



## Perth Children's House Inc. - Montessori School

CASA 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

### DISCLAIMER

**OUR PROGRAM WILL NEED TO BE ADJUSTED TO MEET GOVERNMENT AND HEALTH UNIT REQUIREMENTS FOR MITIGATING THE RISK OF COVID-19 TRANSMISSION IN THE 2020-2021 SCHOOL YEAR. THIS HANDBOOK DESCRIBES THE REGULAR OPERATION OF THE SCHOOL, AND AN APPENDIX WILL BE ADDED TO ADDRESS ALL CHANGES THAT WILL BE REQUIRED DUE TO COVID-19. IN CASE OF DISCREPANCY BETWEEN THE HANDBOOK AND THE APPENDIX, THE INFORMATION IN THE APPENDIX WILL PREVAIL. PERTH CHILDREN'S HOUSE RESERVES THE RIGHT TO CHANGE ANY/ALL INFORMATION IN THE HANDBOOK OR APPENDIX, AT ANY TIME, BASED ON RECOMMENDATIONS AND GUIDELINES PROVIDED BY GOVERNMENT AGENCIES AS THEY RELATE TO COVID-19.**

### TABLE OF CONTENTS

#### [1. We are Perth Children's House](#)

[Introduction](#)

[Identity Statement](#)

[What is a Montessori Education?](#)

[Program Statement](#)

[Ages of Children](#)

#### [2. Enrolment and Service Terminations](#)

[Priority of Enrollment](#)

[Discharge](#)

[Withdrawal](#)

#### [3. Registration and Orientation Procedures](#)

[Registration Periods](#)

[Registration Procedure for Returning Students](#)

[Registration Procedure for New Students](#)

[Late Registration for New Students](#)

[Registration for a January Start](#)

[Annual Intake Procedures for New Students](#)

# Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

[Switching Attendance Dates and/or Times](#)

## [4. Illness in Staff/Children and Degree of Illness which precludes child from care](#)

[Illness In a Child](#)

[Fever](#)

[Vomiting and Diarrhea](#)

[Communicable and Reportable Diseases](#)

[Immunizations](#)

[Illness In Staff](#)

## [5. Health and Safety Procedures](#)

[Accident Procedure](#)

[Fire Safety and Emergency Procedures](#)

## [6. Administration of Medications](#)

## [7. Fee Payment Policy and Payment Options](#)

## [8. Fee Payment Policy relating to absences due to illness and/or Vacation, and PD days and Statutory Holidays](#)

## [9. Arrival, Departures, and Release of Children from the Program](#)

[Hours of Operation](#)

[Arrival and Departures](#)

[Release of Children to Custodial Parents](#)

[Late Fees](#)

[Parking](#)

[Snow days](#)

## [10. Routines Provide Security](#)

[Integration of New Students](#)

[Separation Anxiety](#)

[Punctuality](#)

[Nap and Rest Period](#)

[Birthdays](#)

## [11. Guiding Children's Behaviour/Code of Conduct](#)

[Guidance](#)

[Prohibited Practice](#)

[Parent-Teacher Communication](#)

[Classroom Observations](#)

[Code of Conduct and Standards of Behaviour](#)

## [12. Process for Expressing Concerns](#)

## [13. Field Trips and Off-site Activities](#)

# Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

## [14. Children's Belongings](#)

[How to dress for school](#)

[Toys](#)

[Lost and found](#)

[Items from school](#)

## [15. Food and Snacks](#)

[Lunch](#)

[Snacks](#)

## [16. Role Of Parents/Guardians In Program](#)

## [17. Smoke-Free Environment](#)

# Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

## 1. We are Perth Children's House

### *Introduction*

Welcome to Perth Children's House Montessori School's Casa program. We're happy to have you as part of our community of families and look forward to partnering with you in your child's educational journey. We believe that learning can be so much more fun and fulfilling than what most parents experienced in school. We are dedicated to providing an engaging, nurturing, and comprehensive program that prepares children with the skills they need to develop into connected, compassionate, collaborative people who, as they grow, become leaders within the global community. The purpose of this handbook is to serve as a guide and provide detailed information about the school, the programs it offers, and how it operates.

### *Identity Statement*

Perth Children's House Montessori School has been serving children and families in Perth and the surrounding areas since 1974. We are a not-for-profit, parent-run organization with an active and engaged community of families whose time and talents help keep operating costs and tuition low.

Our program is based on Dr. Maria Montessori's method, which fosters curiosity, leadership, respect, love, peace, accountability, and open-mindedness, both in and out of the classroom. Children benefit from a school and teaching philosophy that is rooted in self-directed activity, hands-on learning, and collaborative play. The Perth Children's House classroom is screen-free. Children are encouraged to make creative choices in their learning, while our highly trained educators offer age and ability appropriate activities to guide the process.

Perth Children's House provides a unique program and learning environment that focuses on independence, collaboration, grace and courtesy, and a sense of community. We endeavour to empower learners so they can grow into confident, independent, capable, respectful citizens of the future.

### *What is a Montessori Education?*

Montessori is an education and a perspective that moves from learning to application through curiosity and creativity. Montessori is a philosophy of education, which was developed by Dr. Maria Montessori (1870-1952) in the early 1900s. The Montessori approach helps children fulfill their own potential. Each child works at their own pace and level under the guidance of specially trained educators, who use Montessori-designed teaching materials.

Montessori works in every setting for the success of each child. The world has changed, but what it takes to be successful hasn't changed since Maria Montessori created her education approach over a hundred years ago: a strong emotional, behavioural, and moral foundation. Montessori helps children

# Perth Children's House

## 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

develop into individuals who know right from wrong, who have self-confidence and are connected with others, who find fulfilment, and who connect and contribute to the world.

The Montessori philosophy recognizes in the child a natural curiosity and desire to learn. The philosophy stresses that children learn and progress at their own pace so that fast learners are not held back and slower learners are not frustrated by their need for more time to perfect themselves. The classroom provides rich learning experiences based on your child's individual developmental needs. Children are presented with concepts at a time when they are most receptive to learning them. Dr. Montessori called these the Sensitive Periods of learning. The classroom consists of mixed age groups, which provide opportunities for peer learning and teaching. Three-year learning cycles are the ideal multi-age, offering children space and time to develop, to explore, to integrate and to master the planes of development they serve. Respect for others and their work is fostered in this classroom environment. Our school is licensed as a childcare center for its Casa and program and a private school for its Elementary program under the Ministry of Education.

All of the Montessori educators at PCH have training from centers affiliated with nationally and internationally recognized Montessori associations (NAMC, AMI, AMS, TMI, MACTE). These associations are committed to upholding, publicizing, and furthering the pedagogical principles and practice devised by Dr. Montessori.

### ***Program Statement***

Perth Children's House's program, philosophy, and approach to working with children is inspired by Maria Montessori and as such is built around independence, a sense of order, and completion of tasks. PCH is a not-for-profit organization and is a registered charitable organization with a volunteer board of directors. PCH is a parent-run school, which means that parent/guardian involvement and assistance is required in order to operate the school. In an attempt to keep tuition affordable, the school relies heavily on parent volunteerism. In addition to the financial benefit, volunteerism helps parents become involved in life at Perth Children's House, which helps build a strong community of families, one of our core values.

Perth Children's House is licensed under the *Child Care and Early Years Act (CCEYA)* and follows *How Does Learning Happen? (HDLH)*, Ontario's pedagogy for the early years. The HDLH document is a resource that models learning through relationships with a focus on the child and the family. Learning and development happens within the context of relationships among children, families, educators, and their environments. The four foundations of HDLH are **Well Being, Engagement, Belonging, and Expression**. PCH Educators, along with the Board of PCH, strive to model these four foundations by ensuring that the points stated below are respected and carried out each day. Teachers always consider these foundations when creating policies and making decisions for the students of PCH.

The school offers a Casa Montessori program as well as an Elementary program. Both programs

## Perth Children's House

### 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

operate under the fundamental tenant that a child learns best within a social environment which supports each individual's unique development. The Montessori Casa program is a 3-year program, which includes first year (preschool), second year (JK), and third year (SK). Perth Children's House (PCH) offers children:

- a carefully prepared child-centered environment
- mixed-age groups
- an opportunity to progress at the child's own pace
- activity-based learning
- freedom and responsibility
- cooperation and collaboration - not competition

The Montessori methodology provides opportunities, challenges, and experiences through which the child acquires co-operative and self-guided skills, initiative, and self-expression. In addition, there are a variety of games, songs, drama, arts and crafts, and outdoor play to stimulate the child's interests and development. Individual progress in learning and enjoyment are keynotes of the program.

The Montessori method allows children to develop skills at their own pace. There are also different "works" which promote learning of the same skill in different ways. Progress is tracked individually and encourages proceeding through each skill at its own appropriate pace. Students are to be designated a day of the week to be taught materials or more often if possible. This ensures all students are given the opportunity with new materials and have one-on-one teacher time. PCH staff invest time with and give their attention to each child, allowing relationships to grow and a better understanding of each child's learning style and individual needs.

PCH will promote the health, safety, nutrition, and well-being of all children and teachers and staff are considerate of each child's emotional, physical, and psychological state. Teachers and support staff will provide supportive, positive, and responsive daily interactions.

*Nutrition* - Healthy snacks are provided daily and a healthy Hot Lunch program is available for students at an additional cost. Teachers and support staff monitor lunches to ensure that the students are eating healthy, well-balanced foods.

*Safety* - All teachers and volunteers have Vulnerable Sector Checks completed before being on-site. The staff and students practice fire drills on a monthly basis to understand what to do if a fire happens. Students line up and remind themselves to be safe with their saying "...Children hold partner hands, keeping them safe and walking carefully" while walking to the library and other outings.

*Health* - The program provides quiet time for resting and recovery; outdoor play providing gross motor movement, fun, exploration, and recreation; practices safe and regular hand washing to ensure germs are kept at bay.

## Perth Children's House

### 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

The one-on-one teaching time, as well as constant observations by PCH Educators, allows a more intimate knowledge of each child's emotional, physical, and psychological state. Staff are conscious of modelling positive interactions and using kind words to reflect the core values of the Montessori Philosophy.

PCH views all children as competent, capable, curious, and rich in potential. All children develop at their own pace and will take different cognitive and social skills from our Montessori program. Each child will experience their own unique and individual journey while attending PCH and will be given equal opportunities in learning. As part of our Grace and Courtesies curriculum, students will be taught self-help tasks (e.g. blowing nose, independent toileting, doing zippers, effective hand-washing)

On top of providing a Montessori learning environment, we have regular French lessons, which aim to prepare students for starting Grade One (1) at the French Immersion level. Students learn diverse vocabulary to emphasize fluency and comprehension as it relates to interactive themes reflecting everyday life. This can be enhanced with the AIM (Accelerated Integrated Method) that incorporates gestures, songs, plays, and games to enhance the Montessori Method. The French-language learning is reinforced throughout our time together to emphasize oral communication.

Students also take part in a weekly 45 minute group music session. The music session is planned for a day of the week on which the most students from each age group are in attendance. Music is presented live mainly through voice with guitar accompaniment. Small rhythm instruments of professional quality are shared with the students. Basic techniques in rhythm, tempo, volume, and pitch are introduced throughout the year. In each music class, children are invited to listen, sing, dance, create, and play along with the shared music.

PCH plans for and provides positive and creative learning environments, both in the classroom and during outdoor play. PCH provides an environment that will allow children to take manageable risks, while allowing active play and exploration. Encouraging children to initiate and seek out their interests and actively explore and investigate their surroundings will promote a healthier growing sense of self.

In collaboration with promoting peace in our learning environment, PCH staff will observe outdoor play and allow freedom to explore their indoor and outdoor environments. PCH staff will judge if a child is in distress or needs a teacher to intervene. Our PCH philosophy is to promote and provide child-initiated and adult supported play, as well as to observe and prevent abusive, controlling, or intentionally harmful or cruel behaviour. PCH supports a stimulating, active, and interesting environment where a child may establish a true sense of self and where self-regulation is encouraged.

PCH fosters ongoing engagement and communication with families regarding our Montessori program and your child. Communication will be ongoing with the use of the HiMama app as well as

## Perth Children's House

### 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

through attendance of the First-Year Orientation (mandatory), and the Second-Year and Third-Year Information evenings that are organized for the parents each year. A monthly newsletter is distributed by e-mail. As a parent, you can expect ongoing feedback on your child's progress, an invitation to participate in many aspects of school life, and an environment where parents/guardians and teachers support each other with the desire to help your child be successful.

Outside the classroom we strive to provide a diversity of activities in keeping with the philosophy of learning through play. PCH attends the public library monthly, skates weekly at the local arena during winter months, and participates in community events. We also have a variety of field trips throughout the year. There are also several events throughout the school year (BBQs, board meetings, fundraisers, a wine and cheese evening, etc.) which encourage families to become engaged with the program and community.

Perth Children's House is committed to providing a schedule that meets the needs of parents/guardians while maintaining a learning environment consistent with Montessori philosophy. First year students may attend full days, or mornings only (5 days per week). No afternoon-only half days are permitted for first-year students. Second and third year students are required to attend a minimum of three full days. They may not attend mornings-only in order to allow space for first-year students. All students must attain a minimum of three "starts" on a different day of the week.

All educators are to use electronic documentation (HiMama) to document (pictures and written explanations of observations) and communicate with families. Staff will show on a bi-weekly basis or more frequently if possible, "HOW LEARNING HAPPENS" in our Montessori Classroom. A monthly curriculum for outdoor play and monthly activities will be posted and implemented into our yard. An "Art Wall" or display area is also offered outside for completed works and to show "HOW LEARNING HAPPENS" in our yard.

PCH staff attend planned bi-weekly reflective practice meetings, monthly staff meetings, and monthly board meetings. Discussions are initiated by THINK, FEEL, ACT videos prepared by the Ministry of Education and follows the "How Does Learning Happen" Pedagogy, as well as daily student observations, books, and literature which allows teachers time to reflect on their work and to further observe the classroom and learning experience. Collaborative reflective inquiry and ongoing opportunities allow educators to engage in critical reflection and discussion with others about pedagogy and practice to support their ongoing professional learning and growth. All educators attend professional learning conferences and workshops to stay current in the field of Montessori and ECE.

PCH Educators promise to students and parents/families of PCH to ensure that all of the above stated approaches that are set out in the program statement are implemented into the daily curriculum.

# Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

## ***Ages of Children***

The Perth Children's House has a non-discriminatory admission policy. Any child that meets the age and toilet training requirements may attend. The Perth Children's House has facilities and staff to accommodate 23 children per half-day, ages 2 1/2 years (31 months) to 6 years. To be clear, your child must be 31 months by August 31st of the year of enrollment if he/she is starting in September. If your child is beginning in January, it is preferable that he/she be 31 months of age by August 31st of the preceding year. (Please note that January starts are dependent on enrolment and are not guaranteed to be available every year). Your child must be toilet trained and is encouraged to have independent toileting skills. The maximum teacher child ratio is 1:8. Because the Montessori program is a multi-year program, children will not be accepted into the first year of the program past their 4th birthday, unless they are transferring from another Montessori school.

## ***Trial Period***

At the beginning of every school year, all children (including returning students) are admitted on a one-month trial basis. The one-month trial period ensures the child and the environment suit each other. The trial period may be extended at the discretion of the Lead Teacher, in conjunction with the Liaison. Our focus is on providing an inclusive environment for the child by engaging and collaborating with the family, helping the family feel welcome while considering flexibility, dignity, and overall quality of the program. Perth Children's House recognizes that every child is a unique being and each child will be treated respectfully as an individual. If concerns arise during the trial period, parents will be contacted by the Lead Teacher and/or the Liaison and parents and teachers will work together to decide on how to best meet the needs of the child, while remaining in compliance with PCH's policies and procedures.

## ***Children with special needs***

Perth Children's House has access to the County organization Lanark Early Intervention Program (LEIP), which may provide special resources and one-on-one attention within the classroom environment for the child with special needs. LEIP has very specific criteria for assessing the needs of a child within the classroom. LEIP may provide a support person in such cases where a child's needs in the classroom meet LEIP's criteria. In such cases where a child is deemed by the Lead Teacher and/or the Board of Directors to require individual support within the classroom and is not eligible for LEIP resources, support must be provided at the expense of the family within the time period as it is outlined in the *Inclusion Policy and Individualized Support Plans*.

## **2. Enrolment and Service Terminations**

There is no charge to place a child's name on the PCH waiting list. The waiting list will be managed, maintained, and kept confidential by the Registrar. Information of where a child's name is on the list

# Perth Children's House

## 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

will be given to Parents or Guardians of that child upon request, via the Registrar. Teachers will direct parents who are inquiring about the Wait List to the proper email: [registrar@perthchildrenshouse.ca](mailto:registrar@perthchildrenshouse.ca)

Hard copies of the Pre-Registration Form and this Parent Handbook can be found in the coat room, and on the website. These will be given/available to all interested families, and a link to the Pre-Registration Form is available on the website or by request. It is strongly recommended that Pre-Registration Forms be completed online. These are automatically submitted to the Registrar who will confirm receipt through email. The Registrar will place the child in the appropriate wait list order based on the information provided in the Pre-Registration Form, and on the order in which it was received.

When a waiting list has been established or is being maintained the following order of enrollment will be honoured.

### ***Priority of Enrollment***

The following list describes the priority sequence for children enrolling in the Casa program at Perth Children's House, in descending order of priority:

- i. returning students;
- ii. date of application submitted by siblings of returning students;
- iii. date of application submitted by siblings of former students who have completed the 3 year program;
- iv. date of application submitted by children of full time staff members;
- v. date of application submitted by a new student.

The Registrar will maintain a single waiting list of children for future enrollment. Parents/guardians of currently enrolled children with siblings are encouraged to put the sibling's name on this list as early as possible to avoid disappointment.

### ***Discharge***

If, at any time, it is decided by the Teachers and the Chair of the Board that it is not in the best interests of the child and/or the classroom at large for a student to continue attending the school, a meeting between all parties will be held to inform the parents/guardians of the decision. A written notice will also be given to this effect. Parents/guardians may be given up to one month's notice to make alternative arrangements for their child, unless the Teachers and Board of Directors determine that immediate discharge from the school is in the best interest of all parties. In all such cases every effort shall be made to advance the interests of the particular child, keeping in mind the interests of the school at large.

Bullying is not acceptable and will not be tolerated at Perth Children's House. Bullying will be addressed promptly and if the problem persists discharge from the program will result.

# Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

## ***Withdrawal***

One month notice is required if parents/guardians decide to withdraw their child from the Casa program at Perth Children's House at any point during the school year. In addition to notifying the teachers, parents/guardians should also email the Registrar as well as the Treasurer to notify them of the notice to withdraw the child. The child may still attend the school during the paid notice period. Tuition for the month that the notice period occurs in will be retained by the school. Please note that in all cases, the last month tuition pre-payment will not be refunded.

At the discretion of the Board, in consultation with the Teachers, a temporary withdrawal may be possible for personal reasons. Your child's spot in the program will be held as long as tuition is paid during the absence.

## **3. Registration and Orientation Procedures**

Children may be pre-registered at any time after their date of birth by completing a Pre-Registration Form. Pre-registration entitles the child to be placed in sequence on a waiting list. (If you wish, you may even pre-register an infant to reserve a spot 2 to 3 years in the future!) No child can attend Perth Children's House without a completed Pre-Registration Form on file at the school. Please note that, as with most other policies, a more detailed enrollment procedure is available at the school or on the website.

### ***Registration Periods***

There are four distinct periods throughout the year during which registration occurs. In each registration period, the Registrar will contact families in order of priority of enrollment. The first period is for returning students and their siblings. The second is for new students. The third is for new students who are registering during the summer after the schedule has been set. The fourth period is for students who are registering from October through December for a January start (January starts may not occur every year).

### ***Registration Procedure for Returning Students***

Registration for returning students is done during March-April. Returning students do not need to complete a Pre-Registration Form as one is already on file. The process begins in early March and ends with the submission of cheques and completed forms in late April (exact dates will vary from year to year). Once this process is complete, spaces for new students (including siblings of returning students or students who have graduated the 3-year program) are known and the registration process begins.

### ***Registration Procedure for New Students***

# Perth Children's House

## 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

The process for new students who have already pre-registered begins in April and ends in May (exact dates will vary from year to year). In April, parents/guardians will submit a schedule request form (provided by the Registrar). Once the Registrar completes enrolment of returning students and the number of vacant positions has been determined, students will be contacted according to their position on the priority of enrolment list. Parents/guardians have 48 hours in which to accept or decline the offer of a position. If it is not accepted within 48 hours, the position will be offered to the next person on the waiting list. The Registrar will accommodate the requests as best as possible with the remaining spots. Once a schedule has been agreed upon, the completed Registration Form, supporting documents, and payments are due, usually by mid-May. At this point, if vacancies still exist, potential students will be recruited through a second Open House, newspaper ads, and other recruiting procedures, if necessary.

### ***Late Registration for New Students***

If necessary, late registration occurs from June to September, and happens only if vacancies exist once the initial registration period ends.

### ***Registration for a January Start***

Perth Children's House school year runs from September to June. New first-year students start in September, provided they meet the minimum requirements. In the rare event that a spot is available for a January-start, children on the wait list may be offered a spot in January. In order for a child to start in January, PCH Admittance Policy prefers students to have reached the minimum age of 31 months by August 31st of the current school year. If needed, and in order to help maintain the PCH operating budget which is based on 90% capacity, children aged 31 months or older as of January 1st of the current school year may be considered for admittance at the discretion of the board, in collaboration with the teachers, based on an assessment of the classroom and the evaluation of the individual child, on a case by case basis.

### ***Annual Intake Procedures for New Students***

For new, first-year students, an orientation meeting with the Teachers and the incoming student and their parent(s), is required before the child attends in order to introduce the child to the staff and for the staff to begin to get to know them. Orientation meetings occur the last week in August. All students, including returning students, are admitted on a one-month trial basis, beginning on the first day they attend in the current school year. Parents will be contacted when their child is discharged from the trial period. If concerns emerge during the trial period, teachers will contact parents and arrange for a meeting as necessary. Concerns may include, but are not limited to: toileting, disruptive classroom behaviour, etc. The trial period may be extended by the Lead Teacher, in consultation with the Liaison, on a case-by-case basis. At any point during the trial period, if parents/guardians and/or teachers are not satisfied that the child and the environment suit each other, the child may be

## Perth Children's House

### 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

withdrawn or discharged from the program.

New students are staggered into the classroom after the first day of the school year. In an effort to help the children adjust to the new environment and to allow more one-on-one time with teachers, new students are welcomed one per day until all new students have joined the classroom. Each child's particular start date will be determined and communicated by the Teachers no later than the last week in August. Since families pay for September in full, a cheque will be issued to reimburse the family for days the child doesn't attend prior to their start date.

#### ***Switching Attendance Dates and/or Times***

It is the responsibility of the parents/guardians of a currently enrolled child to notify the Registrar in writing if a different position is desired, (e.g., if you wish to switch from morning to afternoon or part time to full-time).

While adding days can be done anytime when space is available, this will be at the teachers' discretion and approval. A child may only decrease the number of days before the end of October (during the 1st term) or for students starting in January, the end of February (during the 2nd term). Requests to decrease days after these dates may be sent to the Registrar, but refunds will not be provided. If a position becomes vacant during the school year, it will be offered first to currently enrolled students whose parents/guardians have indicated an interest in switching dates and/or times.

This "internal switching list" will operate on a first-come-first-switched basis (i.e. the sequence in which these notices are received by the Registrar will determine the sequence in which the possible switches are offered). Once the Registrar contacts the parent(s)/guardian(s) with notice of an available position for the child, they have 48 hours in which to accept or decline the switch. Once the 48 hours has passed, the Registrar will contact the next family on the "switch list". If the parents/guardians accept the switch, PCH must receive payment for the increased tuition, where applicable.

## **4. Illness in Staff/Children and Degree of Illness which precludes child from care**

### ***Illness In a Child***

Please do not send your child to school if they are ill. This is unfair to staff and other students. If your child becomes ill during the day, you will be contacted to take them home. Illness in a child which would exclude them from the classroom are vomiting, diarrhea, fever, or abnormal behaviour that prevents them from participating, along with other reportable diseases that are listed on the Leeds, Grenville & Lanark District Health Unit website. In the event that one of the above symptoms should occur, the child will be given a quiet spot to rest until they are picked up. Take care that all emergency contact names and numbers are up-to-date in the event the school needs to contact someone other

# Perth Children's House

## 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

than you.

### ***Fever***

Should your child develop a fever while at PCH you will be contacted to come and pick up your child. Your child will be isolated from other children and given rest until you arrive.

Your child must be fever-free without medication (e.g. Tylenol) for 24 hours before returning to school. If a fever develops at home, or elsewhere, the 24-hour exclusion policy still applies. **Please do not treat your child's fever with medication at home and proceed to send them to school.**

Please call the school to let us know your child's health status. We are required by the Health Unit to report certain types of illnesses ASAP.

### ***Vomiting and Diarrhea***

If your child has any vomiting or diarrhea while at PCH you will be contacted to come and pick up your child. Your child will be isolated from the other children and given rest until you arrive.

Your child must be symptom free without any medication for 48 hours before returning to school. If vomiting develops at home, or elsewhere, the 48-hour exclusion policy still applies. Please call the school to let us know your child's health status. We are required by the Health Unit to report certain types of illnesses ASAP.

### ***Communicable and Reportable Diseases***

Please refer to the [Leeds, Grenville and Lanark Health Unit Communicable Diseases handout](#). It gives specific exclusion times for specific childhood illnesses as well as illness which must be reported to the Health Unit.

### ***Immunizations***

The Child Care and Early Years Act stipulates that prior to admission, each child must be immunized according to the local Medical Officer of Health standards. You are responsible for providing a photocopy of your child's up-to-date immunization records, which must be submitted along with the completed Registration Form. A photocopy of your child's up-to-date immunization records must be submitted each and every year your child attends PCH, regardless if there haven't been any changes to the record that we have on file.. A doctor's visit is not required, but parents/guardians must provide medical history and relevant medical information and/or conditions affecting their child's health.

If you choose not to immunize your child, you must contact The Corporation of the Leeds, Grenville and Lanark District Health Unit at 1-800-660-5853.

**For exemptions for medical reasons**, you must fill out a Statement of Medical Exemption form that has been signed by a physician or nurse practitioner and submit it to your local public health unit.

## Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

**For exemptions for conscience or religious belief**, you will need to complete an education session at the health unit. At the end of the session, you'll receive a Vaccine Education Certificate signed and dated by your public health unit. PCH requires an affidavit or statement of conscience or religious belief to be completed and filed for exemption of immunization. PCH will provide these forms to be filled out upon request. Make copies of your certificate and your signed Statement of Conscience or Religious Belief form and submit the originals to your local public health unit (they will tell you how). It is important that you keep your copy because the ministry and local public health units do not keep records of your exemption documents.

### ***Illness In Staff***

Staff members are required to provide a medical note from a doctor upon employment; records of updated TB testing every 10 years (or as required); up-to-date records of other immunizations stated in their employment contract.

## **5. Health and Safety Procedures**

### ***Accident Procedure***

If a child is injured while at school, staff will assess the nature and severity of the injury. If emergency medical attention is needed, the Supervisor will call 9-1-1. The child will be kept calm until an ambulance arrives and the Supervisor will accompany the child to the hospital. The child's parents/guardians will be notified immediately by the teacher remaining in the classroom and direct them to the appropriate location. This teacher will also call for a substitute teacher to assist in the classroom (in order to maintain the 8:1 student-to-teacher ratio). In the event that the injury is not an emergency but does require urgent medical attention, parents/guardians will be notified immediately and will be required to come and take their child to be examined by a physician. All staff are trained and certified in CPR Level C, which includes children choking, and in the use of an Automated External Defibrillator (AED). There is an AED on site (located in the coatroom).

### ***Fire Safety and Emergency Procedures***

Our designated emergency shelter is the Perth & District Union Library.

General fire safety rules are as follows: no smoking allowed on the premises; flammables are stored in the kitchen away from the classroom; there are no open flames (e.g. jack-o-lanterns, candles, or lit Christmas trees); fire drill procedures are written out and posted in prominent places.

Fire Drills are held as frequently as necessary at the beginning of the year so that all children have a chance to practice the drill. Once all children have been taught the drill and are comfortable with the procedures, fire drills are to be practiced once a month until the end of the year.

In the case of an actual emergency, parents/guardians will be contacted, a message will be left on the

# Perth Children's House

## 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

school answering machine if possible and a note will be placed on the school entrances, if the school has been evacuated. The school is prepared to care for children during regular school hours. If you are unable to pick up your child or cannot be reached during an emergency, the school staff will care for your child until the end of the school day.

## 6. Administration of Medications

Perth Children's House staff may administer prescribed medication and over-the-counter homeopathic medications. Prescribed medication must be supplied in the original container with pharmacist's label and have the following information:

- the child's name
- name of medication
- exact dosage to be administered
- time and interval of dosage
- date medication was dispensed
- instruction for storage and administration

Over the counter medication must also be in original packaging and labelled with the child's name and date of purchase along with dosage and frequency.

An **Administering Medication Form** must be filled out for written consent and signed by parent before any medication is given. **The first dose of any medication must be given at home.**

**\*\*\*Never leave medication of any kind in your child's cubby or backpack. Always hand-deliver medication to staff with your child's name on it.\*\*\***

## 7. Fee Payment Policy and Payment Options

At Perth Children's House, tuition fees, fundraising activities, and donations must cover our annual operating expenses. Tuition fees are calculated on an annual basis and tuition payments are made on a monthly basis. Payment of tuition fees may be made in three possible ways:

- 1) email money transfer (preferred)
- 2) Royal Bank e-transfer (preferred)
- 3) Post-dated cheques

Payments are broken into 10 monthly payments as per the following schedule:

- One non-refundable payment dated June 1st of the current year, OR within 5 business days of payment being requested by the Treasurer, which covers June tuition for the upcoming school year.
- Nine payments on the first of each month from September 1st of the new school year until

## Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

May 1st.

Details for each payment option are as follows:

**Email Money Transfers** (preferred) are to be sent to [deposits@perthchildrenshouse.ca](mailto:deposits@perthchildrenshouse.ca) with a description of who the payment is from and what is for, as it's not always obvious who the payment is from based on the email address alone.

**Royal Bank E-Transfers**, may be made in RBC online banking:

Choose *Pay Bills & Transfer Funds*.

Choose *Other Royal Bank Customer*. Click *Submit*.

Fill in Branch Number 03762, Account Number 1005230.

To Company Name: *Perth Children's House*. Click *Confirm*.

Please email [deposits@perthchildrenshouse.ca](mailto:deposits@perthchildrenshouse.ca) to let our bookkeeper know what the payment is for.

**Post-Dated Cheques** will be provided in June and made payable to "Perth Children's House" An administrative fee of \$20 will be applied to cheques returned for "insufficient funds." Interest of 1.5% will be charged on all late payments.

If a child's attendance frequency increases there will be an increase in tuition. The difference in tuition must be paid at least one week prior to the change in schedule taking effect.

If a parent fails to make the appropriate payments, a notice letter will be sent to them at the end of 30 days non- or under-payment informing them that they are not in good standing with the PCH. At the end of 60 days non- or under-payment, the child is considered withdrawn from the program and will not be allowed to attend the PCH. Steps will be taken to recover the funds owing.

PCH provides payment receipts annually for all tuition fees paid.

### **8. Fee Payment Policy relating to absences due to illness and/or Vacation, and PD days and Statutory Holidays**

In the event that your child is ill on a day that they would regularly attend PCH, no refund will be provided. All sick days and vacation days are non-refundable. Additionally, no refund will be provided for PD days or Statutory Holidays that fall on days your child normally attends. Your tuition reserves your child's spot at PCH.

## Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

### 9. Arrival, Departures, and Release of Children from the Program

#### *Hours of Operation*

Perth Children's House (PCH) operates Monday to Friday 8:30 a.m. - 4:30 p.m. PCH generally follows the Upper Canada District School Board (UCDSB) calendar. PCH produces a school calendar which details all PA days, Holidays, March Break, and special events. Please hang it prominently in your home and refer to it often.

#### *Arrival and Departures*

Morning drop-off occurs between 8:30 - 8:45 AM in the backyard or coat room, depending on the weather.

Children attending in the morning only, are to be picked up at 11:45 AM, and no later than 12:00 PM in the backyard or coat room.

Children present at the end of the school day are to be picked up at 4:15 PM, and no later than 4:30 PM as the school closes at 4:30 PM.

If the children are in the indoor environment, please let the educator know that you have arrived and allow time for your child to disengage from their activities. If the children are outdoors when you arrive, please enter the yard, gather your child's belongings and come to get your child. Please ensure that your child says goodbye to the staff member on duty. All children in this program must be released to a parent or designate.

#### *Release of Children to Custodial Parents*

Please note that *without a court order on file*, Perth Children's House staff are unable to legally prevent the release of a child to his/her non-custodial parent. Perth Children's House *must* have a copy of the court order on file.

#### *Late Fees*

A late pick-up fee of \$15 for any part of the first 15 minutes, \$20 for every 15-minute increment thereafter following scheduled pick-up time will be charged to parents/guardians who are late picking up their child(ren).

After the third occurrence of late pick-up, the fees are doubled (\$30 for any part of the first 15 minutes, \$40 for every 15-minute increment thereafter).

## Perth Children's House

### 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

Teachers will note date(s) and time(s) of the late pick-up(s) and advise the Treasurer and Liaison of the infraction(s). The Treasurer will send an invoice for the accumulated late fees incurred directly to the parents/guardians.

If you know you will be late to pick up, please inform the teachers ahead of time as accommodations may be able to be arranged in rare occurrences. Late fees are designed to limit late pick-ups to real and infrequent emergencies. Consistent lateness is stressful for the child and inconsiderate to the staff. If your schedule prevents timely pick-up, please make alternate arrangements for child care or pick-up. Speak to the teachers about the options available to you.

### ***Parking***

When dropping off and picking up your child, please observe parking restrictions along the streets adjacent to the school. Perth Children's House wants to maintain friendly relations with local residents and other tenants.

**Parking in the school driveway or the adjacent driveway is strictly prohibited, please ensure that anyone dropping off or picking up your child is aware of this.**

*Perth Children's House requests that you turn off your vehicle while picking up and dropping off your child. Idling vehicles are a large source of dangerous air pollution that adds to human health problems. Additionally, children feel the effects of air pollution more than adults. They breathe faster and inhale more air per kg of body weight. For the health of our children, please turn off your vehicles.*

### ***Snow days***

Previous to the 2016-2017 school year, PCH did not operate on days deemed "snow days" by the UCDSB. However, effective November 28th, 2016, the board changed the school policy and procedure based on Parent/Guardian feedback from previous years. **PCH will operate on days deemed "snow days" by the UCDSB.**

When the UCDSB declares a "snow day" and the buses are cancelled, but the UCDSB schools remain open, then PCH will be open. The Vice-Chair or the Communications Chair will update PCH's Facebook page and send an email to Parent/Guardians and teachers by 6:45am.

**Parents/Guardians please check your email to make sure that you are fully informed!**

**\*\*Parents/Guardians should call the school or reply by email to [communications@perthchildrenshouse.ca](mailto:communications@perthchildrenshouse.ca) by 7:30am to let us know if your child will NOT be attending that day.**

## Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

When the UCDSB schools close due to inclement weather, PCH will close too. The **Vice-Chair** or the **Communications Director** will update PCH's Facebook page and send an email to Parent/Guardians and teachers by 6:45am.

PCH may close midday if the UCDSB closes their Perth area schools midday, or if the teachers and the **Vice Chair** and/or **Communications Director** agree that the school should be closed down. In the case that the school closes midday, the teachers will call the Parent/Guardians to come and pick up their child(ren) as soon as possible.

## 10. Routines Provide Security

### *Integration of New Students*

In order to ensure that the classroom is not overwhelmed with children who are new to the school, PCH integrates new students one or two at a time. This ensures that returning children can assume their leadership roles and helps new children adapt quickly as the school focuses on your child during the first few days to ensure they have a successful beginning. Once you have formally registered at PCH, the classroom educator will contact you in August to set up the integration process, including an orientation interview at which time you will receive your child's start date.

### *Separation Anxiety*

Students are not the only ones who suffer from separation anxiety. Parents/guardians suffer as well. As an adult, be honest about your feelings and recognize how you feel about leaving your child. Your child picks up cues from you. When dropping off your child, be cheerful and positive; wish them a great day, and then leave. Watching your child from a distance and/or dragging out farewells for one more hug is very stressful for your child and heightens their anxiety.

Staff are ready and willing to accept responsibility for your child from the moment they enter the school. Students experiencing distress are given attention immediately and typically stop crying as soon as the parent has left. If your child continues to cry for an extended period you will be notified and strategies will be discussed to make the separation process as smooth as possible.

### *Punctuality*

A sense of order and punctuality is consistent with Montessori learning. We strongly encourage students to arrive in time for the start of the work session. The work session begins between 8:30-8:45 AM, once they have been greeted, welcomed into the classroom, and have dropped their lunches off in the fridge. A student arriving late for class is both disruptive and distracting to the ongoing learning process. Children who arrive late miss out on the invaluable introduction of new topics and materials by the teacher. If you are running late dropping off your child, please call the school and let the staff know. We will anticipate your arrival and help create the least disruptive entry as possible.

# Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

## ***Nap and Rest Period***

First-year Casa (3 year olds) students have the opportunity to nap daily. If a Casa child is awake at approximately 45 minutes into the sleep time, they will return to their classroom. Older children, who normally nap in the afternoon, will continue to have the opportunity to do so. Children who have this rest period are provided with bedding and a small pillow, which are laundered weekly, and may bring a sleep toy for comfort.

## ***Birthdays***

If your child is celebrating a birthday during the school year, please check with the Lead Teacher in advance of bringing anything special into the school. Invitations to any birthday parties, which do not include all the children in the class, should not be distributed at school. Children can be extremely sensitive and we wish to avoid unnecessary hurt feelings.

Birthdays are celebrated with a special Montessori ritual which acknowledges the passage of time - an important concept for children to understand. A light, representing the Sun, sits in the middle of the room. Small labels of the calendar months are placed around the sun. The children and educators sit in a wide circle around the Sun while the birthday child stands next to it holding a globe to represent the Earth. The child then walks around the Sun as many times needed to reach their age. As the child walks, the teacher and children sing "It takes a year for the Earth to travel around the sun, it takes a year, it takes a year, it takes a year for the Earth to travel around the sun. After each turn (therefore each year), the child stops and we look at the picture of themselves (provided by the family) for that year and read a few interesting things they learned or did that year. When they reach the current year, we sing Happy Birthday in French and English and a Birthday stamp is given on their hand.

## **11. Guiding Children's Behaviour/Code of Conduct**

### ***Guidance***

Children are redirected in a positive manner in order to promote self-discipline, ensure health and safety, respect the rights of others, and maintain equipment. Any guidance will be administered at a level appropriate to the child's actions, age, and understanding.

Behaviour that interferes with the proper procedure and conduct of the class is discouraged and corrected. We encourage respect for the learning environment, our teachers/staff, and other students. Should conflicts arise, students are encouraged to talk at the peace table. If conflicts cannot be resolved and behaviour continues to be challenging parents/guardians will be contacted by staff. The following is an outline of our procedure, as outlined in the Guidance policy:

- a. The child will be talked to by the teacher on an individual basis.
- b. If the behaviour continues, the child will be removed from the situation and other children,

## Perth Children's House

### 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

- and again told that that type of behaviour is not acceptable.
- c. If the behaviour persists, the teachers will call the parents/guardians to discuss the behaviour as well as how it should be dealt with.
  - d. If the matter is not resolved to the satisfaction of either the parent or the Teachers, a further meeting will take place. This meeting will be attended by the parents, Lead Teacher, the board Liaison, and/or Chair and an action plan will be devised for a set trial period. A second meeting will be held once the trial period is over to follow up on the effectiveness of the action plan and to address any remaining issues.

Violent behaviour directed toward other students, staff, or volunteers will not be tolerated. In a situation that the staff feels puts other children at risk the staff may, at their discretion, request that a parent/guardian remove the child from the PCH environment for the remainder of the day. Tuition will not be reimbursed for that day. A follow-up meeting will be scheduled to discuss the incident and to draft an action plan to prevent further incidents.

#### ***Prohibited Practice***

Volunteers and practicum students will be supervised by an Employee at all times. Volunteers are NOT permitted to be alone with any child.

PCH does not permit physical restraint unless for the purpose of protecting the child from harm. PCH does not permit yelling, demeaning language, corporal punishment, verbal, physical, or psychological abuse. It does not permit locking of exits for the purpose of confining the child or the use of degrading measures or threats, nor humiliating language that would shame or undermine his or her self-respect, self-worth, or dignity.

No child will be deprived of basic needs, shelter, toilet use, food, drink, or clothing. PCH will not permit any infliction of bodily harm or force on a child.

In the interest of maintaining a positive school climate and a safe and welcoming school environment, PCH will adhere to its *Code of Conduct and Standards of Behaviour Policy*, which outlines standards of behaviour for all involved in PCH; including students, parents, volunteers, teachers, early childhood educators, and other staff members.

#### ***Parent-Teacher Communication***

Each school year, there are four formal opportunities for the teachers to communicate how your child is doing in the classroom and on the playground. Twice per year, the Teachers will provide a written report in which they will describe your child's social and academic activities and progress to that point in the year. Twice a year, you will have the opportunity to meet with the Teachers in a "parent-teacher interview" to discuss in more detail your child's progress. Parents/guardians are also encouraged to communicate directly with the Teachers at any time during designated pick-up and drop-off times or

# Perth Children's House

## 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

at a mutually convenient pre-arranged time.

***Please note:*** Staff will post information on the school information board in the coatroom regarding special outings, fundraising activities, cleaning sessions, and snack and lunch menus, etc, and it is the parent's/guardian's responsibility to check the board periodically.

### ***Classroom Observations***

We encourage you to schedule at least two (2) observations during the year to get a true sense of the development of the classroom throughout the year. Observations are offered from November until May. Sign up sheets will be posted in the coatroom.

Dr. Maria Montessori felt that observation was an important tool for education of the observer, whether it be a parent, teacher, or child. The purpose of an observation is to capture the child or children as they naturally respond to the Montessori environment.

Prior to your observation, prepare your child for your visit. Explain that you will be coming to the classroom to quietly watch him/her doing work. Let them know that you will be leaving after 30 minutes and that you will be back to get them at pick up time. Please note that your child may be more excited in the classroom than is typical for him/her. It is often difficult for young children to manage their emotional attachment to you and at the same time maintain their independence in the classroom.

Please refrain from initiating conversation with the children during your observation. If a child approaches you to greet you, feel free to say "hello", and tell them you are here to watch them work. Feel free to accept or refuse any snacks that the children offer to you as part of the 'food preparation' and 'grace and courtesy' works.

Enjoy watching your child and the group dynamics. Some things to notice:

- the variety of choices the children make
- how they interact with each other
- the respect with which they treat their environment and the responsibility they take for it
- different levels of concentration
- different levels of independence/self directedness

If you have interested extended family members (grandparents or aunts and uncles), you are welcome to arrange observations for them as well.

### ***Code of Conduct and Standards of Behaviour***

Our Registered Early Childhood Educators (R.E.C.E.) are responsible to the children, parent(s)/guardian(s), colleagues and to the profession. R.E.C.E.s are responsible to the community and to the Society. This code of ethics and standard of practice define the professional knowledge, expertise, and ethical values and behaviours expected of R.E.C.E and as members of the College of

# Perth Children's House

## 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

Early Childhood Educators.

Additionally, promoting a positive, safe, and welcoming school environment are essential if students are to succeed in school. A positive school climate means everyone feels they are safe, welcome, and respected. All students, parents/guardians/caregivers/family members responsible for raising the child, teachers, staff, and members of the school community have the right to be safe, and feel safe, in their school community. With this right comes the responsibility for everyone to be accountable for their actions and contribute to a positive school climate. Therefore, PCH's [Code of Conduct and Standards of Behaviour Policy](#) will be strictly adhered to.

## 12. Process for Expressing Concerns

Perth Children's House uses a volunteer board member as a liaison between staff and families. The role of the Liaison is to address non-serious issues which can arise between parents/guardians and staff. If a parent or teacher is unhappy or concerned about a situation at the school, they should first try to raise the issue with the person concerned. If the parent or teacher is uncomfortable doing so, the Liaison can be asked to intervene to help resolve the issue(s).

If a serious issue arises, such as a breach of policy by a member of the staff, a board member, or a parent/family, concerns should be brought to the Chair of the Board or the Board of Directors. If there is any serious contravention of the Policy by a staff member, on the first occurrence, the Chair of the Board will discuss the situation with the staff member. On the second occurrence, the staff member will receive a verbal and written reprimand from the Board of Directors. A third occurrence will result in termination of the staff member's contract.

Any staff or parent may approach the Board of Directors to notify them of possible contravention of Policy. All matters will be dealt with in strict confidence.

## 13. Field Trips and Off-site Activities

Field trips are made to places of special interest during the year. Parents/guardians will be asked to list any individuals who might transport and be responsible for their child on a field trip, in the event that they can not attend. This is part of the Registration Package called "**Release Of Child**".

Parents/guardians will be notified in advance of the details, usually by general notice outside the classroom door or via email. A **transportation form** will be sent with any Field trip information via email and will **need to be signed and returned before each field trip**. Any volunteer drivers who are acting on behalf of PCH rather than specifically for another PCH family will be required to have a Vulnerable Persons Police Check on file at the school.

In accordance with the Highway Traffic Act (Reg. 613(4.5.50)), where a child is transported in a

## Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

personal vehicle for the purposes of a field trip, child seating and restraint systems used are:

- Based on the birth date, age, height, or weight of the child
- Installed in accordance with manufacturer recommendations
- Certified by the Canadian Motor Vehicle Safety Standards (CMVSS)
- The child is observed to be in a seating and restraint system based on the birth date, age, height, or weight of the child and is properly secured.

Please ensure that your seat is in compliance with the Act.

### **14. Children's Belongings**

#### ***How to dress for school***

Your child should be dressed in outdoor clothing that is appropriate for the season and the weather. They should be dressed in clothes that allow them freedom of movement and allow them to be independent throughout the day (e.g. overalls are much harder to manage than pants with an elasticized waistband, and tights are harder than pants to pull up). Your child should not be sent to school in clothes that you are expecting to stay clean. An extra set of clothes (socks, underwear, pants, and shirt) must be brought to school on the first day and replenished as needed. All students are required to have a pair of non-marking indoor shoes or slippers. Please label all outerwear (including mittens). In addition, the Child Care and Early Years Act requires that each child's name be written on the front of lunch bags or boxes.

#### ***Toys***

Children may not bring toys into the school. Please leave them at home or in the car. The one exception to this is for children who may want a soft toy for naptime. If your child is bringing a toy for naptime, please let the staff on duty at drop-off know and leave it in your child's backpack.

#### ***Lost and found***

Lost and found articles are kept in a bin on a shelf in the coat room. You may take a look for any items that are lost and take them home. All unmarked, unclaimed articles are periodically donated to charity.

#### ***Items from school***

Many of the classroom materials consist of small, attractive objects that are appealing to students. Should any of these "mysterious objects" find their way into your home, please return them to school. They may be part of a puzzle or other "set" of materials. These sets are expensive to replace and it is very difficult to replace individual parts.

# Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

## 15. Food and Snacks

### *Lunch*

A bagged lunch prepared by the parent/guardian or a catered hot lunch are required at PCH for all students who are staying over the lunch hour. Additionally **all students under 44 months** are required by the Child Care and Early Years Act (CCEYA) to be part of the catered hot lunch program. The teachers will contact all parents/guardians about the Hot Lunch Program. Children over 44 months are eligible to participate in the hot program as well if it is of interest. Please let the Supervisor know of your interest.

Please note: If your child is not eligible for Junior Kindergarten as of Dec 31st of the current school year, parents/guardians are required to order hot lunches for their child. This is enforced by the Ministry of Education under the CCEYA. However, if your child has a dietary restriction or any other reason to be exempt from the program, please provide a letter stating this information with the completed registration package and PCH will keep it on file. If this is the case, parents/guardians may provide a bagged lunch for their child. Based on the Ministry of Education and the CCEYA, all students under 44 months of age (not eligible for Junior Kindergarten enrollment as of September 1<sup>st</sup> of the current school year) are required to participate in the Hot lunch program. If your child has an allergy or extreme dietary restriction, consideration will be made to exempt your child from the program. At this time you would be responsible for understanding and signing off on the Bagged lunch Policy. The fee for this meal for 2019-2020 is \$6.50/day and will be required for the duration of the semester. If you do not wish to participate in a hot lunch program then the following policy must be followed.

1. A letter of exemption if the child is under 44 months must be provided to PCH staff to be kept on file along with the Bag Lunch Policy document below.
2. Parents/Guardians must ensure that their child's lunch is nutritious and meets the guidelines of the Canada Food Guide. Foods should also promote healthy dental hygiene. Lunches should include items from each of the food groups plus one (1) extra fruit or vegetable. A few examples of recommended food items are:

FRUIT	GRANOLA	MEATS
WHOLE WHEAT BREAD	MILK	EGG
CHEESE	VEGETABLES	HUMMUS
PASTA	YOGURT	CRACKERS

PLEASE DO NOT include foods which are low in nutritional value and/or high in sugar content such as:

POTATO CHIPS/CHEESIES	SODA/POP
-----------------------	----------

## Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

### CANDY, FRUIT ROLL UPS

### CHOCOLATE BARS, COOKIES

1. PCH is a nut-safe zone. NO nut products, or products which may contain nuts, are allowed in children's lunches or snacks. Lunches containing food that resembles nut products (i.e. Sunbutter) must include a note that confirms that the food doesn't not contain nuts.
2. Lunch bags, containers and water bottles must be labelled with the child's name.
3. Food allergies and sensitivities are posted throughout the facility. We ask parents/guardians to keep PCH updated in writing regarding your child's food allergies, sensitivities and/or intolerances.
4. Upon arrival, children's lunches will be refrigerated until lunch time (cold packs are not required).
5. No food items are provided by the lunch program unless a child has forgotten his/her lunch. When a lunch is forgotten, a hot lunch will be ordered for the child regardless of their age. PCH will charge Parents/Guardians the hot lunch fee when this occurs.
6. Please retain this sheet for future reference.
7. For more information on Canada's Food Guide visit [Health Canada's Website](#).

Hot Lunch orders are placed for the whole semester (ie: September-December and January-June) There is no monthly option and only one meal option is provided daily. When going on vacation from the school, please give 2 weeks notice and you will be reimbursed, along with snow days. Reimbursement for missed days is given at the end of the year.

In the event of failure to provide lunch for your child, PCH *may* be able to provide an extra lunch at a premium cost. Failure to acknowledge and pay these lunch fees to PCH can result in suspension from the program.

### *Snacks*

A snack is served twice daily. Snacks are supplied by the school and meet the Canada Food Guide recommendations and the Child Care and Early Years Act requirements. Please advise the school, at the time of registration, of any food allergies, dietary restrictions, or sensitivities your child may have.

*Please note: Perth Children's House is a nut-safe school. No nut products are allowed in the school. If you have any concerns or questions regarding our nut-safe policies and procedures please refer to our Allergy Policy, which can be found at the school or can be e-mailed upon request.*

## 16. Role Of Parents/Guardians In Program

From time to time, Perth Children's House receives government funding (e.g. provincial wage subsidy grant), which directly subsidizes a portion of the teachers' salaries and/or operating expenses. In order to keep tuition as low and as accessible as possible, Perth Children's House relies heavily upon and greatly appreciates the invaluable help parent volunteers provide in the running of the school.

# Perth Children's House

## 2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

Parents/guardians are expected to be active in the school and shall endeavour to do so, not only in driving for field trips, but also in serving on the Board of Directors and/or on various committees that are responsible for the day-to-day operations of the school and its activities. These include, but are not limited to: special events, fundraising, governance, laundry & cleaning, maintenance, communications, and field trips & community outreach.

The school is administered by a volunteer, Board of Directors, comprised mostly of parents of current students, which is advised by the above committees. Every school year, a number of positions, both on the board and in committees, are vacated by departing families. Parents/guardians are required to contribute a minimum of 10 hours (per family) to help operate the school and its various programs and activities, or they may choose to pay a non-refundable opt-out fee at the beginning of the school year (with their tuition payment for September). Each family is responsible for tracking and reporting completed volunteer hours, and the procedure for tracking hours will be provided to families each year at the beginning of September. The volunteer hours can be completed by parents/guardians or by other family members (e.g. grandparents) on behalf of the family.

**All information about the volunteer Board of Directors and volunteer committees can be found in the [PCH Volunteers Information Package](#).**

If the opt-out fee is not received in September, required volunteer hours that are not completed by June 1st will be billed at the rate of \$25/hour. If a parent fails to make the appropriate payment, a notice letter will be sent to them at the end of the school year informing them that they are not in good standing with the PCH. At the end of 60 days non- or under-payment, the child is considered withdrawn from the program and will not be allowed to attend PCH. Steps will be taken to recover the funds owing.

Your involvement and assistance makes a tremendous difference in the life of the school and in your child's introduction to school life. It also provides positive role modeling for your children. The continued existence of Perth's Children's House relies on your active participation and thank you in advance!

## 17. Smoke-Free Environment

Perth Children's House has a smoke-free environment with a policy and procedure in place for staff, volunteers, and students. There is no smoking on school property.

## Perth Children's House

2020-2021 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

---

**Please keep this Parent/Guardian Handbook for your records.**

### Parents/Guardians Signature Required

***PLEASE COMPLETE THE FORM BELOW, DETACH ALONG THE DOTTED LINE AND RETURN IT TO PERTH CHILDREN'S HOUSE.***

✂ -----

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, have read and understood the entire *Parent Handbook & Policy Statement* outlined by Perth Children's House - Montessori School, and will endeavor to follow the policies outlined herein.

I have also read and understood the Guidance Policy found in this Handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_