



# The Discovery Montessori Inc.



## Parent Handbook

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## 1.0 WELCOME TO THE DISCOVERY MONTESSORI

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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 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.

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

## 2.0 MISSION STATEMENT

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The school's aim is to provide an environment where children can discover and attain their full academic, social and physical potential. With the help of our Montessori trained staff, we offer a sensible, structured and well-tested system that allows children to develop at their own pace using their own abilities under the guidance of trained Montessori teachers and material.

## 3.0 PROGRAM PHILOSOPHY “Every child is a discoverer; we teachers can only help the work going on” Maria Montessori

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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. PROGRAM STATEMENT

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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 provide to all the parents at the time enrollment of their children.

## 5. SCHOOL HISTORY

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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 children from infancy through pre-school age. The school was founded to provide exceptional educational and social experiences for all of the children within the community.

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.

## 6.0 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 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 areas of instruction, The Discovery Montessori also offers French language, music program, arts and crafts, and physical education for the children.

## 7.0 PROGRAMS OFFERED

**Toddlers:** 18 months – 2.5 years of age – 5 Full days

**Pre-School:** 2.5 years to 5 years – 5 Half days or 5 Full days



## 8.0 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 both the **TODDLERS and the PRE-SCHOOL CHILDREN.**

PROGRAM	START TIME	END TIME
Before School Program	7:30 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



9.0 DAILY PROGRAM SCHEDULE

Timings	Activity (TODDLER PROGRAM)
7:15 - 7:30 am	Arrival of School Staff
7:30 – 8:45 am	Before School Care /Snack
8:45 am	Arrival of Students
8:45 – 10:00 am	Playtime Activities
10:00 - 10:30 am	Diaper change routine/Morning snack.
10:30 – 11:30 am	Outdoor play time
11:45 am – 12:30 pm	LUNCH BREAK & WASHROOM ROUTINE
12:30 – 2:30 pm	Naptime / Quite time for full day kids
2:30 – 3:00 pm	Diaper change routine/Afternoon snack
3:00 – 4:00 pm	Playtime Activities
3:30 pm	Dismissal of Students.
4:00 – 5:00 pm	Outdoor play time

Timings	Activity (CASA PROGRAM)
7:15 - 7:30 am	Arrival of School Staff
7:30 – 8:30 am	Before School Care /Breakfast
8:00 – 9:00 am	Outdoor Play Time
8:45 am	Arrival of Morning Students
9:00 – 9:30 am	Washroom routine / Snack
9:30 - 11:45 am	Montessori Activities.
11:45 am	Dismissal of Morning Students
11:45 am – 12:30 pm	LUNCH BREAK & WASHROOM ROUTINE
12:30 pm	Arrival of Afternoon students
12:30 – 1:45 pm	Naptime / Quite time for full day kids
12:30 – 1:45 pm	Montessori Activities for afternoon arrivals
1:45 – 2:15 pm	Afternoon snack & washroom routine.
2:30 – 3:00 pm	Montessori activities.
3:00 – 4:00 pm	Outdoor play time
4:00 – 5:00 pm	Afterschool care



## 10.0 ARRIVAL, PICK UP AND PARKING

The Discovery Montessori strives to be a respected and responsible member of the residential community on the 9<sup>th</sup> 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 should understand that late arrivals can be disruptive for the rest of the class and can be potentially embarrassing for the child.

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.

**NO CHILD WILL 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.

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.

### 9.1 Late Pick Up

Parents are responsible and accountable for dropping and picking up their children in time as the regular Montessori program officially ends at 11:45am and 3:30pm respectively. There will be a charge of \$15.00 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.

### 9.2 Parking Area

Due to the limited number of parking spaces please leave the school premises 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.

## 11.0 LUNCH / SNACKS 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 provided to each family and will also be posted within the school for easy reference.

### 11.1 ALLERGIES

The school has been declared as a **NUT FREE ZONE**. Every effort is made to ensure that nut products do not enter the school as we have children in attendance who are severely allergic to nuts. As per the school policy, we are unable to distribute birthday snacks or food treats that are brought in to the school by students. If you wish to celebrate a special occasion (e.g. Halloween, Valentine's Day, Birthday, Easter) please **do not bring any edible items**. Parents may however share stationary items (pencils, erasers, stickers, etc.) if they wish to do so.



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

## 12.0 HEALTH AND ADMINISTRATION OF DRUGS

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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 medication of any kind 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. 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.

## 13.0 CLOTHING

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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.

### 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.

## 14.0 PARENTAL INVOLVEMENT

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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.



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## 15.0 FIELD TRIPS

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The Discovery Montessori children may occasionally go on field trips, such as to city library, 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.

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.

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## 16.0 HOLIDAYS AND SICK LEAVE

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The Discovery Montessori will observe the following holidays during the year.

- |                 |                    |
|-----------------|--------------------|
| • New Years Day | • Summer Holidays  |
| • Family Day    | • Thanksgiving Day |
| • March Break   | • Winter Break     |
| • Good Friday   | • Staff PD day.*   |
| • Easter Monday |                    |
| • Victoria Day  |                    |

\*Announced prior to the date.



### 16.1 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). A child must be symptom free for 24 hours before returning to school.

If a child will not be attending school because s/he is ill, the parent must notify the office.

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.

Parents should not send a child to the school on days when any of the following symptoms are present:

- fever - rash - cough - pink eye - profuse discharge of mucus from nose or eyes - diarrhea - vomiting - sore throat

### 16.2 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 schools due to inclement weather condition or any other emergency. Parents may monitor these closings by listening to the local radio station and by watching the local TV.



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## 17.0 WAIT LIST , ADMISSION AND DISCHARGE POLICY

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**17.1 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.

**17.2 Admission Policy:** An interview will be arranged to familiarize you and your child with the surroundings, answer questions, and complete admission forms prior to enrollment. Enrollment must include one month's payment of tuition fee deposit via cheque dated on the day of enrollment. This fee will be applied towards the last month of the school year or last month of enrollment. This deposit is non-refundable, should you wish to withdraw your child before June or last month of enrollment. A one-time non-refundable registration fee of \$ 150.00 is also required and must be paid at the time of registration. All paid tuition and other fees are non-refundable. Please note that the Region of Peel provides fee subsidy to eligible families.



**17.3 Discharge Policy:** Written one month notice of permanent withdrawal prior to the end of the school year must be given before the first of the month. Full monthly tuition fees are owing if written notice is provided on or after the first of the month. No credit will be given for illness, vacations, personal leave of absence, emergency or weather related school closures or designated school holidays as well as winter and spring breaks. A permanent place cannot be guaranteed if you wish to temporarily withdraw your child for personal leave of absence or any other reason.

**17.4. ENROLLMENT TERMINATION POLICY.**

Because the school provides child care and education in a group setting, the welfare and safety of all the children as well as the staff is our concern. If a child, despite the best of the efforts of the school staff, is unable to adjust to our Montessori program, is disruptive and /or is consistently insubordinate, and has a serious behavior problem, the directress will contact the parents to take specific steps at home to achieve behavior improvement within a specific time. However, should repeated issues, which may include parent’s 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 and the school’s operating environment.

If a parent/family member, for any reason, does not comply with our school procedures, is discourteous to the staff of the Discovery Montessori or is considered chronically disruptive to the school operations, the child’s enrollment will be terminated.

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

**18.0 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.

**19.0 SCHOOL FEES**

**MONTHLY FEES SCHEDULE - TODDLER & CASA PROGRAM - EFFECTIVE 01 SEPT, 2019**

HALF DAY PROGRAM		Sept 2019 - Aug 2021	
Morning	8:45 am – 11:45 am	\$ 800.00	Includes morning snack
Morning	8:45 am – 12:30 pm	\$ 920.00	Includes morning snack & lunch
Afternoon	12:30 pm – 3:30 pm	\$ 800.00	Includes afternoon snack
FULL DAY PROGRAM			
Full Day	8:45 am – 3:30 pm	\$1350.00	Includes 2 snacks and lunch
Full Day (Toddler Program)	8:45 am – 3:30 pm	\$1400.00	Includes 2 snacks and lunch
BEFORE & AFTER CARE			
Before School	7:30 am – 8:45 am	\$ 100.00	Includes early morning snack prior to 8:45 am
After School	3:30 pm – 5:00 pm	\$ 100.00	Includes evening snack at 4:30 pm
<ul style="list-style-type: none"> <li>• After school fee may be prorated based upon the actual pick up time</li> <li>• There is a \$ 150.00 one-time non - refundable Registration Fee with the application form.</li> <li>• A 10% tuition fee discount is available for second sibling.</li> </ul>			

- Tuition fee is the only source of the school’s entire operating budget and must be paid promptly in order for the school to meet its financial obligations and to ensure the quality of your child’s education.

- Enrollment must include one month's payment of tuition fee deposit via cheque dated for the day of enrollment. This fee will be applied towards the last month of the school year or last month of enrollment. However, this deposit is non-refundable, should you wish to withdraw your child before June or last month of enrollment. Post-dated checks for the balance 9 months of the year are required 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.
- No placement can be confirmed prior to the receipt of the one month tuition fee deposit, the \$150 registration fee and postdated cheques for the balance months of the year.
- There will be a \$ 20.00 service charge for any returned checks. (NSF or for any other reason).
- The full monthly fee is charged for the month regardless of the days in a month, absenteeism 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.
- Annual Tax receipts are provided to all parents free of charge and monthly fee receipts can also be provided if requested by the parent.
- Please note that the Region of Peel provides fee subsidy to eligible families

### **19.1 DELINQUENT TUITION PAYMENT.**

In case of delinquent payments (one week behind schedule), the parents will be notified by the school. If payment is not arranged immediately, the school reserves the right to exclude the child from attendance until the parents have caught up on their payments. Parents must notify the school immediately if a financial crisis arises.

### **20.0 WITHDRAWAL AND FEE REFUND POLICY**

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If a child is to be withdrawn 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, 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 this refund for the remaining full months of the school year on child's last day of school.
- Registration fees are non-refundable.

### **21.0 CHILD MANAGEMENT – PROHIBITED PRACTICES**

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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.

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## 22.0 CHILD MANAGEMENT – SUPERVISION

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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.

## 23.0 PARENT- SCHOOL STAFF GRIEVANCE RESOLUTION PROCEDURE.

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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
  - a. 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:
  - b. Provide the teacher with a copy of the written complaint; and
  - c. 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.
4. 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.

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## 24.0 EMERGENCY MANAGEMENT PROCEDURES – PARENT’S NOTIFICATION

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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 be used for providing notification to the families in the event of an Emergency situation.

IMPACT LEVEL	NOTIFICATION RESPONSE
<b>Low Impact:</b> No disruption of School Activities, Isolated incident	<ul style="list-style-type: none"><li>• Notice on the school notice board.</li><li>• Notification sent to parents via email</li></ul>
<b>Moderate Impact:</b> Poses no risk to the safety of the school. Does not impact more than one student	<ul style="list-style-type: none"><li>• Notice on the school notice board.</li><li>• Notification sent to parents via email</li></ul>

**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

## 25.0 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

- A spare change of clothes (shirt, pant, socks, underwear)
- A pair of comfortable indoor shoes (closed toes, these will stay in school.)
- For full day kids only – a blanket, a small cot sheet and a small pillow ( Please do not send adult pillows)
- 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

The bedding will be sent home every weekend to be washed and brought back on Monday morning.

## 26.0 SCHOOL LOCATION MAP

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.

