 days: \$760.00 + \$100.00
	7:00 AM – 12:30 PM	\$1,005.00	<input type="checkbox"/> 5 days: \$570.00 + \$100.00
	1:30 PM – 6:00 PM	\$1,005.00	<input type="checkbox"/> 5 days: \$570.00 + \$100.00

\* Select one payment option applicable for your child's age

\*\* Subject to availability. Minimum 3 days except for CASA

\*\*\* Instructional hours begins at 9AM and ends at 4PM

\*\*\*\* \$100 non-negotiable fees are included as meal arrangements (food and snacks)





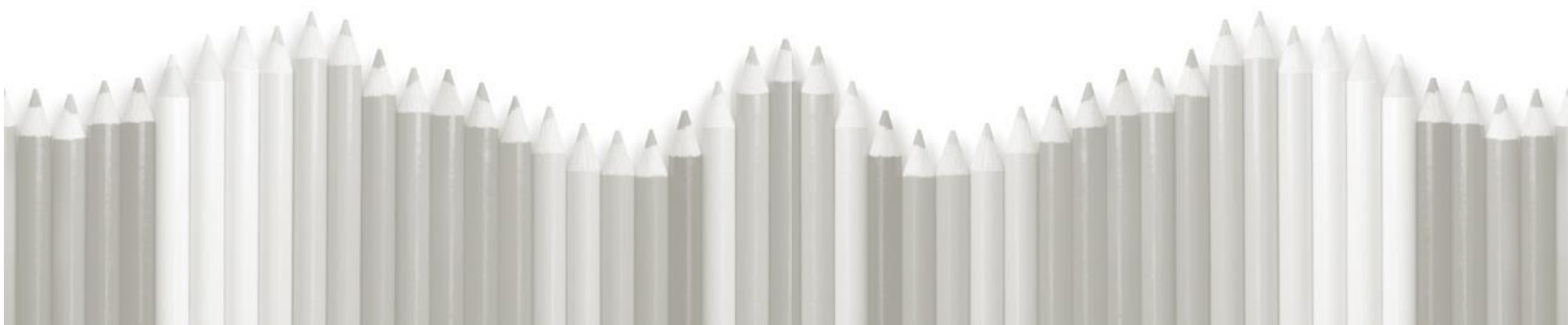
### Before and After Care Fee Schedule (Without daytime programming):

Extended Care	Times	Ages	Payment Options
Before Care	7:00 AM – 9:00 AM	All	<input type="checkbox"/> Daily: \$24.50 <input type="checkbox"/> 5 days: \$ _____ <input type="checkbox"/> 4 days: \$ _____ <input type="checkbox"/> 3 days: \$ _____
After Care	4:00 PM – 6:00 PM	All	<input type="checkbox"/> Daily: \$24.50 <input type="checkbox"/> 5 days: \$ _____ <input type="checkbox"/> 4 days: \$ _____ <input type="checkbox"/> 3 days: \$ _____
Before & After Care	7:00 AM – 9:00 AM & 4:00 PM – 6:00 PM	All	<input type="checkbox"/> Daily: \$40.00 <input type="checkbox"/> 5 days: \$ _____ <input type="checkbox"/> 4 days: \$ _____ <input type="checkbox"/> 3 days: \$ _____

\* Select one payment option applicable for your child's age  
 \*\* Subject to availability. Minimum enrollment of 3 days required

#### Tuition Notes (applicable to **Daytime Programming & Before and After Care Fee schedule**):

- A **ONE TIME registration fee** of \$250.00 is due with the Enrollment package when first applying.
- A **\$20 per month non-negotiable Enhancement fee will be applied at registration** (per child), this fee covers class materials that will be used by your child.
- An enrollment deposit equal to one month tuition and 50% of the last month's tuition is due on date of enrollment with the return of a completed and signed enrollment package. This deposit will serve as the first month's tuition.
- All tuition fees correspond to 10 months of programming.
- Payment Options:
  - **Option A** (Annual Payment): Due on date of enrollment and includes a 3% discount off the remaining 9 months. *Annual Payments will not be accepted after first school day in September.*
  - **Option B** (Monthly Payments): Due on the 1<sup>st</sup> of each month.
- A 3% sibling discount will be applied to tuition fees for siblings. It does not apply to any other fees.
- A special **Referral** 5% bonus discount will be applied to both referred to and referred child(ren) for 3 months of tuition fees upon an annual enrollment by the referred party. Bonus will be applied starting on the 2<sup>nd</sup> month of enrollment by the referred party. For parties who have paid for full annual payments, a cheque of remittance will be issued. The referral bonus only applies to a regular school year program.
- All accounts must be cleared of any balances before the next pay cycle.
- Extra supervision charges (late pick up) must be cleared the Friday of that week.
- A late fee of \$45.00 will be charged to your account for payments received after the 10<sup>th</sup> of each month.
- If a child is picked up later than 6:00pm, extra supervision charge will apply at a rate of **\$5 per minute**. The school clock in the waiting area will be used as reference.
- Dishonored cheques or returned cheques will be charged \$50, billed upon the next cycle.
- All tuition fees includes a hot lunch and two snacks (AM or PM programs: hot lunch and 1 snack)
- In the event where a child has to leave before the end of the month, the remaining calendar days of that month will not be refunded.
- Please refer to the parental contract for more details regarding maintaining your account in good balances.
- Please contact for appointment on special arrangements on term period(s)





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## 2016 – 2017 Short Term Fee Schedule

Name of Child: \_\_\_\_\_

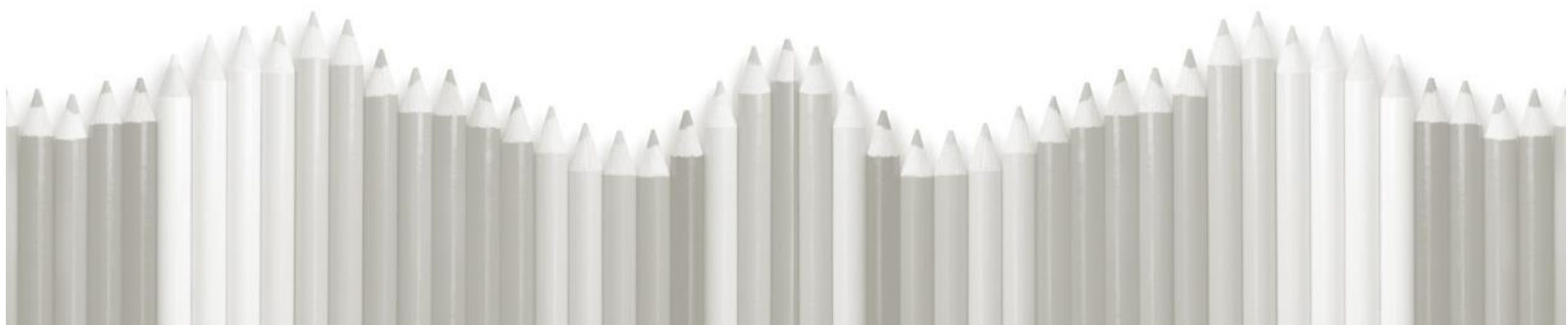
### Short Term Tuition Schedule

Payment Options				
Age of Child	Times	Session	Option A: Daily	Option B: Weekly
Infant 0 – 18 months	7:00am – 6:00pm	Full Day	<input type="checkbox"/> \$88.00	<input type="checkbox"/> \$392.00
Toddler 19 – 30 months	7:00am – 6:00pm	Full Day	<input type="checkbox"/> \$59.00	<input type="checkbox"/> \$280.00
Pre-Casa 2.5 – 3.5 years	7:00am – 6:00pm	Full Day	<input type="checkbox"/> \$57.00	<input type="checkbox"/> \$263.00
Casa 3.5 – 6 years	7:00am – 6:00pm	Full Day	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$245.00

\* Select one payment option applicable for your child's age

Tuition notes (applicable to **Short Term Tuition Schedule**):

- A registration fee of \$30.00 is due with the Enrollment package when first applying.
- A 3% sibling discount will be applied to tuition fees for siblings. It does not apply to any other fees.
- All accounts must be cleared of any balances at time of enrollment.
- If a child is picked up later than 6:00pm, extra supervision charge will apply at a rate of **\$5 per minute due that day.**
- Dishonored cheques or returned cheques will be charged \$50, due before the next time the child attends Milestone Montessori.
- All tuition fees include a hot lunch and two snacks.
- Please refer to the parental contract for more details regarding maintaining your account in good balances.





## PARENT HANDBOOK

A Milestone passed, a New future begins.  
Your Daycare & PreSchool Learning Center



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**WELCOME**

**TO**

**MILESTONE MONTESSORI PARENT HANDBOOK**

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Each child is an adventure into a better life -  
- an opportunity to change the old pattern and make it new

- Hubert H. Humphrey -

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## MILESTONE MONTESSORI PARENT HANDBOOK

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Our goals for each individual child are to:

- Create a safe and enriched environment that fosters learning as its own reward
- Exemplify good manners, mutual respect and care of the environment
- Facilitate each child's development toward his or her full potential
- Enable children to make their own decisions, thereby promoting self-discipline, independence and leadership skills
- Teach and model appropriate methods of conflict resolution and redirection
- Promote awareness and acceptance of cultural differences
- Encourage children to participate in class activities according to each one's interest and abilities.

### Milestone Montessori Policies and Procedures

#### Admission

Milestone Montessori is open to children aged 0 weeks to 6 years of age, including a full day Kindergarten program and Kindergarten Enrichment program. Milestone Montessori accepts children with disabilities on a case-by-case basis according to our ability to fully meet the child's specific needs.

#### Application and Enrollment Process

We require your completed Enrollment Package along with a \$250.00 enrollment fee per child, and a one-month tuition deposit. All fees and deposits are non-refundable and the tuition deposit is counted as your first month's tuition. There is a \$250.00 re-enrollment fee per child charged at re-enrollment time.

#### Tuition

The annual tuition is based on the program your child is enrolled in. The annual tuition may be paid as a onetime payment or divided and paid over ten (10) monthly installments. Families choosing to pay the annual tuition, in full, on or before September 7<sup>th</sup>, 2015 will receive a 6% discount; this is also the only time you can choose to pay tuition fees via the annual option. The first tuition installment is due at the time of enrollment. If you enroll after the first of the month, the tuition will be prorated. Enrolling siblings will receive a 6% tuition discount. This discount is applied to the greater of the tuitions paid. Once enrolled in Milestone Montessori you are liable for the full amount of the school years tuition ending June 2016, even if your child's enrollment is cancelled by the school as a result of your child or family being disruptive or violating the school rules and regulations or otherwise. The school director must grant exceptions, which are rare. The school may cancel your child's enrollment at any point during the year if you, as parents/guardians, cause any disruption to Milestone Montessori's business or violate Milestone Montessori's rules and regulations or otherwise and you will be liable for the full amount of the school years tuition ending June 2015. Monthly statements will be placed in your parent cubby

or you can have them emailed to you. Should you chose to have your statements emailed it is your responsibility to alert Milestone Montessori Administration in writing of any changes to your email address. Monthly installments are due on or before the 1<sup>st</sup> of each month. Remaining tuition fees should be paid in 8 post-dated cheques written for the 1<sup>st</sup> of each month.

### Extra Supervision

We understand that sometimes parents need additional time, beyond their contracted hours. Unfortunately, Milestone Montessori also needs to provide its staff with overtime pay as well during these extra supervision hours. Milestone Montessori will apply the rate of extra supervision pass 6:00pm at **\$5 per minute.** These hours are billed on a weekly basis and must be cleared the Friday of that week. As stated in the parental contract included in the Enrollment package, **if the child is not picked up by 7:00pm** and the parents/guardians cannot be reached; Milestone Montessori will contact the police and Children's Aid Society.

### Holidays

**Milestone Montessori will be closed on the following days:**

- |                  |                    |                 |
|------------------|--------------------|-----------------|
| - New Year's Day | - Family Day       | - Good Friday   |
| - Victoria Day   | - Canada Day       | - Civic Day     |
| - Labor Day      | - Thanksgiving Day | - Christmas Day |
| - Boxing Day     |                    |                 |

### Late Payment Charge

A \$45.00 late fee will be applied to tuition received after the 10<sup>th</sup> of each month. If the tuition is more than 30 days late the child will not be able to continue his/her enrollment at Milestone Montessori until all payments is up to date. Should the 1<sup>st</sup> fall during a school break, the tuition can be mailed to the school address or submitted on the last day before the break.

### Returned Check Fee

A \$35.00 fee will be charged for all returned or unaccepted checks.

### Withdrawals

Milestone Montessori requires a completed Milestone Montessori Student Withdrawal form submitted to the administration 30 days prior to your withdrawal date. These can be found at the front desk. You will be liable for the remainder of the school years tuition, should your date of withdrawal occur after the month of March 2016 (completed withdrawal forms need to be submitted and approved by the end of February for a family to be released from their contract, said families will be liable for 30 days tuition. Completed withdrawal forms submitted after March will result in the family being responsible for the remainder of the school year tuition.) All questions regarding contracts must be in writing and can be emailed to the Director.

### Schedule Changes

Unfortunately, we cannot allow decreases in schedules. Depending on availability in the classroom we can accept increases in schedules throughout the year. A change of schedule form



must be completed, submitted and approved before a change can take place.

### **Student's Records**

According to the Ontario and Toronto, Durham, G.T. A. Social Service Department, the following completed documents must be on file at Milestone Montessori on or before your child's first day of school.

- Enrollment Form
- Physical and Immunization Form (Children under 2 years must have this completed every 6 months)
- Medication Information and Consent Form (If applicable)
- Asthma Medication Information and Consent Form (if applicable)
- Anaphylaxis Alert and Emergency Plan (if applicable)
- Diaper Cream Authorization (If applicable)
- Sunscreen Authorization (If applicable)
- Insect Repellent (If applicable) It is the responsibility of the parents to keep all information updated with the necessary telephone, email, mailing address and new information pertinent to their child's wellbeing. If any of these documents are not on file, on your child's first day of school, your child will not be allowed to attend school until such documents are submitted and you will be liable for tuition until said forms are in your child's file.

### **Transitional Period**

Once your child is enrolled and starts to attend Milestone Montessori there may be a period of transition. Your child may take time to adapt to his/her environment and this is normal to observe. It may take a couple of months for your child to fully transition. Parents are welcome to stay on the school premises for as long as they feel they need to but are not permitted to be in the class with the children during this period, as it will make the transition more difficult and drawn out for your child and other children.

### **New Parent Orientation**

It is very important that new parents get to meet with their child's teacher before or shortly after enrollment. This gives parents a chance to discuss any concerns or special needs with the teacher and allows the teacher to explain how his/her classroom works. This can be scheduled with your classroom teacher or a member of the administration.

### **The School Day Procedures**

#### ***Daily Schedule***

7: 00 am to 9: 00 am - Before School Care  
9:00 am to 3:00 pm - Daily Programming  
Lunch and 2 snack times are different for each class  
12: 00 pm – AM students dismissed  
3:00 pm to 6:00 pm – After School Care  
6:00pm – PM students dismissed

Although we may offer extended hours of care we are principally a school and therefore do have time off during the school year for Holidays, parent conferences, classroom preparation time, etc. Milestone Montessori reserves the right to make changes the school calendar if deemed necessary by the Director. If there are any changes made to our calendar we will give as much advance notice as possible.

### **Inclement Weather Policy**

Closings and delays will be posted on the MM website and Facebook page by 5:30am each morning. If MM needs to close early we will post closing time on our website and Facebook page and email all parents. There are no refunds of tuition due to weather related closings.

### **Before and After School Programs**

When school is closed for the day, the Before and After Care Programs are also closed. If Durham Region County Schools have a one or two hour delay, the Before Care Program will be cancelled.

When school closes early, due to bad weather conditions during the day, the After School Program will remain open until every child can be picked up. We may require parents to pick-up early when necessary.

### **Arrivals**

Please make sure your child is at school by 8:50am in order for him/her to receive the full benefits of the Montessori Morning. Children arriving late cause disruption to the classroom atmosphere. Should your child arrive later than 8:50am, a member of the administration will take him/her back to the classroom, sign your child in and make sure the teacher knows your child has arrived. Please do not leave your child unattended in the school, at any time

### **Absence**

Please call or email the school in the event that your child will not be attending school. In the event that your child has been diagnosed with a communicable disease it is of vital importance that you inform the school immediately.

### **Early Dismissal**

Please let us know ahead of time, if your child will be leaving school before his/her typical time of departure. This will allow the teacher to have your child prepared to leave early and cause limited disruption in the classroom.

### **Signing In and Out**

Parents are required to sign their children in and out every day. This is a state regulation that is in the best interest of your child's safety. In the event that a staff member escorts your child into the school, the staff member will sign your child in.

## Daily Drop Off and Pick Up

### Drop Off

Before care – 7:00 am - 9:00 am

All students being dropped off between this time must be escorted into the school and signed in by a parent/guardian. There is a code to the front door. Please ask a member of the administration/MM employee for this code.

Arriving Late – After 9:00 am

Parents/guardians must park their cars in the designated parking spaces and walk their child into the front office. A member of the administration will walk your child to his/her class to avoid disruption to the classrooms.

Arriving Early – Before 8:45 am

Children arriving before 9:00 am and who are not enrolled in our before care program can wait with a parent/guardian in our waiting area until 9:00 am. Children should not be dropped off at their classrooms until 9:00 am.

### Full Day Pick Up

Full Day Pick Up – all ages (3:00 pm)

Infant parents/guardians can pick their children up at the waiting area. Please let a member of the administration know if you would like to pick up from the parking lot, in this case a staff member will sign your child out.

Early Pick Up

Parents/guardians picking up before scheduled dismissal (doctor's apt etc.), please call ahead and we will have your child ready at the waiting area.

Late Pick Up

Parents/guardians picking up after scheduled dismissal, please call ahead to let us know you will be late and we will have your child ready at the waiting area or have them join aftercare, if available. Late charges will apply to your tuition statement, if applicable.

### Extended Care Pick Up – 6:00pm

Parents/guardians must park their cars in the designated parking spaces and walk into the school at pick up. Parent/guardians should knock on the door and wait for the teacher to answer. If the teacher does not hear the door or is busy, parents/guardians can walk into the class to make the teacher aware that they are present and ready to pick up their child. Parents/guardians should sign their child out and leave the class quietly to avoid disruption.

We understand that sometimes parents need a friend or relative to pick-up their child. Photo Identification is required for anyone who is picking up a child upon a parent's request. Milestone Montessori also requires written authorization of alternative pick-up ahead of time. If for any

reason you cannot give written authorization you must call and let the school know ahead of time and provide the full name and phone number of the person picking up your child. If deemed necessary, we will make a return phone call to the parent to confirm the new arrangements. If we are unable to confirm the arrangements we will not release the child. No child will be released to a taxi. If a child is not picked up for any reason and the emergency contacts cannot be contacted, the police and Children's Aid Society will be notified.

Before leaving each day the children shake hands with the dismissing staff member. This allows us to keep track of your child's coming and going, it teaches grace and courtesy and builds your child's self esteem.

### **Late Pick-Up**

Children should be picked up at the contracted time. Parents picking up late at half day or full day dismissal will be charged the extra supervision fee of \$5 per minute, per child, based on the school clock.

### **Emergency Pick-Up**

In the event of an emergency, parents will be called first. If parents cannot be reached we will call the authorized emergency contacts listed. If for any reason the emergency contacts cannot be reached, the school will contact the Department of Social Services or the local police department.

### **Parking**

Parking directly in front of the school, in fire lanes, in front of the dumpster or in handicapped spaces without a Transportation Department or License permit is prohibited. This is in the interest of everyone's safety. In the event of an emergency we will need direct and unlimited access to the front door and fire hydrants. Parents are not to leave their cars running or leave children unattended in your car while you are in the school.

### **Field Trips**

Field trips are an important and educational part of our curriculum. Children who are not permitted to attend field trips must stay at home on the day of the field trip. We will notify parents of any field trips involving transportation a minimum of one week in advance. Milestone Montessori staffs carry emergency contact information, first aid kits and children's medication, which may be needed on field trips. Employees also carry cell phones for emergencies. All children are required to have a parent/guardian transport them and attend the field trip with them.

### **Summer Camp**

Milestone Montessori offers a Summer Camp program. This is a separate program to the school year program. It requires a Summer Camp admissions application and an enrollment fee. Summer Camp is divided into three sessions with themes. Based on summer enrollment, we may offer a hot lunch program during the summer months, for an additional charge. Parents will be notified closer to the summer if hot lunch is not available. Parents must pack a lunch for their child(ren) in this case. Pizza will still be provided on Fridays for all enrolled students.

## Supervision of Students and Volunteers

From time to time, MM may receive additional assistance from student interns and volunteers. All personnel working alongside the children must adhere to MM's Student and Volunteer policy as detailed:

### Policy

- No child will be supervised by a person less than 18 years of age.
- Direct unsupervised access (i.e. when an adult is alone with a child) is not permitted for people who are not employees of the center.
- Placement students are not counted in the staffing ratios of the center.
- Volunteers are not counted in staffing ratios of the center

### Procedures under the DNA applicable to students and volunteers

Volunteers and students will meet the following Day Nurseries Act requirements;

- Behaviour management policies and procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the center before they begin and at least annually afterwards;
- The individual plan(s) for a child with anaphylaxis and the emergency procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the center before they begin and at least annually afterwards;
- The supervision policy for volunteers and students will be reviewed with volunteers and students who will be providing care or guidance at the center before they begin and at least annually afterwards;
- Criminal reference checks are required for all volunteers having direct contact with children in the center.

**NOTE:** The Ministry criminal reference check policy does not apply to students placed in child care programs by an educational institution; however criminal reference checks are routinely required by community colleges and universities prior to students beginning a placement in child care and should be required as a policy by a child care center.

## Roles and Responsibilities

### 1. Supervisor:

- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the center before they begin and at least annually afterwards.
- Provide an orientation (see below) to all volunteers and students who will be providing care or guidance to children at the center as well as ongoing mentoring, support and monitoring.
- Designate a lead RECE for each group of children in the center who will be responsible to supervise volunteers and students when applicable and ensure this staff person's responsibilities in regard to volunteers and students is clear.

## 2. Volunteers and students:

- Review all required policies, procedures and documentation before they begin to provide care or guidance to children at the center and where applicable, at least annually afterwards.
- Participate in an orientation with the supervisor before they provide care or guidance to children at the center.

## 3. Operator:

- Ensure that the operator's insurance covers volunteers and students.
- Review the policy at least annually to ensure that it remains current.
- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the center before they begin and at least annually afterwards.

## Orientation Process

An orientation will be provided to help volunteers and students understand the operation of Milestone Montessori and the expectations for their placement/volunteer experience. It will include the required policy and procedure reviews set out in the *Day Nurseries Act* as noted on page one of this policy.

It should also include at least the following;

- A tour and orientation to the center both indoors as well as the playground area
- A review of the emergency evacuation procedures
- A review of the centers Policy and Procedures manual
- A discussion regarding the needs of individual children (e.g. special needs, allergies etc.)
- A review of the centers parent handbook
- An orientation to the location and use of the Ontario Child Care Licensing; Day Nurseries Manual

## Moving Up

Children move to the Pre-Casa and Casa program only 2 times during the year; the beginning of the school year, and in January. This limits the disruption to each classroom. These children spend the month prior to the scheduled move transitioning into their new environment. Each of these children needs to be independent in using the bathroom. If your child is moving up in January, they need to be using the bathroom independently by November 30th, if they are moving up at the beginning of the school year, they need to be potty trained before the first day of school and if they are moving at the beginning of summer camp, they need to be using the bathroom independently by April 30<sup>th</sup>.

Infants moving to toddler move when they are at least 16 months, walking and both teacher and parent agree that they are ready. This can happen anytime during the year but we like to try and keep the same schedule as the children moving to home programs.

## School Policies and Guidelines

### Rain Boots

Each child is required to have a pair of boots for outdoor playtime. Children wear these on the playground, regardless of the weather. These boots should be labeled and remain at school, in your child's cubby

### Indoor Shoes

Each child wears indoor shoes in the classroom. This maintains a peaceful and clean environment. Please make sure that your child's indoor shoes do not have TV characters on them and that they have a soft sole. We do not allow crocs or flip flops for indoor or outdoor shoes for safety reasons.

### Toilet Learning

Children moving from the toddler program to the Pre-Casa program need to be independent in using the toilet. Toddler teacher's assist with Toilet Learning, once your child is showing signs of readiness.

#### *Physical signs*

- Is coordinated enough to walk, and even run, steadily.
- Urinates a fair amount at one time.
- Has regular, well-formed bowel movements at relatively predictable times.
- Has "dry" periods of at least two hours or during naps, which shows that his bladder muscles are developed enough to hold urine.

#### *Behavioral signs*

- Can sit down quietly in one position for two to five minutes.
- Can pull his pants up and down.
- Dislikes the feeling of wearing a wet or dirty diaper.
- Shows interest in others' bathroom habits (wants to watch you go to the bathroom or wear underwear).
- Gives a physical or verbal sign when he's having a bowel movement such as grunting, squatting, or telling you.
- Demonstrates a desire for independence.
- Takes pride in his accomplishments.
- Isn't resistant to learning to use the toilet.
- Is in a generally cooperative stage, not a negative or contrary one.

#### *Cognitive signs*

- Understands the physical signals that mean he has to go and can tell you before it happens or even hold it until he has time to get to the potty.
- Can follow simple instructions, such as "go get the toy."

- Understands the value of putting things where they belong.
- Has words for urine and stool. Schedule a time to meet with your child's teacher once you feel that your child is ready to start learning to use the toilet. Milestone Montessori has Toilet Learning procedures that we like to share with parents before we start this process.

### Clothing and Supplies from Home

Please have 2 or 3 sets of weather appropriate spare clothes for your child as accidents do happen. Make sure all clothing is labeled with your child's name. We ask that you routinely check your child's cubby and replace any items of clothing that may be needed. Milestone Montessori does not provide diapers, wipes, diaper cream, sunscreen, insect repellent or any kind of medication. All of these items need to come from home. When said items are running low or about to expire you will receive notice to replenish.

Parents are also asked to bring their own bedsheets and pillows for nap time at Milestone Montessori. These will be used by your child only and need to be brought home at the end of the week to be laundered. Upon being soiled, Milestone Montessori will provide a substitute while the dirty items are to be brought home to be laundered and brought back the next day.

Parents MUST supply Milestone Montessori with the diapers and wipes that they prefer their child to be using at the center. In the event where the supplies have run out, Milestone Montessori also provides an external third-party brand for emergency purposes. When supplies are low, teachers will inform the parents to refresh the stock level; if a child runs out of supplies and Milestone Montessori is to provide them with this more than 4 times a month; and extra \$10 will be added to the child's account per day supply levels are insufficient billed on their next billing cycle. This applies to wipes, sunscreen lotion and any other accessories that children may require during their stay at Milestone Montessori.

### Lost and Found

There is a lost and found box located at the front of the school. If your child has lost an item of clothing or bed sheet etc. please check with the classroom teacher first and check the lost and found box. If you cannot find the lost item please notify the administration.

### Items from Home

We do not permit children to bring toys, gum, candy, money or other possessions from home into the school unless the item is related to the curriculum in the classroom and the teacher has given advance permission. Any prohibited items will be removed from the classroom/cubby and taken to the front office. We cannot be responsible for any outside items. Should anything from the school go home with your child, please return it. Something as small as a bead could mean an incomplete lesson in your child's class. If school material is broken or misplaced by your child, you may be asked to fix/replace the material depending on the circumstances, e.g. if your child breaks the material on purpose.

### Snacks

Milestone Montessori provides a morning and afternoon snack each day. These snacks are nut free. We encourage parents to provide a "cultural" snack for their child's class once a year. This promotes new food experiences for the children. Ethnic dishes are welcome. Please list all of the



ingredients in the recipe and make sure it contains no nut products.

## Lunch

Milestone Montessori provides lunch to all children enrolled. Milestone Montessori offers lunch from a third-party caterer to provide the healthiest choices available. This of course, is exceptional for children with dietary restrictions which need to be provided to us by the parents, and that the forms are signed by the correct authority. Candy, cookies, chocolate etc. is not allowed. Milestone Montessori provides milk, juice or water with lunches and snacks.

## Staff and Family Relationships Outside School

It is a strict policy at MM that employees do not work for MM families, past or present, in any capacity, including “summer work”, while employed at MM. Failure to abide by this policy is considered causing disruption to the school and can result in the dismissal of the employee and the family from MM.

## Television

On occasion the children may watch a DVD related to the curriculum. This may only happen once a month and for a maximum period of 30 minutes. Sometimes teachers have a “Movie Day” at the end of the school year. In the event that your child’s class is having a “Movie Day”, the teacher should notify parents by email with the title of the movie and the day it will be viewed. During these times the children will have the same supervision as they have during regular class time.

## Discipline at School

MM uses Conscious Discipline in our classrooms. This is taught as part of our curriculum, during Group Time. You can visit [www.consciousdiscipline.com](http://www.consciousdiscipline.com) for more information.

In our Montessori classrooms the first lessons taught are lessons of grace and courtesy. When a child learns to respect others and his/her environment, they gain self-esteem and confidence and a feeling of self-worth. Our staff leads by example and treat the children and the environment with respect. Children learn not to disturb other children while they are working and to respect the classroom, as it is their own and to take care of it, to preserve the quality of the materials and look of the classroom. We ask that parents do the same.

When there is an altercation or incident between children, they are encouraged to discuss it and resolve the situation themselves. If they are not able to resolve it or if the situation calls for a teachers’ intervention, then the teacher should mediate and discuss the incident with the children involved. If unacceptable behavior persists or becomes unmanageable, the parents are typically brought in to discuss the best way to resolve the issue.

Milestone Montessori reserves the right to suspend, expel and/or refuse school services to a child if behavioral patterns are exhibited that the school is not capable of handling. Examples include, but are not limited to, hitting, biting, pinching, punching, kicking, and the destruction of property.

Parent is informed in writing

- Parent / Teacher / Director Conference is required

- Child is suspended for two weeks, (no tuition or fees refunded)
- Child is sent home for the day and starts a 30 day probation period
- Child is dismissed from the school, (no tuition or fees refunded)

Milestone Montessori reserves the right to dismiss any family that is delinquent in tuition or fees or is disruptive to the school in any way. Such families will be liable for the full amount of the school years tuition ending June 2015.

Milestone Montessori reserves the right to dismiss any child, under any circumstances. Such families may be liable for the full amount of the school years tuition ending June 2015.

### **Child Abuse and Neglect**

Staff is required to report suspected cases of child abuse and neglect to the Children's Aid Society, under Ontario Law.

## Communications

### Parent/Teacher Communication

Each teacher has a school email address that is given out to parents. Teachers check their email at least once a day, during the week. If you would like to talk to a teacher on the phone please make sure you are calling at a time where the teacher is not needed in the classroom or between 8:30 am - 9:00 am each day. Teachers are not expected to check email over the weekend. Any emails sent over the weekend should be sent to [ray.n@milestonemontessori.ca](mailto:ray.n@milestonemontessori.ca) . We have 2 parent conferences scheduled during the year.

### Parent/Administration Communication

You are always welcome to contact the administration by phone, email or in person.

[ray.n@milestonemontessori.ca](mailto:ray.n@milestonemontessori.ca)    [info@milestonemontessori.ca](mailto:info@milestonemontessori.ca)

Both email addresses are checked several times a day during the week, on weekends and during holidays. For billing or contract questions please email [info@milestonemontessori.ca](mailto:info@milestonemontessori.ca)

### Parent Involvement

Milestone Montessori encourages parents to be involved in the school. We welcome parents who would like to learn more about the Montessori pedagogy of teaching and its materials. We host many events throughout the school year where parents and extended family are invited to join us and share in the festivities.

### Classroom Observations

Milestone Montessori welcomes and encourages parent observations in classrooms. Parents are required to let the administration know ahead of time if they would like to schedule an observation. An Observation calendar can be found at the front office where you can schedule a time to come in and observe. This is to ensure that no more than one parent observes at any given time. Before your scheduled observation you will be given a handout outlining the procedures for observing in our classrooms. No observations are scheduled during the months of June and September.

### Conferences

Parent-Teacher conferences are scheduled twice during the year. We will not hold a conference in front of your child so please organize babysitting ahead of time. Our scheduled conferences can be found on our calendar.

Progress reports will be available to parents the first Friday of each month, starting October. Parents will be responsible for checking their email each month to view the monthly report.

You are welcome to schedule additional conferences anytime during the year. See your child's teacher to set up an appropriate time.

### Newsletters

Monthly newsletters are emailed to parents from the administration. School News will be posted on our website and on the school bulletin board each month.

## Guest Speakers

Milestone Montessori sometimes invites guest speakers to the school. Any views or opinions expressed are those of the individual and do not necessarily represent the opinions or policies of Milestone Montessori.

## Fundraising

Milestone Montessori may organize two fundraising event during the school year. One for a charity/cause and one for the school. We welcome parent participation and ideas for these events. We will also participate in an Annual Local Toy Drive in December.

## Medical Information

### First Aid and CPR

Milestone Montessori staff is required to be CPR and first aid trained and certified. They are also required to attend classes to familiarize themselves with common childhood diseases and illnesses. Each class keeps first aid supplies in their emergency backpacks. These backpacks are taken on fieldtrips, to the playground and anytime the children leave the classroom. First aid supplies are also stored in the front office. If a child is injured, the abrasion will be cleaned with soap and water and an accident report will be completed. If a child receives a head or face injury parents will be contacted and notified immediately.

### Illness

If you suspect or are aware your child is sick please do not bring him/her to school. Communicable diseases spread fast amongst groups of children. Should your child show symptoms of illness twenty-four hours prior to his/her scheduled attendance at school, he/she needs to stay home. If symptoms occur at school, your child will be isolated and parents will be contacted immediately. Your child must be picked up at this time. Please make sure all contact information is up to date at all times during the year. Your child must be fever free, without the aid of medicine, for twenty-four hours before his/her return to school.

### Preventing the Spread of Disease at School

The following guidelines have been established in order to help prevent the spread of disease at school. Children will not be allowed to attend school if he/she has any of the following.

- A temperature of 37.78 °C (100 °F) or higher. The child must be fever free for 24 hours, without the aid of medicine, before returning to school.
- Recurrent vomiting or diarrhea. The child must not have vomited nor had diarrhea for 24 hours before returning to school.
- Conjunctivitis. (Pink eye) Bacterial: Can return to school 24 hours after first treatment of medication
- Viral: Can return to school with a letter for a physician stating the child does not have bacterial conjunctivitis. In either case the child must be well enough to participate in daily school activities.
- Head Lice: Can return to school after first treatment and no live visible lice are seen.
- Nose and Eye drainage: thick mucus or pus draining from the nose or eye.
- Respiratory Symptoms: Difficulty breathing or rapid breathing, severe coughing, croup-y or whooping cough and if the child can not lie comfortably due to continuous cough.

- Respiratory: Can return to school when fever free for 24 hours and well enough to participate in daily school activities.
- Sore Throat: Sore throat with swollen neck glands and fever. The child can return when fever free for 24 hours, without the aid of medicine and swollen glands have gone down.
- Rashes-Redness, blotchy rashes of the skin: The child can return to school once a physician not to be contagious has verified the rash. Parents are required to inform the school within 24 hours or the next business day after their child or any member of their family has been diagnosed with a communicable disease, as defined by the State Board of Health. Life threatening diseases must be reported immediately. If your child suffers from any chronic health problems, which require special medications or procedures, there must be an Emergency Health Care Plan on file with the school. These forms can be found at the front desk and it is the responsibility of the parent to keep this information updated at all times.
- If your child is on antibiotics he/she must stay at home for the first twenty-four hours after the first dose of antibiotics. We request that antibiotics be administered during non-school hours; however we do understand that this is not always possible. Upon request we can administer medicine to your child at school. In order to do this we need a completed medication authorization form. Your child must have had the first dose at home.
- All medicines must be in their original packaging with the pharmacy label affixed, including your child's name, name of medication, dose to be administered and time to be administered.
- Medicine must be given to the administration. No child may keep medicines in backpacks, cubby's, etc. All medicines are required to be kept locked away. Talk to your child's teacher about the medicine he/she is taking.
- Please send the proper device needed to administer the medicine to your child.
- Be aware of the expiration dates on your child's medication and provide a replacement when needed. If any of the above requirements are not met, Milestone Montessori staff will not be permitted to administer the required medication to your child. We will make every effort to contact you in this event. Any course of over the counter medicine longer than 10 days requires a physician's signature on the authorization form. Your child must have had the first dose at home.
- All known allergies must be reported to the administration at the time of enrollment. Should your child develop any allergies, the school must be notified immediately. Parents are asked to report all allergies in writing and to be as detailed as possible. Milestone Montessori is a nut free school. We do not allow any nut products to be served at school. This includes any product, which may contain nuts, or nut products.

## Outdoor Play

We take the children outside for a portion of the day, each day, except in extremely inclement weather. Please make sure that your child has the appropriate clothing on for the weather. If your child is not well enough to play outside he/she should not come to school. Staff will not be able to sit inside with children while the rest of the class is outside due to state mandated ratios.

## Emergency Procedures

In the event that there is a serious illness/injury, the rescue squad will be called and the school will contact the parents. If parents cannot be reached, listed emergency contacts will be contacted. If we

cannot reach the emergency contacts, the school will call your child's physician. It is essential that your complete an emergency form before your child begins school. It is the responsibility of the parents to keep emergency contact information up to date at all times.

### **Emergency Preparedness**

In the interest of keeping children and staff as safe as possible we have developed a safety plan for the school. In the event of an emergency, the emergency contact for the school is **Director** and can be contacted at 416-818-0302. The backup emergency contact is **Supervisor** and she can be contacted at 647-218-9480. Local authorities and parents will be contacted as soon as possible in the case of an emergency. Please know that the children are our priority and we will do everything possible to ensure their safety while in our care.

Below is a list of emergency responses should we encounter an emergency.

### **Early Dismissal and Closure**

Closing the school early will always be our first response, where possible. The director will evaluate the emergency and decide if there is sufficient time to call parents and have them pick their children up early. In this event the children will remain in their classrooms until parents arrive.

### **Fire Evacuation**

If there is an emergency of any kind that requires the building to be evacuated but does not require the children and staff to leave the school grounds we will respond like we do for a fire. The alarm will be sounded and the children and staff will exit just how they have practiced each month.

### **Crisis/Weather Lockdown**

If the director determines that there is a risk to the children's safety by removing them from the building, the children will be moved to away from windows to safe areas within the school. The access to the building is controlled in order to maintain a safe environment. There are two levels of emergency lockdown response:

1. Crisis Lockdown - Nuclear/Biological/Chemical
2. Weather Lockdown - Tornado/Hurricane

### **Evacuation**

There are two situation where this response will be implemented:

1. If immediate evacuation of the school building is ordered by authorities.
2. If there is a very strong chance that the safety of the children is at risk by remaining in the building and on the surrounding school property.

### **Fire Drills**

Each month the school will practice a fire drill. Each classroom has its emergency evacuation exits posted. Fire drills are crucial to the safety of the children. We spend many circle times with the child, discussing

what we need to do in the event of a fire. Once the alarm is sounded children walk quietly to the door and are led outside by a staff member. The teacher's assistant will be the last person to leave the classroom and it is his/her responsibility to secure the room and take the emergency backpack outside. The teacher will be responsible for bringing the attendance sheet outside and making sure all children are accounted for.

### **Hurricanes, Tornadoes and Natural Disaster**

Should a hurricane, tornado or other natural disaster occur and there is a risk to the safety of the children if they are removed from the school, we will issue a Weather Lockdown. The children will be moved from their classrooms, away from windows to designated safe area within the school. The teacher and assistant will take the emergency backpack and emergency food and water with each classroom. This drill is also practiced with the children.

### **Inclement or Dangerously Hot Weather**

Children will be taken outside for a portion of the day, each day unless there is thunder and lightning, rain, ice or if temperatures are hotter than 32 degrees or colder than -32 degrees outside. We factor in windshield when looking at weather temperatures.

### **Accidents and Incidents**

Accidents reports will be completed each time a child has an accident, no matter how minor the accident may appear. Parents are required to read, sign and return these reports to the school. Sometimes accidents occur that are not minor and require more attention. In these cases the director is informed immediately and will attempt to make a determination as to the severity of the injury. Parents will be contacted and notified as to the possibility for medical treatment. Emergency aid may be called. It is our policy to contact parents anytime there is an injury to the head or face.

Incident reports are completed by staff when a child's behavior is questionable or out of the ordinary. Parents are required to read, sign and return this report to the school. Sometimes a conference may be needed to discuss the behavior. A copy of these reports will be kept on file.

## Milestone Montessori Contacts

We look forward to another great year of making new friends, learning and getting to know each other. We welcome parent and family participation throughout the year, especially during our many events and festivals. Please feel free to contact us with any questions or drop by the office, our door is always open.

(Director)

[ray.n@milestonemontessori.ca](mailto:ray.n@milestonemontessori.ca)

(Montessori Curriculum Coordinator)

[tara.i@milestonemontessori.ca](mailto:tara.i@milestonemontessori.ca)

(Supervisor)

[heather.f@milestonemontessori.ca](mailto:heather.f@milestonemontessori.ca)

Billing Questions

[info@milestonemontessori.ca](mailto:info@milestonemontessori.ca)





# MILESTONE MONTESSORI

Unit 20 & 21, 279 Kingston Road East  
Ajax, Ontario  
L1K 0K5

(905) 426-4367  
[info@milestonemontessori.ca](mailto:info@milestonemontessori.ca)  
[www.milestonemontessori.ca](http://www.milestonemontessori.ca)

## PARENT CONTRACT

The terms and conditions of this Parent Contract ("Agreement") provide protection for our parents, as well as our program. In order to ensure that we can provide the services that the children are entitled to, it is essential that the financial status of our program be stable. The program's expenses cannot be reduced because of absentee losses. By signing this Agreement, you acknowledge that you have read, understand and agree to abide by our policies which we enclose along with this Agreement and are incorporated by reference. You further agree that you will financially support the enrolment space guaranteed for your child.

### **I (we) agree that:**

- ❖ Upon registration, I will provide payment to confirm my child's space in the program and I will provide payment arrangements in the form of a contract for the remainder of my child's enrollment
- ❖ I will provide, at the time of registration, required payment information to Milestone Montessori and Child Care Services
- ❖ A service charge of \$35.00 will be charged for any NSF, returned cheques
- ❖ Any payments passed due after the 10<sup>th</sup> of each month will result of an extra charge of \$45 billed on the child's next pay cycle
- ❖ I will provide a minimum of four weeks advance written notice prior to the withdrawal of my child from the program. In this scenario, the tuition fees for the remaining days of the calendar month and the last month's deposit will not be refunded.
- ❖ I will pick up my child by the end of the program or pay a late departure fee of \$5.00 per minute to the childcare centre due by the Friday of that week. I understand that if Milestone Montessori cannot reach me by 7:00pm, the police and Children's Aid Society will be contacted. I acknowledge that this policy is designed as a deterrent and that abuse of the policy will be considered violation of this contract
- ❖ My child may be withdrawn and services may be terminated pursuant to, and in accordance with, the terms of the Milestone Montessori Withdrawal Policy
- ❖ **Milestone Montessori will be closed on the following days:**
  - New Year's Day
  - Victoria Day
  - Labor Day
  - Boxing Day
  - Family Day
  - Canada Day
  - Thanksgiving Day
  - Good Friday
  - Civic Day
  - Christmas Day
- ❖ Milestone Montessori School admits students without regard of any race, color, national origin, religion or ethnic background. Any fees paid to the school, including application, enrollment, tuition or activity fees, are not refundable. No refunds will be due or issued as a result of a day missed due to illness, holidays or vacations or if the school is closed as a result of weather or other events beyond our control.

- ❖ Milestone Montessori will notify me in advance, if the center must close for additional days due to unforeseen circumstances
- ❖ All student records are considered confidential. They may be available to parents and legal guardians upon request by them to other schools. Student records will only be released to other schools or agencies upon the signed request/legal guardian and only after all accounts due to Milestone Montessori are paid in full.
- ❖ I understand that the school and its agents are required to report suspected child abuse or neglect.
- ❖ I will submit my child(ren)'s enrollment form(s), fee schedule(s) **[All completed]**, 1 current photo and a copy of my child(ren)'s immunization records (yellow card) upon registration
- ❖ If my child requires an epi-pen, I will provide a complete anaphylaxis form (enclosed with the Medication Policy) upon registration. I will also provide two epi-pens upon registration
- ❖ I will allow only pre-authorized persons designated on my child(ren)'s enrollment form, to pick up my child(ren). I agree to provide written notification to the Supervisor or Director if changes occur
- ❖ I will inform Milestone Montessori in writing, if my child is involved in a custody dispute, and will provide the Supervisor or Director with a copy of the legal custody papers
- ❖ I will notify Milestone Montessori in writing, of all address changes at home and work; and also to provide up-to-date telephone numbers where parents may be reached in the case of an emergency
- ❖ I will comply with parents' responsibilities as outlined in the Parent Handbook and comply with the program policies
- ❖ A complete enrollment package, including all supporting documentation and required fees, is necessary before this application can be processed
- ❖ I have read and agree to the terms as stated in the Parent Handbook. I have been given the opportunity to review this document, ask questions if required, and confirmed that no further clarification is necessary

**I have read, understand and agree to abide by the terms and conditions set out above and in all centre policies including those set out in the Parent Handbook.**

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

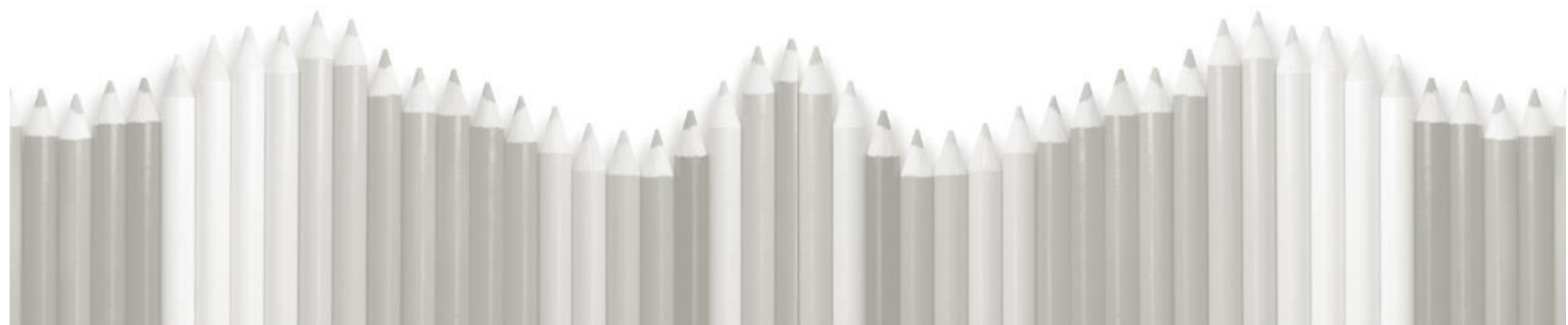
\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Parents of Guardians who are enrolling their child(ren) in the program, must read and sign the above contract**





# MILESTONE MONTESSORI

Unit 20 & 21, 279 Kingston Road East  
Ajax, Ontario  
L1K 0K5

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[www.milestonemontessori.ca](http://www.milestonemontessori.ca)

## ANAPHYLAXIS ALERT AND EMERGENCY PLAN

Name of child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_

Sex: \_\_\_\_\_ Weight: \_\_\_\_\_

Classroom/Program: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Telephone (Work): \_\_\_\_\_

Allergy Description: \_\_\_\_\_

**The key to preventing an anaphylactic emergency is ABSOLUTE AVOIDANCE of the allergen.**

### SIGNS and SYMPTOMS

Please put a "X" in boxes that has symptoms specific to your child

- ☐ Tingling itchiness or metallic taste in mouth
- ☐ Watery eyes and nose, sneezing
- ☐ Hives, redness, generalized flushing, rash itching
- ☐ Swelling of the eyes, ears, lips, tongue, face, and skin
- ☐ Itchiness or tightness in throat, and/or chest
- ☐ Wheezing, hoarseness, hacking cough
- ☐ Nausea, vomiting, stomach pain, and/or diarrhea
- ☐ Dizziness, unsteadiness, drowsiness, feeling of impending doom
- ☐ Fall in blood pressure
- ☐ Loss of consciousness
- ☐ Coma and death
- ☐ Other (Please specify): \_\_\_\_\_

### INDIVIDUAL EMERGENCY PLAN (to be completed by parent/guardian or physician)

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Signature \_\_\_\_\_ Relationship to child \_\_\_\_\_ Date \_\_\_\_\_

**Epi-Pens:** in the event that your child requires an Epi-Pen for anaphylactic shock, you are required to supply **two pens** for your child. **These pens will remain within the child care at all times.** The epi-pens will be stored in their own separate pouch labeled with your child's name. This pouch will be carried by your child's teacher and will follow your child during their time in our care. **Note:** It is the parents' responsibility to provide additional Epi-pens for school-aged children (JK-Gr. 6). The child care Epi-pens will not follow your child to other programs (i.e. school) outside the child care program. You are also required to complete this form as accurately as possible. Please be aware that this form will be posted in two locations, the child's classroom and the child care office.



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# MILESTONE MONTESSORI CASA PROGRAM ASTHMA MEDICATION INFORMATION AND CONSENT FORM

To be completed by the parent or guardian. Use one form for each medication.

Child's Name:	Medication:
Doctor's Name:	

Reason for medication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When to give medication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ I authorize that my child may administer his or her own asthma medication.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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### DIAPER CREAM/OINTMENT CONSENT

1. Diaper cream/ointment shall remain in the container in which it was purchased.
2. Diaper cream/ointment shall be clearly labeled with the child's first and last name.
3. Diaper cream/ointment will only be administered to the child whose name appears on the container.
4. Diaper cream/ointment will only be administered if current authorization is on file.

Child's Name: \_\_\_\_\_

Brand of Diaper Cream: \_\_\_\_\_

Apply Diaper Cream: (Check one)

☐ After Every Diaper Change

☐ When Diaper Rash/Redness is Present

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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# MILESTONE MONTESSORI EMERGENCY MEDICATION INFORMATION AND CONSENT FORM

To be completed by the parent or guardian. Use one form for each medication.

Child's Name:	Medication:
Doctor's Name:	

Reason for medication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When to give medication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We will give this medication exactly as shown on the label only.

I authorize Milestone Montessori to administer the medication named above to my child when needed, and I certify that the instructions given are as recommended by a physician.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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# MILESTONE MONTESSORI MEDICATION INFORMATION AND CONSENT FORM

To be completed by the parent or guardian. Use one form for each medication.

Child's Name:	Medication:
Doctor's Name:	

Reason for medication: \_\_\_\_\_

\_\_\_\_\_

Please circle one:

- 1. Prescription Drugs:** We will administer this medication or drug exactly as shown on the label only.
- 2. Non-prescription Drugs:** We will administer this only when recommended by your doctor.

Complete for either 1 or 2	
Dosage:	Method of Administration:
Start On:	Last day:
Frequency:	
Other Instructions:	
Side effects to be aware of:	

I authorize Milestone Montessori to administer the medication named above to my child when needed, and I certify that the instructions given are as recommended by a physician.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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### SUNBLOCK/SUNSCREEN CONSENT

I hereby request that the following sunblock/sunscreen be administered to my child by a child care staff member of Milestone Montessori. I understand that I must supply Milestone Montessori with the sunblock in the original container labeled with the child's name, name of the sunblock, and the directions of administration.

I understand that sunscreen may be applied to the exposed skin including but not limited to the face, tops of the ears, nose and bare shoulders arms and legs.

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Sunblock/Sunscreen: \_\_\_\_\_

I have administered at least one dose of the above sunblock/sunscreen to my child without adverse side effects.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date