The Discovery Montessori Inc.

Parent's Handbook

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Updated: 01January 2026

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1.0 WELCOME TO THE DISCOVERY MONTESSORI

Welcome to The Discovery Montessori. We look forward to working with you.

Please take time to read this handbook as it has been prepared to help you understand about our school policies and procedures. It should be kept with you as a reference.

We are also proud to state that we are among the few select schools of Ontario that are accredited by the **Canadian Council of Montessori Administrators (CCMA**), which is an endorsement of its meeting the quality standards, environment and the best practices of an authentic and outstanding Montessori school.

Our school is also a proud member of the Region of Peel "**Raising the Bar**" – Childcare Quality Initiative. This program is geared towards enhancing the quality of early learning and childcare in the Region of Peel.

We request all parents to please take time to read this handbook carefully as it contains useful information about the operation of our school including the health and safety management of the enrolled children. In addition, a monthly newsletter is also issued by the school highlighting important events that are planned to take place at the school.

We believe that the best education for children occurs through the joint cooperative efforts of the home and school. Should you have any questions, please do not hesitate to call 905 824 9246.

2.0 MISSION STATEMENT

The Discovery Montessori provides a rich and all-inclusive environment with opportunities for young children to learn and grow. It is a place for children to get together and create memories of a lifetime while engaging in meaningful Montessori activities.

We strive to offer a program that is structured and well prepared to allow the children to rise to their full capabilities under the guidance of trained Montessori teachers and material, thus enabling the young minds to become respectful and responsible human beings of the world.

3.0 PROGRAM PHILOSOPHY

"Every child is a discoverer; we teachers can only help the work going on" Maria Montessori

Our educational institution is laid out and governed by the International Montessori Association guidelines; guidelines that we have put into place precisely as Maria Montessori intended. We take pride in the quality of our educational program, well-equipped classrooms and caring atmosphere. Our program philosophy is designed to evoke the sense of wonder and discovery in our children and we echo Maria Montessori's philosophy that the goal of early childhood education should not be to fill a child with facts from a set course, but rather to cultivate his/her own natural desire to learn.

Parents can entrust us with their children with confidence, knowing that they will always be treated with love, kindness and respect. We try to address the needs of each child and of the total family. Our staff strives to be fair and flexible, always willing to work with parents. Above all we believe that school should provide a positive learning experience that prepares your child for the life beyond the primary classroom.

4.0 SCHOOL HISTORY

Since the year 2000, The Discovery Montessori School has provided unparalleled educational, academic, and social experiences for the children when it started its first campus at the Erindale location on Dundas Street in Mississauga. Expanding and developing over the years, The Discovery Montessori School has become a model Montessori institution for pre-school age children. The tradition of excellence established at the Discovery Montessori School continues to provide a warm, caring and exciting environment. We employ the best Montessori teachers and offer an established, comprehensive, and creative curriculum. The faculty at The Discovery Montessori School takes great pride in the achievements of both current students and alumni. We are proud to state that the Discovery Montessori is among the most highly recommended and preferred Montessori schools in the Peel & Halton regions.

5.0 THE MONTESSORI CURRICULUM

The Montessori classroom is divided into several areas including, language arts, sensorial exercises, cultural activities, practical life and Mathematics. Classrooms will include a classroom library. Each area is made up of one or more shelf units and display cabinets with a wide variety of materials on open display ready for use as children select them. Each classroom is directed by a qualified Montessori trained teacher who has the necessary skills, experience and qualifications for the program.

Practical Life. These exercises include self care, care of the environment, grace and courtesy. While doing these exercises the child develops concentration, independence and control over his motor skills.

Sensorial. These activities, done first through matching and later through grading, increase the child's ability to discriminate sensorial impressions.

Language Skills. Children are introduced to the phonics. Through phonic exercises and games, reading becomes effortless and pleasurable.

Mathematics. Montessori students explore the quantities, symbols, sequence and operations of basic facts by using concrete materials. This hands-on experience helps them to understand the mathematical concepts.

Culture. Through Montessori materials children are able to explore the areas of biology, geography, history, and science.

Besides these five main core areas of instruction, The Discovery Montessori also offers the following Optional Programs: French language, Music program, Arts and Crafts, Yoga and Physical Education for the children.

6.0. PROGRAMS OFFERED

Pre-School: 3 years to 5 years – Five Half days or Five Full days per week.

7.0 DAYS AND HOURS OF OPERATION

The following timings are observed for the programs, which are held for FIVE days in a week from Monday to Friday for the **PRE-SCHOOL CHILDREN.**

PROGRAM	START TIME	END TIME
Before School Program	8:00 am	8:45 am
Morning Program	8:45 am	11:45 am
Afternoon Program	12:30 pm	3:30 pm
Full Day Program	8:45 am	3:30 pm
After School Program	3:30 pm	5:00 pm

8.0 PROGRAM CLOSURE (HOLIDAYS)

Our school in the calendar year operates from January 1 to December 31. During this period, Our program will be closed on the following days and FEES ARE CHARGED to families:

- New Year's Day: January 1, 2026
- Winter Break: January 02, 2026
- Family Day: February 16, 2026
- March Break: March 16 - 20, 2026
- Good Friday: April 3, 2026
- Easter Monday: April 6, 2026
- Staff Professional Development Day: May 15, 2026
- Victoria Day: May 18, 2026
- Canada Day: July 1, 2026
- Labour Day: September 7, 2026
- Thanksgiving Day: October 12, 2026
- Christmas Day: December 25, 2026
- Boxing Day: December 28, 2026
- Winter Break: December 29 – 31, 2026

Fees for these closure dates are already included in your monthly fees

Our School will also be closed for the following days and no fee will be charged for these days.

- Summer Break: August 03 - 31, 2026

SCHOOL CLOSING DUE TO INCLEMENT WEATHER/EMERGENCIES

The Discovery Montessori will be closed for the day whenever the Peel Board of education decides to close the schools due to inclement weather condition or any other emergency. Parents may monitor these closing by listening to the local radio station and by watching the local TV or visiting the school website.

8.1 DAILY PROGRAM SCHEDULE – CASA

A DAY IN CASA CLASSES AT THE DISCOVERY MONTESSORI

7:30 am -8:00 am	Arrival of Teachers
8:00 am	Before school program children arrival.
8:45 am	Arrival of regular program school children.
8:30 am – 9:30 am	Casa 4 & 5 Outside play time
8:45 am – 11:00 am	Montessori Work Cycle (Including snack)

WORK CYCLE INCLUDES:

Practical Life activities. Exercises in taking care of the environment and care of self. It also promotes grace and courtesy and independence.

Sensorial. Exploring the five senses through material.

Language. Circle time, storytelling, sound games, vocabulary building through classified cards, phonetic exercises for word building and reading.

Math. Exploration of numbers. Using concrete material to understand the basic concept of math.

Culture. Activities to expand the knowledge of the world around.

OPTIONAL: EXTRA CURRICULAR : French/Music/Yoga. Singing, dancing, playing simple instruments, drawing, painting, cutting, gluing. To enhance the artistic self and explore the imaginative and creative mind.

Snack. Health and nutritious snack. Self-serve.

11:00 am – 12:00 noon	Casa 1 & 2 Outside Play time
Outdoor learning and playtime-	encompassing the learning of different components of nature, like weather, trees, birds, insects and clouds.
11:45 am	Dismissal of half day children
12:00 – 12:30 pm	LUNCH BREAK
12:30 -1:30 pm	NAP TIME (for those children who take nap)
12:30 pm – 3:00 pm	Montessori afternoon work cycle including snack.(Music ,French & Yoga) for Casa 1 & 2
12:30 pm – 2:00 pm	Montessori afternoon work cycle including snack.(Music ,French & Yoga) for Casa 4 & 5
2:00 PM – 3:00 pm	Outdoor Playtime for Casa 4 & 5
3:00 – 4:00 pm	Outdoor play time for Casa 1 & 2
3:30 pm	Dismissal of regular school program children
4:00 pm to 5:00 pm	Snack and story time (After School Program) School ends promptly at 5:00 pm.

On certain days playtime may be adjusted due to weather conditions or other exigencies. Parents will be notified of the change.

9. SAFE ARRIVAL, PICK UP AND PARKING

The Discovery Montessori strives to be a respected and responsible member of the residential community on the 9th Line area. Please respect the sanctity of the surrounding by approaching and leaving the school slowly and safely.

- **Morning**: The school begins at 8:45 am. Children should be brought to the school at 8:45 am and should be picked up at 11:45 am.

- **Afternoon;** The school begins at 12:30 p.m. Children should be brought to the school at 12:30 pm, and should be picked up latest at 3:30 pm.

Parents are responsible for escorting their child as well as carpool children to the classrooms making sure that a teaching staff is aware of the child's presence. Children must never be allowed to walk into or out of the school building by themselves Your child will be released at his/her appointed school closure time. Please do not ring the bell before this time as it is disruptive to the class. Similarly, late arrivals in the morning and afternoon are also disruptive for the rest of the class.

NO CHILD WILLL BE ALLOWED TO LEAVE THE SCHOOL WITH SOMEONE OTHER THAN A PARENT OR A PERSON AUTHORIZED BY A PARENT. However, in case of special circumstances, if there is a change in the pick-up arrangement the parent should inform the school staff preferably in person or by telephone explaining the reason for the change in pick up arrangement and the identity of the pick- up person. .

Parents must inform the school if, for any reason, they are either keeping the child at home or are running late. If a child is absent without any reason and no information is received by the school until 30 minutes after the scheduled arrival time, the school will contact the parents /guardian or the emergency contact person, listed on the admission form, to inquire about the health and safety of the child. Please refer to our Safe Arrival and Dismissal Policy on page 21 for more details.

If a parent has been granted sole custody by a court order, in which case only the custodial parent may be allowed to pick up the child. Parents should provide to the school, a copy of the court order which prohibits or limits one parent's access to the child.

If a non-custodial person attempts to forcibly pick up a child from the school, the school has the right to call the police and the CAS for appropriate action.

LATE PICK UP/EARLY ARRIVAL POLICY

Parents are responsible and accountable for dropping and picking up their children in time as the regular Montessori program officially ends at 11:45 am, 3:30pm and 5:00 pm respectively. There will be a charge of $25.00 for every 15 minutes or portion thereof for children who are dropped off earlier than their appointed time and for children not picked up by their appointed pickup time. Please call the school office at **905-824-9246** in case of an emergency.

The school closes down completely at 5:00 pm. All children must be picked up by or before 5:00 pm. If an emergency should occur and the family is unable to arrive before 5:00 pm to pick up a child, it is very important that the school be called and information given about the whereabouts of the parents well before 5 p.m. and what will be the parent's expected time of arrival. As mentioned earlier there will be a charge of $25.00 for every 15 minutes of late arrival or portion thereof.

If a child is not picked up by 5:00 p.m. and the authorized pick-up person or enrolling family has not called, the staff member will call the family and then someone from the authorized pick-up list (provided by the parents) for that child by 5:10 pm. If all efforts are unsuccessful, the staff member will call the Peel Children Aid Society (CAS) by 6 p.m.

If repetitive late pickups occur, the school supervisor will meet the parents to discuss and determine whether the Discovery Montessori hours meet the family needs. If continued lateness is expected or continues the school will support the family to explore alternate childcare arrangements that are more suitable to the family needs. A notice of enrollment termination and withdrawal may be issued by the school for unresolved pattern of lateness.

PARKING AREA

Due to the limited number of parking spaces please leave the school promises after dropping off your child. Please do not park in a no-parking zone, a fire lane, in front of the fire hydrant or in front of access to the school building.

10. LUNCH SNACK AND NUTRITION

The Discovery Montessori provides a healthy nutritious morning snack, lunch and an afternoon snack for children attending full day (8:45 am – 3:30pm). The school also provides a healthy and nutritious snack for children attending half day programs (8:45 am– 11:45 am or 12:30 pm – 3:30 pm). The lunch and snack menu is prepared from mostly whole grain and organic dairy products, fruits and vegetables and consists of a variety of foods from each of the food groups including milk and/or water. Our school menu has been approved by a registered dietician and nutritionist and meets or exceeds Health Canada Food Guide serving requirements for grains, fruit, vegetables and dairy. A menu will be posted on our website and will also be posted within the school for easy reference.

10.1 ANAPHYLACTIC (ALLERGIES) MANAGEMENT POLICY

The school has been declared as a NUT FREE ZONE. Every effort is made to ensure that any type of nuts or nut products do not enter the school as we have children in attendance who are **severely allergic to nuts**. As per the school policy, no edible or non- edible treats sent by the parents, will be distributed to the children.

A list of all the children with known allergies to specific items are posted in the class rooms and kitchen for teacher's information.

11. HEALTH AND ADMINISTRATION OF DRUGS

No medication, prescription or non-prescription, will be administered to a child without specific written permission from the parent and the physician. All parents must fill in the Parents Authorization for Administration of Medication form (available from the school office) if they wish their child to be administered any medication while on school premises. The prescription must be specific for the child in care and in the original bottle or container with the written order of the physician not more than six months old. Parents should not put any kind medication in the child lunch box.

The physician's instructions for dosage must be followed exactly as prescribed on the label of the medication. All medications will be kept in a locked cabinet which is properly stored out of the reach of children. If a child is absent or not attending the school for any reason, any asthma medication or emergency allergy medication belonging to that child will also be kept in the locked container until the child returns back to school. All unused medications will be returned to the parent or disposed of in a way that is completely safe and out of the reach of children at any time. The school will keep a record of all medications administered to children.

This medication log form will be placed into the child's file. All medications will be administered by the school Directress or her designate.

Topical medications such as lotions, petroleum jelly, sunscreens and skin rash creams also require written permission, which is valid for one year.

12. CLOTHING

The school encourages the parents to send their children dressed in comfortable clothing suitable for sitting on the floor. Clothes should be washable and easy for the child to manage. Practical clothes that the child can manage on their own build a sense of self-confidence and independence. Parents should remember that since many of the children have newly acquired toileting skills, belts and buckles are an unnecessary impediment to a quick trip to the bathroom. Pants with elastic bands are much preferred. Children will play outside if the weather permits. Please be sure to dress your child with the assumption that they will play outside. No overalls allowed.

CHANGE OF CLOTHING.

Children in the Casa (Primary) room are expected to be toilet trained, but occasional accidents do happen. For that reason, each child must have a complete change of clothing at school. If a child wets or soils himself/herself, a staff member will assist the child in changing his/her clothes. Wet or soiled clothes are sent home in a plastic bag.

13. PARENTAL INVOLVEMENT

The Discovery Montessori welcomes parent's input concerning the programs and policies of the school. Since the school is a community established to promote the education and development of the children, it expects and requires that parents take part in the life of the school on several distinct different levels. Parents are expected to be available to communicate with the class teacher or Directress to share in their child's progress and needs. On occasion parents are encouraged to provide supervision for field trips. Parents are also encouraged to share their talents, hobbies or careers by making a classroom presentation.

14. FIELD TRIPS

The Discovery Montessori children may occasionally go on field trips, such as to city library, art studio, parks or fruit farms. Parent organizers and chaperons are often needed. This is a useful opportunity for parents to share their child's school experience. Children who do not participate in the field trip will stay home for the duration of the field trip.

All field trips will be announced in advance and all children must have a signed permission slip from the parents to participate in the field trip. Please note that there will be an extra charge for these field trips.

15. SICK LEAVE

Parents must bear the main responsibility by not bringing their child to school when the child is ill or just not feeling well (which can be the most contagious time for an illness). Parents must inform the school when their child is sick.
Sick children should not return to the school because they may be infectious. To prevent the spread of illness in the school, sick children must adhere to re-entry requirement.

Children can return to the school when they are symptom-free of;

- Respiratory symptoms such as sneezing, discharge of mucus from nose or eyes - fever - rash - cough – sore throat for at least 24 hours
- Pink eye - Until infection completely subsides . Check with the doctor.
- Gastrointestinal symptoms such as vomiting and diarrhea for at least 48 hours.

Children attending The Discovery Montessori after an illness are expected to follow the group schedule and be well enough to participate in all activities. The child's physician should fill the required form verifying his/her fitness to attend the class.

16. ADMISSION, WAITLIST AND DISCHARGE POLICY

16.1 ADMISSION POLICY: The school maintains a simple Admission Policy. You can visit the school website and click on the admission info page to learn about the school admission procedure and download the admission forms.

An interview will be arranged to familiarize you and your child with the school and class surroundings, answer parent's questions, to assess the child's suitability for the structured Montessori environment and help complete admission forms prior to enrollment. This assessment will be scheduled by the school supervisor. Your child will spend some time with the teacher. This allows the child and the parents an opportunity to meet us and feel comfortable in our environment. We believe that this is an important step and helps provide confidence for a smooth transition.

In order to be accepted for enrollment, the child must have an acceptable attention span, must not display a disruptive behavior, must be able to follow simple directions, be reasonably independent regarding his/her feeding ability. All parents should make extra efforts to ensure that their child is potty trained before enrolling their child at the school. They should ensure that going to the toilet is a part of their child's routine and should praise their child for trying.

Please note that the school admits children whose parents are eligible for fee subsidy from the Region of Peel

16.2 WAITING LIST POLICY: The school does not maintain any waiting list and all admission applicants are entertained on a first come first served basis. If there are no vacant spots available, all prospective admission applicant parents are requested to contact the school at a later date.

16.3 PEEL INCLUSION RESOURCE SERVICES(PIRS): In coordination with specialised free support services available from the Peel Inclusion Resource Services (PIRS) , The school also provides support to children who need extra support to participate fully in licensed child care environment. PIRS resource consultants will develop a plan with you and our school staff that focuses on your child's strengths and areas of development.

16.4 PROBATION PERIOD

The first two weeks of classes are a probationary period for all new students at our school. If at any point during this probationary period, the teacher feels that a child or the parents/family members are not yet ready for our school environment, the parents will be informed and requested to seek a new school environment for their child and the balance of the tuition fee will be refunded.

16.5. ENROLLMENT TERMINATION POLICY.

The Discovery Montessori Staff does not make termination decisions lightly. We carefully evaluate all considerations according to the following guiding principles that balance the needs of the individual student and our school community as a whole:

(1) ensuring every effort is made to support each student in the school environment and provide them with all the support and resources they need to succeed; and

(2) ensuring a welcoming, supportive and safe school environment for our staff and other students.

Because the school provides child care and education in a group setting, and the teacher has to simultaneously take care of all the children in the group at any given time, the welfare and safety of all the children as well as the staff is our main concern. If a child, despite the best of the efforts of the school staff, is not yet ready or is unable to adjust to the structured environment of the Montessori Program, or is disruptive and /or is consistently insubordinate, or has a serious behavior problem including, but not limited to, hurting other children, and/or verbal abuse, then these observations will be documented by the Montessori staff and form part of the initial step in determining the likelihood of terminating the enrolment of the child. The directress will contact the parents to take specific steps at home to achieve behavior improvement within a specific time, which in most cases, will be a period of two weeks. However, should repeated issues, which may include parent's non-cooperative and/or aggressive attitude occur, the school reserves the right to terminate the enrollment of a child if it is deemed necessary in the best interest of the child, our staff and the school's operating environment.

In addition to the reasons outlined above, if a parent/family member, for any reason, does not comply with our school policies or is discourteous, abusive or aggressive to the staff of the Discovery Montessori or is otherwise disruptive to the school operations, the Discovery Montessori reserves the right to immediately terminate the enrolment of the child. As outlined above, under most circumstances, families and children shall be given two weeks written notice in order to prepare for the dismissal. The school will refund the portion of the tuition fee, if any, after deducting the daily rate amount for each day the child was enrolled.

17. SCHOOL FEES – PARTICIPATION IN THE CANADA WIDE EARLY LEARNING & CHILDCARE $22.00/DAY PROGRAM (CWELCC).

We are pleased to let all parents know that The Discovery Montessori has enrolled in the Canada Wide Early Learning and Childcare (**CWELCC**) **$ 22.00/day** program. Participating in the CWELCC system will help us continue to provide high quality Child care that is accessible, affordable, inclusive and sustainable. Our school's financial cycle runs from January 01 to December 31 of the calendar year.

IMP: The Discovery Montessori has the right to opt-out of the CWELCC program by providing a 60 days notice to the parents. In which case we will revert to our full/regular tuition fee applicable at that time.

MONTHLY BASE FEES SCHEDULE - CASA PROGRAM
EFFECTIVE JANUARY 01, 2026 to DECEMBER 31, 2026

BASE FEE	Discovery Montessori Regular Market Fee	CWELCC DISCOUNTED MONTHLY BASE FEE @ $22.00/Day
PRE - SCHOOL PROGRAM - HALF DAY	**MONTHLY FEE**	
Half Day without lunch 8:45 am – 11:45 am	$1000.00	$478.50
Half Day with lunch 8:45 am – 12:30 pm	$1150.00	$478.50
PRE – SCHOOL PROGRAM - FULL DAY		
Full Day - 8:45 am – 3:30 pm	$1650.00	$478.50
Full Day with before OR after program	$1800.00	$478.50
Full Day with before and after program	$1950.00	$478.50

Please note that the school admits children whose parents are eligible for fee subsidy from the Region of Peel Please visit Region of Peel Childcare fee subsidy website for further info

OTHER PROGRAM CHARGES - NON BASE FEE -	
Late pick up fee after 5:00 pm	$25.00 for every 15 minutes or part thereof
Late fee payment charges	$ 25.00 per day after the first calendar day of the month
Returned Cheque charges –For any reason	$ 50.00. per returned cheque.
Extracurricular (Optional) Programs – French, Music, Yoga	$ 200.00 per month
Field trips or Special activities/events	To be determined before the event

a. In 2026 The CWELCC fee reduction applies to children born on July 1, 2020, or later. Parents of the children born before July 1, 2020 will be charged our regular market fee rate as they no longer qualify for the CWELCC program.
b. Children born between July 1 and December 31, 2020, will qualify for a CWELCC fee reduction until the end of the month in which they turn 6 years old.
b. Please download the admission forms from our school website https://discoverymontessori.ca/admission-info
c. Tuition and extracurricular activities fee must be paid promptly in order for the school to meet its financial obligations and to ensure the quality of your child's education. All fees are due on the first calendar of the month. **A $25.00 per day** late fee is charged after the first calendar day of the month.
d. Monthly school Fee is to be paid via post-dated checks for the 10 months of the year when your child starts the program. Please date all checks for the first day of each month in favor of "**The Discovery Montessori Inc**.". All paid tuition fees are non-refundable.
e. No placement can be confirmed prior to the submission of postdated cheques for the balance months of the year.
f. There will be a **$ 50.00** charge for any returned checks. (For any reason). Parent will be notified to send the unpaid fee via e-transfer. If the parent fails to provide the fee via e-transfer within 24 hrs., the child may not be allowed to continue attending the school.

g. The full monthly fee is charged for the month regardless of the days in a month or any absence due to illness, inclement weather closings, personal leave of absence, medical or any other type of emergency, as well as Christmas, winter, spring, summer and fall break, school and statutory holidays.
h. Parents have the choice to not enroll their child in the (Optional) French, Music & Yoga program, however these children will not attend the thrice a week French, Music & Yoga classes and will also not participate in any school music programs and concerts etc. These children, will however continue to receive proper child care supervision and services during the time when the other enrolled children are participating in the French, Music & Yoga programs.
i. Annual Tax receipts are provided only in the name of the parents, whose name appears on the monthly fee cheques or the name of the person who sent the monthly fee e-transfers.

a. REGION OF PEEL CHILD CARE FEE SUBSIDY: Please note that the school admits children whose parents are eligible for fee subsidy from the Region of Peel

17.1 DELINQUENT TUITION FEE PAYMENT.

- In case of delinquent tuition fee payments;
  First Notice. The parents will be notified by the school informing them to pay the fee immediately if the monthly school fee is not received by the first calendar day of the month
  Second Notice: If the fee is still not received a second reminder notice will be sent of the third calendar day of the month informing the parents to pay the fee immediately along with the late payment penalties, and if the payment is not arranged immediately, the school reserves the right to exclude the child from attendance.
  Final Notice: If the school fee, along with the late payment penalties, is still not received by the fifth calendar day of the month the parents will be sent a notice that their child's enrollment has been terminated due to non-payment of the school fee.
- A late fee of $ 25.00 per day is charged for any fee payment that was not received on the first calendar day of the month for any reason, including Non-Sufficient Funds (NSF).
- After two instances of late fee submission a notice will be given to the parent that the child's enrollment may be terminated if the late submission happens for the third time.

18. WITHDRAWL AND FEE REFUND POLICY

If a parent decides to withdraw their child from the school:-

- Written one month notice or fee in lieu of must be provided to the school before the first of the month. Tuition fees cannot be refunded for less than a month's notice. Full monthly tuition fees are owing if written notice is provided on or after the first of the month. All paid tuition fees are non-refundable.
- No credit will be given for illness, vacations, personal leave of absence, any type of declaration of emergency or weather related school closures, designated school holidays, spring and winter break.
- All post-dated cheques will be returned to the parent for the remaining full months of the school year beyond the one month notice period. Parents will receive these post-dated cheques for the remaining full months of the school year on child's last day of school.
- A permanent place cannot be guaranteed if a parent wishes to temporarily withdraw their child for personal leave of absence or any other reason.

19. SCHOOL PRIVACY POLICY

Safeguarding personal information of students and the teaching staff is a fundamental concern of The Discovery Montessori. The school is committed to meeting or exceeding the privacy standards established by the Personal Information Protection and Electronic Documents Act. The School Privacy Policy clearly describes how the school collects, utilizes and maintains the personal information of its students and staff. All concerned parents can review the school privacy policy by contacting the school Directress.

20. CHILD MANAGEMENT: PROHIBITED PRACTICES

As per the requirements of the Section 48 of the Ontario Child Care and Early Years Act, 2014 the school strictly prohibit any type of :

1. Corporal punishment of the child.
2. Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
3. Locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the school's emergency management policies and procedures;
4. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
6. Inflicting any bodily harm on children including making children eat or drink against their will. O. Reg. 126/16, s. 34.

21. CHILD MANAGEMENT SUPERVISION – VOLUNTEERS AND STUDENTS

4. POLICY IMPLEMENTATION – SCHOOL SUPERVISOR / STAFF RESPONSIBILITY

The school supervisor will ensure that:

a. all volunteers and students have read, understood , signed and dated the following school policies before they begin providing care and guidance at the school and on an annual basis thereafter.
   i. Behavior Management policy of the school
   ii. Emergency Management Plan.
   iii. Playground safety policy Staff behavior monitoring and management practice
   iv. Emergency management procedure for anaphylaxis
   v. Individual plan to address Anaphylaxis emergencies.
   vi. Sleep Supervision Policy
   vii. Health Policies and Procedures
   viii. Childcare supervision policy for volunteers and students.

b. Have submitted a CLEAR Vulnerable sector criminal reference check.

c. Must have an updated immunization record and assessment as directed by local medical officer

d. All children are supervised by school regular staff members at all times and no volunteer or student is allowed to be alone with the children at any time.

e. Are always supervised by a regular school staff member.

f. All volunteers and students have read and understood the following before they begin providing care and guidance at the school and on an annual basis thereafter,
   i. School program philosophy and the needs of the individual children including their special dietary requirements.
   ii. Parents Handbook.
   iii. A review of the relevant sections of the CCEYA Manual.

22 POLICY FOR THE ADMINISTRATION OF MEDICATION

i. No medication, prescription or non-prescription, will be administered to a child without specific written permission from the parent. The prescription must be specific for the child in care and in the original bottle or package. Parents should not put medication of any kind in the child bag. The parent has to ensure that the medication including any type of sunscreen/rash cream has not expired.
ii. The physician's instructions for dosage must be followed exactly as prescribed on the label of the medication.
iii. All Medications will be kept in a locked container which is properly stored out of the reach of children.
iv. If a child is absent or not attending the school for any reason, any asthma medication or emergency allergy medication belonging to that child will also be kept in the locked container until the child returns back to school.
v. All unused medications will be returned to the parent or disposed of in a way that is completely safe and out of the reach of children at any time. The school will maintain a record of all medication administered to the children. A separate file including the medication administration log will be maintained.
vi. All medications will be administered by the school Directress or her designate.
vii. Prior to the administration of the medication the directress or her designate will review the medication administration form and administer medication to the concerned child accordingly. Two staff members will supervise the administration of medication and sign the medication administration log. The log of all medications administered to children will be strictly maintained. A note will be sent home indicating the time and the dosage of the medication administered.
viii. Topical medications such as moisturizing skin lotions, lip balm, insect repellant, petroleum jelly, and sunscreens and (diaper)rash creams must also be provided in their original container labelled with the child's name, stored in accordance with the instruction the label and also require written authorization from the parent, which is valid for one year.
ix. No Aerosol sprays will be accepted for administration to the children.
x. For outdoor playtime Epi-pens will be carried by the school staff.
xi. In case of any emergency evacuation or any field trips all asthma medication and/or emergency allergy medication belonging to the children will also be taken along by the supervisor or her designate.

22.1 MEDICATION ADMINISTRATION RECORD FORM.

The school will maintain a record of all medication administered to a child on this form. Once filled, this form will be maintained in the child's personal file.

22.2 MEDICATION AUTHORIZATION FORM.

This form is to be filled up by parents and sent along with the medication if they wish the school to administer any medication to their child.

23. EMERGENCY MANAGEMENT PROCEDURES – PARENT NOTIFICATION

The Safety and Security of the Discovery Montessori school students and staff members is of utmost importance. In this regard the school has a comprehensive Emergency Management and Evacuation plan in place. Fire Drills are held once a month and a record of these are kept in the supervisor's office. While it is difficult to gauge all potential Emergency scenarios, the following guideline will used for providing notification to the families in the event of an Emergency situation.

IMPACT LEVEL	NOTIFICATION RESPONSE
Low Impact: No disruption of School Activities, Isolated incident	• Notice on the school notice board. • Notification sent to parents via email
Moderate Impact: Poses no risk to the safety of the school. Does not impact more than one student	• Notice on the school notice board. • Notification sent to parents via email
Major impact: Significant Risk to the safety of the school. Disruption of School activities. Impact on many students.	• Phone call to the parents • Notice on the school notice board. • Notification sent to parents via email

24. PARENT'S GRIEVANCE RESOLUTION PROCEDURE

The Discovery Montessori recognizes that as part of any relationship people periodically disagree on issues, and encourages everyone in the School Community to treat these disagreements as healthy opportunities for dialogue and positive outcomes.

It is expected that all members of the school community (parents, staff, supervisor) will make every reasonable effort to communicate openly and respectfully with each other to resolve disagreements in a non-confrontational , effective and timely manner and in the best interests of students at all times.

PROCEDURE
It is expected that school administrators and staff, with all good and positive intentions, will resolve school-based disagreements in accordance with the dispute resolution procedure established by the school and described below.

1. When the dispute involves a teacher or other staff member, the parent should bring the matter to the attention of the teacher or other staff member to attempt to resolve the matter together by seeking an appointment to discuss the issue. A record of the conversation will be kept by the staff member.
2. If the matter cannot be resolved with the teacher or other staff member or the parent has a significant concern about bringing the matter directly to the teacher or other staff member, the parent should bring the matter to the attention of the school supervisor to attempt to resolve it. A record of the meeting conversation will be kept by the staff member/Supervisor
3. If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further she/he should lodge the complaint in writing with the School Owner/Administrator
4. The School Owner/Administrator will bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter between the parties within 10 days of receipt of the written complaint. For this purpose, the School Owner/Administrator will:
   a) Provide the teacher with a copy of the written complaint; and
   b) Arrange a parent meeting with the teacher and, the School Supervisor with a view to resolving the complaint. Such a meeting should take place within 7 days of receipt of the written complaint.
5. If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further, the matter may be raised and discussed by the parent with the local office of the Ministry of Education in consultation with the school supervisor.

25: SAFE ARRIVAL AND DISMISSAL POLICY AND PROCEDURES

Date Policy and Procedures Established: 01 January 2024
Date Policy and Procedures Updated: 01 January 2024

PURPOSE

This policy and the procedures will help support the safe arrival and dismissal of children receiving care at the Discovery Montessori.

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

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

This safe arrival and dismissal policy and the procedures will also be shared with the parents. The safety and wellbeing of school children is a high priority. The Discovery Montessori Safe Arrival and Dismissal Policy requires that parent(s)/guardian(s) call (905) 824 9246 or email info@discoverymontessori.ca in the event that their child will be absent, prior to 9 am of the said day or will be late in picking up their child .

It is also the parents' responsibility to inform the school of alternate pickup arrangement of their child if they are unable to pick up their child themselves.

POLICY

General

- The Discovery Montessori will ensure that any child receiving child care at the school is only released to the child's parent/guardian or to an individual that the parent/guardian has provided written authorization to the school to release the child to.
- The Discovery Montessori will only dismiss children into the care of their parent/guardian or another authorized adult individual who is at least eighteen (18) years old. The school will not release any children from care without supervision.
- 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.

PROCEDURES

<u>ACCEPTING A CHILD INTO CARE</u>

When accepting a child into care at the time of drop-off in the morning or afternoon, the school staff in the room must:

- greet the parent/guardian and child.
- ask the parent/guardian how the child's 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 school application form or where the individual is not listed in the application form, ask the parent/guardian to provide authorization for pick-up in writing (email).

- Document in the release log form to check the ID of the pick up person before releasing the child in their care.
- document the change in pick-up procedure in the daily written record.
- sign the child in on the classroom attendance record including the arrival time and the health check column.

WHERE A CHILD HAS NOT ARRIVED IN CARE AS EXPECTED

1. Where a child does not arrive at the school at the expected time and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up at the day before), the staff in the classroom must:
   - inform the supervisor and they must commence contacting the child's parent/guardian no later than 10:30 am /01:00 pm. If the staff is unable to contact the parent/guardian they will try to contact the alternate emergency contacts listed in the application form.
   - if repeated calls to the parents and the emergency contact are unsuccessful in establishing a contact the school supervisor will send an email to the parents and after 15 minutes decide to contact the **Police.**
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

RELEASING A CHILD FROM CARE

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

WHERE A CHILD HAS NOT BEEN PICKED UP AS EXPECTED (BEFORE THE SCHOOL CLOSES)

1. Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up within 10 minutes of the appointed pick up time, the program staff shall contact the parent/guardian via phone call and advise that the child is still in care and has not been picked up.

- Where the staff is unable to reach the parent/guardian, staff must call again and leave a message for the parent/guardian. Where the individual picking up the child is an authorized

individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the school.

- Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact emergency contact, and then refer to procedures under "where a child has not been picked up and school is closed"

WHERE A CHILD HAS NOT BEEN PICKED UP AND THE SCHOOL IS CLOSED

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived after 10 minutes of the pick up time, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall call the emergency contacts listed on the application form.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the Emergency Contacts) one hour after the authorized pick up time, the staff shall proceed with contacting the local **Children's Aid Society (CAS) 905 - 363 – 6131**. Staff shall follow the CAS's direction with respect to next steps.

GLOSSARY

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.

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.

26. FIRST DAY ITEMS

In order to ensure a comfortable environment for your child at the school, please bring the following items with your child on the first day of school

i. A spare change of clothes (shirt, pant, socks, underwear)
ii. A pair of comfortable indoor shoes (closed toes, these will stay in school.)
iii. For full day kids only – a blanket, a small cot sheet and a small pillow (Please do not send adult pillows)
iv. Please apply sunscreen to your child prior to coming to school. Sun screen with a minimum of SPF 50 is recommended.

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS.

27 EXTREME WEATHER POLICY

I. Staff members will keep the children indoors and plan gross motor activities or active circles when the outside weather conditions are as follows.

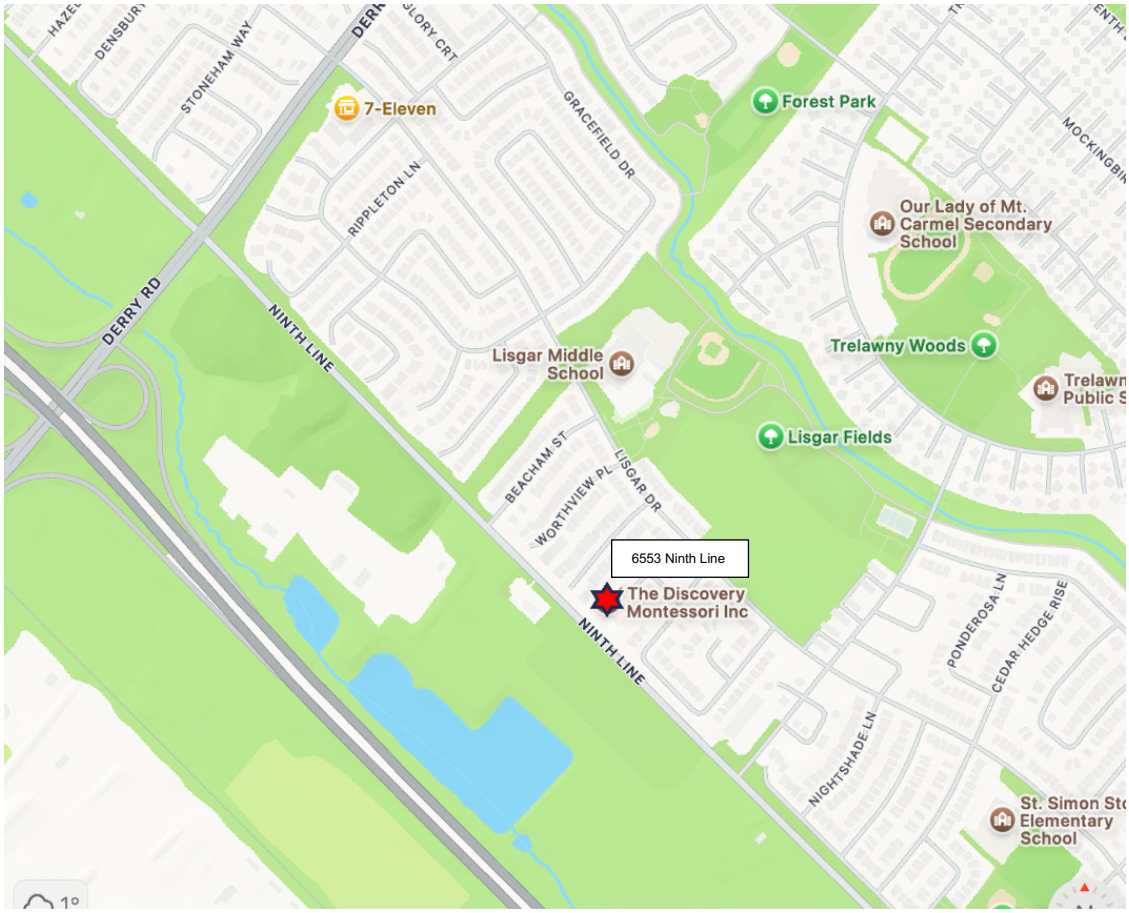
II. Extreme heat/humidity alert
III. Extreme cold – temperatures of -15° C or colder or a windchill of -20° C or colder
IV. Poor air quality – air quality advisory has been issued
V. Thunderstorm warning
VI. Tornado warning
VII. Winter and ice storms (heavy snow fall, hail, ice pellets, etc.)

28. ANIMALS MANAGEMENT POLICY.

I. In order to avoid exposure to the children to any infections in child care settings that result in respiratory and enteric illnesses or allergies from contact with animals, NO animals are permitted on the premises of the Discovery Montessori.

29. SCHOOL LOCATION MAP

I. The Discovery Montessori is located at **6553 Ninth Line Mississauga ON. L5N 7B9** on the south side of the major intersection of Ninth Line and Derry Road and north of the intersection of Britannia and Ninth Line.



30.0 SCHOOL PROGRAM STATEMENT

The school program statement is based upon our goal of maintaining a high-quality childcare environment and takes guidance from the Ontario's Pedagogy for Early Years 2014 "**How Does Learning Happen?**". A copy of the program statement will be provided to all the parents at the time enrollment of their children.

THE DISCOVERY MONTESSORI PROGRAM STATEMENT

INTRODUCTION

In accordance with Ontario Regulation 137/15 to the ***Child Care and Early Years Act*** (the "Regulation"), this document is **The Discovery Montessori's** Program Statement. This Program Statement is intended to provide an overview of The Discovery Montessori's procedures and practices, which are in place to ensure that the child care and early years programming that is provided by the staff is of the highest quality and supports, in all facets of the program, the foundational skills that are necessary for children to achieve their fullest potential in early childhood education and beyond. This program statement also takes guidance from the Ontario's Pedagogy for Early Years 2014 "**How Does Learning Happen**?"

All existing and new staff, students and volunteers shall review and retain this Program Statement prior to interacting with children, and shall promptly be informed of any modifications or amendments to this Program Statement, and any resultant procedural changes to The Discovery Montessori's program.

The Program Statement is divided into sections, with corresponding sections from the Regulation provided for ease of reference.

Encouraging Children's Exploration, Experiential Learning and Positive Learning Experiences

A. Encourage the children to interact and communicate in a positive way and support their ability to self-regulate; Foster the children's exploration, play and inquiry

The Discovery Montessori School provides an environment of positive learning and mutual interaction both inside the classrooms as well as outdoors. The core principle of our program philosophy is the belief that all children are competent and intelligent human beings, who are inquisitive and capable of learning through their own individual interactions and experiences. The Montessori material is self-correcting and it helps the children to regulate their own ability to learn thorough their own understandings. The teachers are supportive of their positive energy as a role model and their knowledge of their belief that the children learn and develop through their own play, exploration and inquiry. The vast range of Montessori material, through practical life to culture, allows the child to engage in self-expression. Once the activity is presented by a teacher the child has the independence and freedom to choose and work with the material for as long as the child has the desire and need to explore it.

What Goals do we seek?	How will we achieve this goal?	Success measure	By when?
A review of all the school play and learning material to be held every year for upgrade and /or replacement with new material to ensure new equipment is available for the children to foster enhanced inquiry and learning experiences.	- Review all classrooms for the suitability, replacement or upgrade of existing equipment to ensure continuous and enhanced learning for children. -	Material and equipment review completed for all school classrooms.	First Review 30/06/2017 2nd Review 30/06/2018 3rd Review 30/06/2019 4th Review 30/06/2020 5th Review 30/06/2021 6TH Review 30/6/2022 7TH Review 30/6/2023 8TH Review 30/6/2024 9TH Review 30/6/2025

(Section 46(3)I-(d)]

B. Provide child-initiated and adult-supported experiences; and plan for and create positive learning environments and experiences in which each child's learning and development will be supported

The classroom environment is prepared every day to be ready for the next day. The environment is conducive in providing opportunities for a child to initiate his/her own activities according to his/her own readiness. The teachers are supportive of these experiences and further encourage the child to be more independent and explore. The classroom experiences are further enriched by exploring the world of nature. E.g. the Montessori color tablets and the geometric cabinets can lead to the outdoor study of colours and signs of nature all around us.

Each child has an observation log that is maintained on a daily and weekly basis. The observations further assist the teacher to maintain a positive environment of challenges that would help the child to develop socially and academically. Each child is seen as an individual with his or her own specific needs and readiness. This allows and creates an all-inclusive and creative environment for children and help them to learn and explore at their own pace.

What Goals do we seek?	How will we achieve this goal?	Success measure	By when?
Encourage all children to initiate his/her own activities in the class room according to his /her own readiness .	Each child has an observation log that is maintained on a daily and weekly basis. The observations further assist the teacher to maintain a positive environment of challenges that would help the child to develop socially and academically.	A formal log of the progress of the children is maintained to monitor and assist each child to initiate his/her own activities according to his/her own readiness.	Completed June 30, 2017 2025 Ongoing

[Section 46(3)I-(f)]

Health, Safety, Nutrition and Well-Being

The school is dedicated to promoting and implementing robust health and safety practices. The school environment is kept meticulously clean and the staff maintain daily cleaning logs of all "critical areas". Critical areas are identified to the staff as areas that have a direct bearing on the health and well-being of the children e.g. kitchen/ eating area, washrooms etc. The health and safety of each child is monitored at all times. Staff are trained on CPR and First Aid training and maintain regular communication with parents as to the health, safety, nutrition and well-being of the children.

All parents are informed, before the enrollment of their children, about the school policies regarding sickness, special requirements and notifications regarding dietary restrictions, sleep, exercise/activities, and administration of medication, allergies and other details that are essential to the children's health. The health related requirements of each child are communicated to the staff and appropriately recorded and/or implemented, as necessary, by the school prior to children's participation in the school program.

All snacks and lunches are prepared from the basic ingredients on the premises at the school. These meals are prepared according to Health Canada food guide by a qualified staff with food handlers training and certification. The school provides mostly organic and whole wheat products. Any special dietary requirement of children (allergies etc.) are noted and carefully monitored and maintained.

A written log is maintained in the school eating area, which specifies all the special dietary requirement of .

children. All children are encouraged to help themselves during lunch and snack time. The pouring skill in practical life area in the classroom is further enhanced when children pour their own milk or water in their cups to drink.

All the fire alarms and other safety equipment are monitored and checked as per schedule by qualified and authorised personnel. Fire drills are carried out monthly and a log of these drills is maintained.

What Goals do we seek?	How will we achieve this goal?	Success measure	By when?
Ensure open dialogue between staff and parents regarding health-related requirements or restrictions for children;	Discuss and review health related requirements or restrictions for children during parent teacher meetings as a standard agenda item.	Minimum twice a year parent teacher meeting are held to discuss health related requirements or restrictions. Action items from these meetings are implemented.	Completed June 2017 2025 Ongoing
All staff members to attend professional development workshops related to first aid, CPR and food handlers training.	Enroll each Staff member in Training for min 8 hrs in 2016. Training subjects to include first aid, CPR and food handlers training.	All staff members training for min 8 hrs completed in 2016-2017 school term.	Completed June 2017 Ongoing 2025
For children's health needs, such as anaphylaxis and asthma, Individual response plans must be kept up to date at the school and the notice boards	Review all children's enrolment forms and ensure their individual special health response and management plans are available and up to date.	All individual action plans and special dietary requirements are up to date and posted in the kitchen and the classrooms.	Completed June 2017 Ongoing 2025
Ongoing monitoring and maintenance of school premises (alarms, sensors, etc.) to ensure institutional-level safety and protection.	Conduct annual inspection of Fire and Safety systems by a certified fire and safety inspector Conduct monthly Fire drill	Annual Maintenance inspection of Fire & safety systems completed Monthly Fire drills are conducted and log maintained.	Completed June 2017 Ongoing 2025
Encouragement of children to 'help themselves' in the process of eating food, as a means of promoting self-discipline and independence.	During Lunch and snack time the teachers will encourage the children to help themselves from the prepared plate.	Monitor and encourage children who still resist helping themselves to the prepared meal.	Completed June 2017 Ongoing 2025

[Section 46(3)(a)]

Encouraging Positive Engagement among Children, Parents, Staff and Community Partners

A. Support of positive and responsive interactions among children, parents, child care provider and staff:

The school believes in maintaining a healthy relationship with the families and partners of the community. Communicating together involves two ways of sharing information and helps to build a common understanding. Our staff and parents are encouraged to maintain an open and receptive dialogue regarding the Montessori program, and we strive to ensure that both staff and parents are able to speak with one another on a frequent basis regarding each child's progress and development. Further, when staff are notified by parents about any particular concerns or inquiries, they strive to act as promptly as possible to achieve a beneficial resolution of the matter, and keep parents informed throughout the process.

What Goals do we seek?	How will we achieve this goal?	Success measure	By when?
Ensure that parents are encouraged to approach staff with any questions or concerns they may have regarding the Montessori program at any time	A log will be maintained for any issues or concerns that the parents may have regarding the school program and resolution of the issues will be tracked on this log.	Initiate the log book and note all minor or major concerns on this log	Completed June 2017 Ongoing 2025

[Section 46(3)(b)]

B. Foster the engagement of and ongoing communication with parents about the program and their children

The school promotes an honest and respectful relationship with the families. The open dialog with parents allow the teachers to understand what is happening at home and how this may affect the child at school. The parents also have the choice to call or e-mail the school to find about what is happening during their child's day at school and how they are progressing. There is an information night at the school to introduce the parents about the Montessori curriculum and answer any questions. Parent-Teacher meetings are scheduled twice a school year. Additional meetings can be arranged anytime in between to address any concerns as they arise.

What Goals do we seek?	How will we achieve this goal?	Success measure	By when?
Regular scheduled parent-teacher meeting are held twice a year to review children's performance in the class, agree on performance expectations/goals for each child and address any concerns that the parents may have.	Arrange twice a year meetings with parents and staff members	Meeting with parents and teachers are held twice a year. Performance expectations and goals for each child are discussed. Any issues or concerns raised by the parents are logged for resolution.	Completed June 2017 Ongoing 2025

[Section 46(3)(h)]

C. Involve local community partners and allow those partners to support the children, their families and staff

School concerts, observation week and field trips are effective platforms to build parent –teacher relationships. Families feel more involved with their child's experience at the Montessori school. The school is also actively involved with the regional government to benefit from their available programs and support

services and is currently a partner with the PIRS program to provide support and all the available services to children with special needs. The school has also recently signed the agreement the Region of Peel to allow families with fee subsidy agreements to enroll their children at the school.

We develop positive relationships with neighboring schools to promote seamless, effective transitions for children and families as they begin their JK programs at other schools.

What Goals do we seek?	How will we achieve this goal?	Success measure	By when?
Strong collaborative relationships continue to be fostered with all community partners, CDRCP, PIRS and Operators Networking groups.	Meet regularly with partnership leaders Work collaboratively with partnership groups/organizations to establish networks	Collaborative practices continue to be developed across the partnership Networks – by attending meetings an participation in orientation sessions with CCMA, CDRCP, Region of Peel, Operators Networks etc.	Completed June 2017 Ongoing 2025
Maintain on-going communications with neighboring schools to promote seamless, effective transitions for children and families as they begin their JK programs at other schools	Ensure that any requests for information for former school students from their new schools are adequately and promptly addressed as per school policy.	All queries from external schools regarding former students answered within three business days	Completed June 2017 Ongoing 2025

[Section 46(3)(i)]

C. Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving care.

Discovery Montessori allows the rest, quiet time and the playtime to have the same level of positive energy. The naptime provides the rest the children need after a busy productive day. It helps them to rejuvenate for the afternoon session. The outdoor playtime is an excellent opportunity to play games and master emerging physical skills. The children can fully and freely exercise their motor skills like running and jumping. Outdoor playtime in Discovery Montessori promotes cognitive and social / emotional development in children. The teachers encourage them to invent their own games and allow them to make their own decisions by taking control of their own movements.

The outdoor playtime is also an opportunity to promote the understanding of why rules are important. It fosters communication skills as children invent/modify rules. The games children play in the school help them to relate the numbers as they count (Mr. Wolf). Discovery Montessori understands and promotes the social custom of playing together and cooperation during play time.

Although the sensorial material in the classroom is a great source of connection to the world outside. A nature walk in the school backyard further enriches their experiences of aesthetics. They learn through their senses. The sound of the birds, the squirrels and rabbits running around, the leaves changing color, are all experiences that are enriching and profound.

What Goals do we seek?	How will we achieve this goal?	Success measure	By when?
All staff members to attend professional development workshops related to reporting abuse and children with special needs.	- Enroll staff members in training related to children with "special need" topics as well as Duty to report requirements. - **2018** Teachers will attend workshops related to Montessori areas of curriculum and relate it to " How Does Learning Happen".	All staff members training for special needs and reporting abuse completed in 2016-2017 school term.	Completed June 2017 Ongoing 2025
Provide improved access to all areas of the outdoor environment for children by expanding the existing play area.	Subject to availability of funds from Region of Peel, enlarge the size of the play area by removing the inner fenced structure and creating a more open and wider space for children to explore and enjoy the natural environment, -	School play area expanded by removing the inner fenced structure.	Subject to Approval by Program Advisor During revised licencing Completed in 2020
Promote more healthy eating habits by enhancing the proportion of organic and whole wheat products including fruits and vegetables as well as dairy products in the school menu.	- Increase the organic and whole wheat proportion from the current 65 % to 85%	2017 : 80 % of the food items in the school menu are organic and whole wheat. 2018 : 85 %	Completed in June 30 2021.

[Section 46(3)(g)]

5. Ongoing Professional Development of the Staff

The school employs qualified early childhood staff to maintain the highest quality of excellence in childcare. Training and continuous skills enhancement of the staff is an essential requirement to be maintained for the staff at Discovery Montessori. Through on-going staff training and continuously exploring and reviewing available workshops, the school management is striving to evolve and enrich the school environment with new ideas and materials. A majority of our staff members have the requisite and up-to-date CPR and level C First Aid training and the rest of the staff members are enrolled in courses to complete this requirement within the next six months. This will greatly help the teachers to feel confident in handling any classroom crisis.

The teachers are also required to attend the "Duty to Report" workshop so as to better recognise and report any child abuse or neglect and endangerment case.

Training has been very beneficial to The Discovery Montessori as the teachers bring new ideas , trends and discipline to the school, The staff feels very motivated and engaged and are happy to bring new energy to the class rooms.

The school holds regular monthly staff meetings to share experiences, discuss issues and concerns and provide suggestions for improvement.

What Goals do we seek?	How will we achieve this goal?	Success measure	By when?
All staff members to attend at least 12 hours of professional development workshops during the school year. Each workshop has to be not less than two hours. Teachers will also attend workshop related to children with "special need" topics as well as Duty to report requirements.	- Enroll each Staff Training for min 8 hrs in 2016. - Training subjects to include "special need" topics as well as Duty to report requirements. - **2018** Teachers will attend workshops related to Montessori areas of curriculum and relate it to " How Does Learning Happen".	All staff members training for min 8 hrs completed in 2016-2017 school term.	Completed June 2017 Ongoing 2025
A folder is developed to review available new literature and record learning from professional development sessions that can be shared amongst staff members. [Section 46(3)(j)]	Establish folder All staff to contribute to contents (as well as sharing learning through discussions at staff meetings)	Folder is used by all staff to share learning from professional development opportunities	Completed June 2017 Ongoing 2025

Program Statement Implementation Policy

1. The Discovery Montessori is committed to supporting children to grow to their fullest potential in a safe, caring and nurturing environment. The program statement describes Discovery Montessori's specific goals for children's learning and development, and the approaches that will be implemented.
2. All staff, students and volunteers will carefully read the Discovery Montessori Program Statement and sign off in the Policy and Procedures Sign off sheet prior to employment or prior to interacting with children, and when the statement has been modified, and on an annual basis.
3. The school supervisor will review all sign offs by staff, students and volunteers and sign the review sheet to indicate that the review process has been completed. The School supervisor must be confident that the staff, volunteer or student is fully aware, and understands the Program statement and its implementation timeline.
4. The school supervisor will meet on a regular basis with each staff member to establish a clear understanding of the program statement, to support staff in their delivery of the Program Statement and to aid the staff in self-reflection, to be recorded, and added to the sign off sheet on a regular basis.
5. The school supervisor will discuss curriculum, Ministry of Education licensing, and quality assessments, and parent feedback results with the school staff during staff meetings.
6. The school supervisor will provide staff with opportunities to attend all mandatory and supplemental training. Track all training completed by each staff.
7. The school supervisor will monitor all staff, students and volunteers for compliance with the approaches set out in the program statement and the commission of any prohibited practices through a combination of observation; reports from colleagues, parents, and community partners; and program plans and documentation.