



2850 Bloor St West Toronto ON 416.234.9127

**LOCATION:**

Our school is located in the “All Saints Church”, at 2850 Bloor Street West, Toronto

**ADMINISTRATOR / PRINCIPAL:**

Mrs. Bozena Nowicka-Lipa, M.A., A.M.I. (Association Montessori Internationale) certified teacher.

**STAFF:**

Montessori trained teachers - A.M.I and MACTE accredited

**SESSIONS:**

**Our school year runs from September to June:**

**HALF DAY SESSION: 9:00 a.m. - 12:00 p.m.**

**FULL DAY SESSION: 9:00 a.m. - 3:30 p.m.**

**Before School Program: 8:00 a.m.- 8:55 a.m.**

**After School Program: 3:35 p.m.- 5:00 p.m.**

**\*\*Please note: Before and after care are available at an extra cost**

**Holidays observed: Thanksgiving, Christmas Holidays (two weeks), Family Day, March Break (two weeks), Easter, and Victoria Day. Please refer to the school calendar for details.**

**AGES:**

This program is for students aged 2 1/2 to 6 years of age. Children entering the program must be fully-toilet trained. **A toilet trained child is aware of their physiological needs, and is able to notify staff that they need to use the washroom.**



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## **PROGRAM:**

**“The Montessori method is based on love of the child and respect for her/his natural capabilities.”**

The Montessori method of education ensures that each child learns at her/his own pace and absorbs information from an enriched and well-prepared environment. The child’s “sensitive periods” are recognized as they are guided to utilize all their senses to appreciate and flourish in their surroundings. The atmosphere provided is a calm, natural home like setting or “casa”, which means “children’s house”. The child is “directed” in her/his learning and respected for their own talents and gifts. The Directress is trained to closely observe and record each child’s interests and aptitudes. This allows the Directress to provide an individual plan for each child that ensures her/his needs and interests in education, social/emotional development and physical growth and coordination are met in the most precise way. Montessori promotes consideration and respect for oneself, others and the environment.

The Montessori activities provide a chance for the children to develop their concentration, successful work habits, critical thinking and a passion for exploration. These skills will follow the child throughout their lifetime. **Casa education is a three year learning cycle, that recognizes the unique period for absorbing information in these critical early years. A Montessori education enables the young child to gently mature and grow, spiritually, emotionally, academically and physically; therefore promoting the growth of the “whole child”.**

Montessori materials and activities generally fall into these five groups: **Practical Life, Sensorial, Language, Mathematics, and Cultural Activities.**

**\*\*In addition, our school provides French, Music and Physical Education classes.**



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**\*\* Rainy day drop offs and pick ups will take place at the East facing doors of the church for both Casa A and Casa B.**

### **HEALTH POLICY:**

- Children are not allowed to attend the school if they are too ill to participate, or if they are suffering from any contagious disease.
- **If a child becomes ill during the day, he /she will be put in an isolated area and the parents will be called to pick the child up as soon as possible. Any child who is unable to go outside should stay at home.**
- The staff will use its own discretion concerning the seriousness of a cold. Any child with a bad cold (cough, fever, etc.) will be asked to leave and return when able to function well within the group.
- **Parents are requested to phone the school when a child is absent due to illness.**
- A child with a communicable disease or diarrhea will not be accepted into the school. **Children experiencing diarrhea, vomiting or nausea must stay home until symptoms are improving for 48 hours.**
- A child must have a Doctor's note saying that he/she is fit to return to school after a communicable disease.
- Staff is permitted to administer medication that is in the original container prescribed by the doctor, and with the Medication Authorization Form signed by the parent.
- **If a child has taken any fever or pain reducing medication within 24 hours (i.e. Tylenol, Benadryl, Advil), child must remain at home and be medication free for 24 hours before returning to school.**
- **If your child has any allergies or medical concerns, please provide us with a wallet-sized photo of them. As per ministry standards, a photo with relevant medical 33**
- **information needs to be posted within the Casa classrooms, the outside binder, and the kitchen.**



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### **Respiratory illnesses:**

Prince Edward Montessori School follows the recommendations of Toronto Public Health and the Ministry of Education:

- We will continue to practice enhanced cleaning throughout the school
- We will practice frequent and thorough hand washing for all staff and children
- Children will continue to be taught respiratory etiquette. This includes turning the head away when coughing or sneezing and the use of Kleenex. In the absence of Kleenex, coughing and sneezing into the sleeve followed by frequent hand washing
- Our classrooms are well ventilated and both Casa classes have air filters
- **Children and staff who are not feeling well, must stay at home until symptoms are improving for at least 24 hours**

### **WAIT-LIST PROCEDURE:**

**In order to place a child on a wait-list at Prince Edward Montessori School the following is required:**

1. Parents will be asked to observe in a Casa classroom to decide, based on their observation and information about the Montessori Pedagogy, whether Montessori is the educational philosophy of choice for their child
2. A completed Wait-list Application Form

### **REGISTRATION PROCEDURE:**

In order to register a child at Prince Edward Montessori School please submit the following:

1. A completed application form



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2. \$500.00 registration fee and 1/10 of the yearly tuition fee

**\*\*Parents have the option of choosing one of the two payment plans - please refer to the Fee Schedule for Tuition Fees and Meal Plan:**

**<https://princeedwardmontessori.com/forms-fees/toronto-campus/>**

## **IMPORTANT INFORMATION TO KEEP ON HAND**

### **SNACKS AND LUNCHES:**

The school provides nutritious snacks each day. However, in celebration of the child's birthday, parents may want to provide a special snack that is in keeping with the school's Nutritional Policy.

**Please do not send a snack to school for your child.** The School provides catered lunches at an additional fee. In keeping with the CCEYA, children 4 years and older may bring their own lunch to school. They need to bring their lunch bag inside the casa when they enter in the morning. Please remember that we are a **nut-free school** and that we try to support healthy eating choices. We encourage you to involve your child in the lunch preparation process; when they have an opportunity to assist you in making choices and preparing their food, children tend to look forward to their lunches! **Please ensure all containers are clearly labeled with your child's name. You must also include an ice pack with home packed lunches.**

### **ALLERGY ALERT**

**Please note that there are children that have serious life-threatening allergies in the school. Foods containing nuts, peanuts and other nut**



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**products are STRICTLY PROHIBITED and will be removed if found. Please check all food labels and ensure they are peanut/nut free.**

**\*\*\*\*\* If your child requires an Epi-Pen you must send a photo of your child at the beginning of the school year with their up to date EpiPen and “authorization of use” form. Staff are trained to administer Epi-Pens.**

## **SECURITY**

**The main doors will be locked all day except for arrival and dismissal times.** Please ring the doorbell. At Prince Edward Montessori we will take every precaution necessary to ensure your child’s safety. Parents, grandparents and guardians will be asked for identification if they are authorized for pick-up and have not yet met your child’s directress or assistant.

## **SCHOOL CLOSURES DUE TO BAD WEATHER**

In the case of severe weather conditions, please listen to local television and radio stations. **If the buses for the TDCSB and TDSB are not running, the school will be closed.**

## **ARRIVAL and DISMISSAL:**

**Please note that arrival and dismissal times are not ideal times for discussions about your child’s progress.** The teachers’ primary responsibility and focus are the children. Appointments can be scheduled at any point in the year if there are any questions or concerns. A note requesting an appointment may be sent via email to [toronto@princeedwardmontessori.com](mailto:toronto@princeedwardmontessori.com)

**Please try to be punctual when dropping off your child to school.** This is a courtesy to other children who may already be engaged in an activity and part of the Montessori philosophy of good citizenship.



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During drop off encourage your child to enter the casa independently, allowing them to take responsibility for themselves and their belongings. If they need help, there will be an adult

present to offer help. This simple act helps foster a child's self-esteem and self-reliance. **If your child will be absent, please call or leave a voicemail before 10 a.m. that day.**

**\*\* Please refer to our "Safe Arrival and Dismissal Policy" below:**

**\*\*PRINCE EDWARD MONTESSORI SCHOOL  
Safe Arrival and Dismissal Policy and Procedures**

**Date Policy and Procedures Established: December 23<sup>rd</sup>,  
2024**

**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 school center as expected, as well as steps to follow to ensure the safe dismissal of children.

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

**Note:** definitions for terms used throughout this policy are provided in a Glossary at the end of the document.



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## **Policy**

Prince Edward Montessori School will ensure that any child receiving child care at our school is only released to:

- the child's parent/guardian or an individual that the parent/guardian has provided written authorization stating that the school may release the child to.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.
- Children will only be released to authorized person(s) 18 years of age and older

## **Procedures**

### **Accepting a child into care**

When accepting a child into care at the time of dropoff, program staff in the room must:

- greet the parent/guardian and child.
- ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up).
- Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the "Pick-up Authorization Form", or the child's "Emergency Card", (part of each child's application form); or where the individual is not listed, ask the parent/guardian to provide authorization for pickup in writing (e.g., note or email)



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- Teachers must document the change in “pick-up procedure” in the daily written record.
- sign the child in on the classroom attendance record.

### **Where a child has not arrived in care as expected**

Where a child does not arrive at school and the parent/guardian has not communicated a change in drop-off (i.e., left a voice message, written note or advised the closing staff at pick-up the previous day), the staff in the classroom must:

- inform the supervisor and/or licensee, and then staff must commence contacting the child’s parents/guardians **no later than 10:00 a.m.** Staff shall contact the parents/guardians at least once by phone and email. If a parent/guardian is unreachable within an hour, the staff member must try to contact individuals on the “Pick-up Authorization Form”, or contact an individual on the “Emergency Card Form”; (forms attached to each child’s Application Form. **Staff must ensure that they reach an adult to confirm absence of the child.** If there is no response from the child’s parents/guardians or authorized contacts including emergency contacts, the staff member will consult with the licensee to determine the next steps. (i.e., contacting outside assistance such as police services, children’s services etc. within a time frame determined by the licensee.)
- 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.

### **Releasing a child from care**

- The staff who is supervising the child at the time of pickup shall only release the child to the child’s parent/guardian or an individual that the parent/guardian has provided written authorization for release of their



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child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual):

- **Staff must 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 school closes)**

- 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, for example by 3:30 p.m. or by 5:00, p.m., in the case of pre arranged aftercare, staff, (classroom teacher, aftercare staff and/or supervisor, must contact parent/guardian by phone, (by either 3:35 p.m. for regular program and 5:00 p.m. for aftercare. ) **If the parent/guardian does not answer the call, the staff must leave a detailed message including their name, our school's name, the child's name and the time that they are calling. The staff must then inform the parent that their child is still in care and has not been picked up from school.**
- Where the staff is unable to reach the parent/guardian, staff must call again within **15 minutes** and leave another message for the parent/guardian.
- If the individual picking up the child is an "authorized individual", and not a parent/guardian, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardians' instructions. If the call is not



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answered, the staff member must leave another detailed voice message to contact the school:

- Where a parent/guardian or authorized individual who was supposed to pick up a child from school and has not arrived **within a half an hour**, staff shall ensure that the child is given a snack, activity and kept calm while they await their pickup.
- If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall continue to contact all other individual's on the child's list of "**Authorized Individuals**" for pick up including individuals listed on the the child's "**Emergency Contact form.**"
- Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (i.e., the emergency contacts) within a time frame to be determined by the staff/licensee; the staff shall proceed with contacting the local children's services and/or police services). Staff shall follow the advised direction with respect to next steps.

#### **Additional Procedures**

- **Glossary:**
- ***Individual authorized to pick-up/authorized individual:*** a person that the parent/guardian has advised the child care program staff in writing can pickup their child from care.
- ***Licensee:*** The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre and home child agency.



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- **Parent/guardian:** A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.
  
- **Regulatory Requirements: Ontario Regulation 137/15**
- **Safe arrival and dismissal policy**  
Every licensee shall ensure that each childcare center it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,
  - provides that a child may only be released from the childcare centre or home child care premises,
  - to individuals indicated by a child's parent, or
  - in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and
  - sets out the steps that must be taken if,
  - a child does not arrive as expected at the centre or home childcare premises, or
  - a child is not picked up as expected from the centre or home childcare premises.
  
- **Disclaimer:** This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the *Child Care and Early Years Act, 2014* (CCEYA) and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates and each premises where the licensee oversees the provision of home child care.



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- Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry's authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.
- It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.

**Please try to be punctual when picking up your child from school.** Upon the arrival of other parents, some children have a difficult time if their parents have not yet arrived. **The after-school program begins promptly at 3:35pm. Children who are not picked up by 3:35 will be sent to the after-school co-coordinator for that day and applicable fees will apply; please see the attached fee schedule. If someone other than the designated drop off/ pick-up person is scheduled to do so for any reason, it is necessary to provide us with an email or hand-written note that confirms the time, date and name of the person whom we may release your child to.**

They will need to provide us with photo identification before we allow the child to leave with them if the staff has not yet met them. This is for the safety of your child.

#### **LATENESS:**

#### **Pick up times:**

<b>Half day morning Casa pick up:</b>	<b>12:00 p.m.</b>
<b>Full day Casa pick up:</b>	<b>3:30 p.m.</b>



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**After school pick up - NO LATER THAN 5:00 P.M.**

**\*\*We ask that all parents adhere to the pick up and drop off times as listed above. Ensuring that your child arrives at school on time is a courtesy to the teachers and the children. By working towards being respectful in adhering to our arrival and dismissal times, you are also teaching your child the value of being timely. While PEMS is very understanding regarding unavoidable lateness due to weather or emergencies; we reserve the right to consider termination of enrollment for repeated lateness.**

## **WORK FOLDERS**

Your child's work will be kept in a file. Work will be sent home monthly. **Please keep in mind that in Montessori children learn through repetition of working with the materials, many of which do not involve paperwork. There may be months, depending on your child's work, when there will be little on paper to take home.**

## **CLOTHING AND SHOES**

**Please note that there is constant movement within the casa and many of the activities require mat work, therefore, it is important that children move with ease and comfort in their clothing.** We also aim to foster a child's care of self; for example, clothing with belts, buckles and pants which are difficult to put on and pull off slow down your child's attempts and effort to go to the washroom independently, causing unnecessary frustration and discouragement. Shoes with Velcro straps are recommended especially for 1<sup>st</sup> year children.

Please help children help themselves by allowing them to dress themselves as much as they can, without offering unnecessary assistance. **Please provide us with a complete change of clothes for your child.** There are quite a few activities in the casa that involve water and on occasion, changing clothes may be necessary. We also ask that children keep a pair of



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indoor shoes at school to change into before entering the casa. **Please ensure that the shoes are comfortable for all day wear and kindly label all clothes and shoes.**

## **PICTURES**

**Throughout the year we may be taking pictures of the children at work and play and these pictures will be posted within the casa.** We seek to foster a sense of friendship and community within the casa and photos are always a great way to look back and reflect upon special moments in time. **If you are not comfortable with having your child photographed for this purpose please let us know.** There is also a day when a professional photographer takes the annual class and individual pictures. Notification of the exact date will be given well in advance.

## **BIRTHDAYS**

If you wish to celebrate your child's birthday at school, you are welcome to bring a special treat for the children that day. We ask that parents bring fruit as we are trying to encourage healthy eating habits. If you decide to do so please give us advance notice. **Please remember that we are a completely nut-free environment.**

You are also encouraged to provide a photo from each year of your child's life so that we can all share and celebrate their unique growth and development. You may also wish to include a little biography of your child, stating such things as their first words, favorite foods, family members' names, etc. We will share this information with the class at a special "birthday circle." All of these efforts help to reinforce the uniqueness and individuality of every child.



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## **\*\*TOYS**

We ask that **NO TOYS** be brought to school, and we will not be responsible for lost or broken toys. **We do; however, encourage children to bring in books, plants, family photos or nature items that they can share with everyone.**

**\*Please note that electronic games, violent action figures and weapons, i.e. swords and guns, will not be permitted in the Casa.**

## **TOILET TRAINING**

Children are expected to be fully toilet trained when they begin school. **A fully toilet trained child is one who no longer wears pull ups, is able to notify staff when they need to use the washroom and is able to wipe themselves independently.** In the early weeks of school, we appreciate that accidents can and will happen and we will help the child get changed in a positive, non-punitive manner. **However, due to our facilities, if a child has a bowel movement, we will need to call the parents to come and change her/him.**

## **SPECIAL EVENTS**

Every year the school holds a Christmas Party towards the last week of school prior to the Christmas Break. The party is open to parents, grandparents, siblings and caretakers. This is a potluck event, held in the Church basement. Children prepare songs for their guests followed by a visit from St Nicholas!

## **SCHOOL CLOSURE – Annual Activity Days and PD Days**



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**Each spring, the Church hosts their Annual Spring Rummage Sale. (\*\* Check yearly school calendar for dates). During this time, for 1 week we are required to vacate our current casa environment. We have chosen this time to hold our annual “Activity Week” with 3 days of fun filled activities and field trips that engage both the childrens’ senses and promote healthy physical activity. These activities take place off of the premises and are subject to change yearly. We will inform parents each year of what the activities are and where they will be held. The Thursday and Friday of this week are slotted for PD Days and the school will be CLOSED.**

## **NEIGHBOURHOOD WALKS**

In addition to above-mentioned PD DAYS, children, (with parents signed permission) will occasionally leave the school premises to go on nature walks, visit the library and walking excursions in the area, weather permitting.

At the end of the school year, we have our annual year-end picnic at a local park. This is also a potluck event open to parents, grandparents, siblings, and caretakers. It is a time to share memories, play together and celebrate our year together. In the event of rain, our picnic is held in the church basement.

## **COMMUNICATION WITH PARENTS**

### **ORIENTATION DAY**

Orientation Day takes place each year the day before the official full-day start of school. This is a day for children to explore the environment with their parents; and is especially comforting for first year children who are embarking on a new and important journey in their lives! This time will give each child the opportunity to meet with the other children in the casa and this helps to create an expectation for the time when they begin their



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first day of school together. This is also a good time to meet the staff and ask any questions that you may have.

Orientation Day is also a fun day for returning children. Many of whom haven't met their friends over the summer holidays. It's a great opportunity to catch up and build enthusiasm, together, for the new year.

### **PARENT CURRICULUM EVENINGS**

Every year the teachers and assistants prepare an interesting and informative Parent Curriculum Evening. This evening is designed to provide our families with pertinent information about the Montessori curriculum as well as a wide variety of topics related to the Montessori philosophy. We encourage families to provide the staff with their suggestions for topics related to this valuable educational evening. It is highly recommended that all parents attend these evenings that also provide a wonderful opportunity to meet and socialize with other PEMS families..

### **CHILDREN'S CASA NIGHT**

This is an exciting event for both children and parents. Children's Casa Night occurs once a year in the early evening. Your child will demonstrate for you, the work that she/he has been engaged with in the Casa classroom. This is always a very special evening and the children delight in introducing their parents to the Montessori materials that they are currently working with.

### **PARENT OBSERVATION WEEK**

During the first semester of school, parents are invited to make an appointment to observe their child in the classroom. This is a wonderful chance to view her/him interacting with classmates and choosing the Montessori activities your child particularly enjoys. This observation will provide parents with a window into the daily schedule and work habits of



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their children. This opportunity occurs before Parent Teacher Interviews. The observation provides parents with a chance to formulate any questions they may have regarding their child's progress and interests in the classroom.

### **PROGRESS REPORTS/ PARENT TEACHER INTERVIEWS**

Parent teacher interviews take place twice a year towards the end of the first semester and towards the end of the third semester. If, for any reason, a parent would like to meet with the directress apart from this designated day, a meeting may be set up that is convenient for both the parents and the directress at any point during the school year. At the end of each school year, a progress report is sent home to the parents which details the child's overall adaptation to the environment and their connection with the other children.

### **CALENDARS, MONTHLY NEWSLETTERS AND FACEBOOK**

**At the close of each school year in June, an annual calendar for the upcoming year is provided. This calendar will note all school closure dates from September to June. Keeping this information readily available will help prepare families for the days ahead. (\*\*Please note that dates may be subject to change).**

Monthly newsletters are sent out from each Casa Directress to inform parents of the events taking place for that particular month within the school and in their child's classroom. This may include monthly themes, children's birthdays and other events that the school or the Directress has planned. The Directresses for both Casa classes have developed Facebook pages for families to share in many of the exciting events that take place within the classroom. This is a wonderful way for parents/guardians to see their child at work or to view photos of her/his birthday celebration and other special events within the class. Parents may also communicate easily with one another and their child's Directress.



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## **POSTING OF SERIOUS OCCURRENCES AT SCHOOL**

When a serious occurrence happens at PEMS, a report will be completed and posted on the bulletin board by the main entrance for a period of 10 business days. PEMS will retain the Serious Occurrence Notification form for two years from the date of the occurrence and make the forms available to current and prospective parents upon request.

## **PLACEMENT OF VOLUNTEERS AND STUDENT TEACHERS**

Volunteers and student teachers of PEMS will be expected to review and adhere to the school policies in accordance with CCEYA. All volunteers and student teachers require an up to date VSC from their local police department.

Parents will be informed in advance of any volunteers or student teachers at PEMS. Only employees of PEMS will have direct unsupervised access to the children. Volunteers are not to be counted in staffing ratios and will be monitored and supervised by the Principal and staff members of PEMS.

## **PARENT CONCERNS**

Parents/guardians are encouraged to take an active role in our school and regularly discuss what their child(ren) are experiencing within our program. As related through our program statement, we support positive and responsive interactions amongst the children, parents/guardians, and staff, and foster the engagement of and 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.



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All issues and concerns raised by parents/guardians are taken seriously by Prince Edward 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 detail provided to the parents/guardians 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 24 hours to discuss and resolve the concern. 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 of all parties involved.

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 the Children's Aid Society).

## **EMERGENCY MANAGEMENT PROTOCOL**

In the event of an emergency, the school has a policy and procedures in place to ensure the safety of your child. Parents will be informed promptly of the situation. **You will be asked to pick up your child at 2848 Bloor St., West., (directly beside (east) of our school). Manulife Securities Inc., is our school's designated emergency evacuation location.**

## **LENDING LIBRARY**

We encourage you to continue to learn about the beauty, genius and philosophy of Dr. Maria Montessori. Books are available to borrow through the office. There is a sign-out sheet, so please let a staff member know if you



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are interested. There is a 2-week lending period for all books. Please feel free to make enquiries to the staff regarding your Montessori reading. We are always delighted to provide families with further reading or clarification of any information related to Montessori education.

## **Prince Edward School Ministry Program Statement**

Prince Edward Montessori School's interpretation of Montessori pedagogy and programming is consistent with the Minister of Education's Policy Statement as set out in "How Does Learning Happen" (HDLH)? It is important to note that Montessori pedagogy often describes children's activities as "work" where HDLH describes children's activity as "play" but the activities, as experienced by the child, are one and the same.

This ministry program statement will be reviewed with childcare staff and volunteers annually or whenever an amendment is made. It describes our



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goals for children at Prince Edward Montessori and the approaches that we implement to meet those goals.

Prince Edward Montessori School believes that all children are innate curious learners who strive for independence, and when they are given a prepared environment that meets their developmental needs, they are able to reach their full potential.

We promote the health, safety, nutrition and well being of the children in our care by working diligently to meet all of the requirements of Ontario Regulation **137/15**.

True Montessori pedagogy promotes an environment of peace and respect by supporting positive and responsive interactions among children, parent, child care providers and staff by communicating,

## **Expectations for Staff at Prince Edward Montessori School:**

### **Program Implementation Policy**

In accordance with the Ministry of Education Child Care Quality Assurance and Licensing, all staff will have read our Program Statement, which lays out our goals for staff as presented in “How Does Learning Happen” (HDLH)? This statement addresses how our school promotes each child’s sense of belonging and well being as well as how we support each child’s freedom of expression and their engagement in our school community. The implementation of the approaches in our Program Statement encourage us to help each child achieve their full potential while respecting them as



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competent, capable, unique individuals with abilities and talents of their own.

All staff will foster a sense of community amongst children, parents and staff by always engaging in a manner that is respectful, kind and polite. We will also work towards collaboration with peers/staff and recognize the need to maintain an on going dialogue at all levels. This may include informal discussions as well as regular staff meetings and contact with one another through email etc., in order to share our ideas and goals with one another, and provide the highest standard of Montessori Education.

We support the on going professional development of our staff by attending a variety of educational conferences and workshops related to Montessori and early childhood education. We also provide opportunities for observations within each other's classrooms as well as observations in other schools.

- As with the Program Statement, this policy will be reviewed annually by all staff, prior to providing care to, or interacting with children. This policy will be assessed and updated as required.
- A record of each date of review conducted and will be kept and each record will be signed by the person reviewing the policies.

### **PROHIBITIVE PRACTISES**

At Prince Edward Montessori School, children are disciplined in a positive manner at a level that is appropriate to their actions and their age. Staff will discuss and explain methods with each other when appropriate. The staff provides a kind and understanding atmosphere that involves helping children to develop self-control and self-direction skills. A balance of fairness, flexibility and consistency are necessary in achieving positive behaviour management. Children will learn that they are always able to assert



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themselves safely in a way that is comfortable and respectful towards their peers and teachers in our school environment.

**Prince Edward Montessori School will NOT permit:**

\*corporal punishment

\*physical restraint of the child, such as confining the child to a chair, or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself or someone else and it is used only as a last resort and only if the risk of injury is imminent.

\*confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as a part of the licensee's emergency management policies and procedures.

\*Use of harsh or degrading language that frightens the child or undermines his or her self-respect, dignity or self worth.

\*Depriving the child of basic needs including – food, water, shelter, sleep, toilet use, clothing or bedding.

**Staff members of Prince Edward Montessori are expected to:**

- Provide constant supervision of all children, **never** leaving them unattended
- Establish and define expectations for groups and individuals
- Use appropriate language and voice level
- Provide positive reinforcement
- guide behaviour in a positive manner
- be firm and consistent when guiding behaviour
- model attitudes and behaviour patterns expected of children
- establish and maintain room control
- encourage problemsolving and decision making



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## **PREFERRED PRACTICES**

Our discipline procedure has three steps:

- If a child exhibits an inappropriate action (such as biting, spitting, kicking, etc.), the teacher will explain to the child that this type of behaviour is inappropriate.
- The teacher will re-direct the child to different areas within the room or playground
- As a last resort, if aggressive or inappropriate behaviour continues, the child will sit away from the situation/group, within eyesight of the teacher, to calm down and think about their/his actions.
- After a short period of time, the teacher will have a discussion with the child with respect to his/her inappropriate action, and then the child will return to work or play.
- The teacher will use positive reinforcement to deter negative behaviour. Fairness, firmness, consistency and flexibility are characteristics of appropriate disciplinary techniques. Teachers are encouraged to seek assistance whenever necessary

## **Prohibited Behaviour Management Policies**

Immediate suspension or discharge will result if a staff member:

- willfully places a child in serious danger
- exercises inappropriate disciplinary measures, including but not limited to – physical contact, physical deprivation, or harsh/degrading verbal treatment



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- misleads management with respect to his or her qualifications or experience

**Prince Edward Montessori steps for solving problems and resolving conflicts between children:**

- **Approach calmly, stop any hurtful actions.** Observe as you approach and prepare for a positive outcome. Be aware of your body language. Children need to be calmed down before you begin to problem solve.
- **Acknowledge feelings and gather information.** Describe the feelings you observe by using simple, descriptive words, “you seem angry, upset, sad, etc.”. Ask open - ended questions. Allow each child to share what happened. Listen carefully to details.
- **Restate the problem,** using the details the children have provided. Restate the problem clarifying any issues by asking for more details. Reframe any hurtful language.
- **Ask for ideas for solutions and have children choose one together.** Respect and explore all of the children’s ideas even if they seem unrealistic, considering how each might work. Help children think through the specifics of cause and effect. Consider whether or not the solution acceptable to both children?
- **Restate the suggested solution.** Encourage the children to act on their decisions. For example, “you both had ideas for solving your problem together”.
- **Be prepared to give follow up support.** Children will generally need help with implementing the solution. If the children cannot arrive at a solution, ask them if you can share your ideas.



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- **Staff are expected to use the following behaviour management practices:**
- Provide constant supervision of all children, never leaving them unattended.
- Use positive statements as much as possible.
- Use positive reinforcement of desired behavior, both verbal and nonverbal.
- Rules for a child need to be consistent and reasonable. Once stated, they must be followed through.
- Expectations for a child are clearly and positively stated, using appropriate language and voice level.
- Whenever possible, a child will be offered choices when she/he needs to make a decision.
- Behaviour management strategies should be appropriate to the developmental level of the child.
- A team approach will be used. The child's needs are discussed and procedures put are put into place.
- Different approaches will depend on different situations and different children. Staff are expected to implement a variety of strategies, for example:
  - To act as a mediator to help children resolve their problems
  - To acknowledge feelings and allow each child to share what happened
  - To explain why a certain behavior is unacceptable
  - To ask child or children for ideas for solving problems and have children choose one together or offer alternative choices
  - To ignore inappropriate behavior whenever possible as long as there is no risk or danger to the child or anyone else



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- To redirect the child to another activity in the room/yard
- To remove the child from a situation until she/he can interact appropriately, and to follow through by discussing the problem with the child before she/he returns to the activity
- To use positive verbal and non-verbal reminders towards inappropriate behavior
- A discussion and explanation will follow all discipline methods where appropriate. If a behavior problem persists, parents will be notified.

**Physical discipline and other harmful disciplinary practices are of course, forbidden in order to protect the emotional and physical well-being of the children.**

**Young children instead benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behavior.**

### **Expectations of Children**

- to be responsible for what they say and do
- to be polite and respectful of other people
- to listen to other people when they speak
- to not say or do any action that is hurtful or harmful to others
- to treat people the way they would like to be treated
- to care about other peoples' feelings
- to tell the truth, even if there is a consequence to their behavior
- to try to problem solve for themselves



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- to ask the staff for help, if they are unable to solve the problem themselves
- to take good care of the materials, toys, games and other supplies
- to wash their hands after toileting and before eating