



ELEMENTARY 2026-2027 PARENT/GUARDIAN HANDBOOK & POLICY STATEMENT

Welcome to Perth Children's House (PCH) Elementary program! We look forward to partnering with you to create an outstanding learning environment for our children to continue their educational journey in the Montessori tradition.

PCH was formed in 1974 by a dedicated group of parents in the Perth area who decided that their children, and their community, needed another option for early education. Forty-six years later, in 2020, the expansion of PCH to include Elementary education was a true labour of love for another small group of parents who believed that the Montessori Method and Perth Children's House provided the best opportunity for their children to receive this rich and engaging learning experience beyond the early years. We knew that this environment would give our children a strong skill set to become successful adults and the leaders of tomorrow.

In 2024 we purchased PCH's first property, at 2345 Scotch Line. After a year of alterations to meet zoning and building code requirements, we had the joy of moving our elementary program into its new and beautiful home in January of 2025. Our students are currently thriving in this Montessori environment. We look forward to seeing how the program will continue to develop, and are excited that your child and family are joining us on the journey!





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1. Foundation Statements

Vision Statement

Our vision is to empower students to acquire, demonstrate, articulate, and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the wider community, and to practise the core values of the school.

Identity Statement

Perth Children's House has been serving children and families in Perth and the surrounding areas since 1974. We are a non-profit, parent/guardian-run charitable 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 work and play. 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.

All of our Montessori educators have training from centres 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. Perth Children's House is also an affiliated member of Montessori Canada an organization with over 40 years of leadership and a commitment to excellence, who empower a community of Montessori-trained educators, schools and parents to create nurturing and empowering learning environments for every child. <https://www.montessori-canada.ca/>





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Core Values

Respect - Integrity - Independence - Community - Trust - Peace - Global - Citizenship

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

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 master a concept. 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. Unlike the sensitive period of Casa aged children, students in the second plane of development (ages 6-12) look to revisit concepts in a variety of ways with many different materials. The second plane of development is a very social time. Cosmic education, delivered through the Five Great Lessons, is the focus, particularly in lower elementary, and while exploring these big ideas, students begin building connections with peers, community and understanding their purpose in the world.

The classroom is a hive of activity with group projects, problem solving, and classroom conferences. The classroom consists of mixed age groups, which provide opportunities for peer learning and teaching. Three-year learning cycles are the ideal multi-age environment, 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. **Everything in the classroom is intentional, we encourage all parents to further their understanding of the many facets of this prepared environment.** Our school is licensed as a childcare centre for its Casa program and a private school for its Elementary program under the Ministry of Education.

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

Program Statement

Perth Children's House (PCH) 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 non-profit organization and a registered charity with a volunteer Board of Directors. PCH is a parent/guardian-run school, which means that



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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/guardian 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.

The Montessori program provides opportunities, challenges, and experiences to help students acquire co-operative and self-guided skills, initiative, and self-expression. Individual progress in self led learning and enjoyment are the basis of the program. Our program's fundamental tenet is that children learn best within a social environment supporting each individual's unique development.

The Montessori Elementary program at Perth Children's House is divided into three levels: Lower Elementary (Grades 1-3), Upper Elementary (Grades 4-6), and the Erdkinder program (Grades 7-8). In the 2020-2021 school year, PCH introduced the Lower Elementary program, followed by the addition of Upper Elementary in 2022-2023. Our Erdkinder program will officially begin in September 2025 for students who transition beyond Upper Elementary. Perth Children's House (PCH) provides children with:

- A carefully prepared child-centred environment
- Mixed-age groups
- An opportunity to progress at the child's pace
- Activity-based learning
- Freedom and responsibility
- Cooperation and collaboration
- A low student to educator ratio

PCH views all children as competent, capable, curious, and rich in potential. The Montessori method allows children to develop skills at their own pace. The elementary school focus continues on concrete learning and promoting independence, self-discipline, and social/emotional skills. Each child will experience their own unique and individual journey while



attending PCH.

The Elementary program will offer a three-hour uninterrupted work period each morning and a one hour uninterrupted work period each afternoon. The purpose of the uninterrupted work period is to develop essential skills of focus and concentration, as well as to allow the child to engage in deep learning that can occur given that time frame. The academic focus is on Math/Geometry, Practical Life/Science, Language/Reading, History/Geography, and Botany/Zoology.

Students move from the concrete to the abstract (and back to the concrete). They build reasoning and problem-solving skills through a variety of tasks and projects. Elementary students often work in small groups on a variety of projects. These



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projects can be in geography, biology, history, language, science, music, art, and other subjects. Interdisciplinary work is done individually or in groups.

Project work may be supplemented with field trips to the library, nearby river, The Table, and other relevant community locations, as well as online resources and virtual field trips. This promotes connectedness with people and places, inspiring students to contribute to the world.

In addition to direct learning, students begin to explore metacognition (learning about how they think, process information, and learn). Through classroom conferences and portfolios, students continue to be active participants in their learning, developing self-discipline and completion of tasks for inherent value. Along with shaping classroom culture, this helps students become more aware of their strengths and needs as individuals and as a collective group. Both academic topics and social emotional learning are explored in small and large group experiences.

Alongside the Montessori learning environment, PCH offers French instruction. The goal of the French program is to ensure students are prepared to enter a French Immersion program in a publicly-funded school in Grade 7, if desired by the student/family. The program includes in-class instruction, recommended reading materials, and suggested resources that can be accessed at home. The French program is designed to support the individual needs and desires of each student. The French program in Grades 1–3 will be “Core French.” The goal is to progress to offering Extended French programming beginning in Grade 4, if desired. Since Montessori philosophy holds that learning is best accomplished when child-led, the

decision to commit to French Immersion in Grade 4 will be made collaboratively by the student, parent/guardian, and Educator. If interested, students will be equipped to enter the French Immersion environment in public school upon completion of the Upper Elementary program.

Classroom Educators offer a regular music program introducing composers, music vocabulary, and music theory along with formal instrumental music opportunities too. Piano lessons are offered and available during and after school, privately with an additional cost. This is outside of PCH.

Perth Children’s House provides positive and creative learning environments in the classroom and during outdoor play, allowing children to take manageable risks through active exploration. Children are encouraged to follow their interests and investigate their



surroundings, promoting a growing sense of self.

PCH staff will observe play and allow freedom for students to explore their indoor and outdoor environments. Our PCH philosophy is to promote and provide child-initiated and adult-supported play, as well as to help guide students in their efforts to resolve any conflicts in a respectful and effective manner.



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Risky play is an important part of healthy child development. It refers to exciting and challenging forms of play where children test their limits, navigate uncertainty, and learn to assess risk for themselves. When supported by attentive adults and a thoughtfully prepared environment, risky play builds confidence, resilience, problem-solving skills, independence, and sound judgment. At PCH, we carefully balance safety with opportunity, minimizing hazards while allowing children the freedom to grow through experience.

Families who wish to explore this topic further may find the following resources helpful:

- [*Why Risky Play – Westwood Montessori*](#)
- [*The Benefits of Risky Play in Early Childhood \(Tandfonline Research Article\)*](#)
- [*Risk-Taking in Nature – Montessori Nature*](#)

Communication -Brightwheel

At Perth Children's House, we use Brightwheel as our primary platform for daily communication. Families will be added to Brightwheel upon enrollment and are expected to use their account to stay connected with their child's teachers.

Brightwheel is a general communication tool and should be used to report absences, late arrivals, appointments, and early pick-ups, as well as for day-to-day updates and messages.

Please note that for any **personal or sensitive matters**, teachers will communicate directly with families via email rather than through Brightwheel, to ensure privacy and confidentiality.

Student Progress & Documentation – Transparent Classroom

Transparent Classroom provides online record keeping and lesson planning used to support student learning and share progress with families. This platform allows teachers to document each child's work, track their development, and provide insight into their classroom experiences.

Families will be given access to Transparent Classroom, where they can view updates, photos, and individualized progress reports. This helps create a meaningful connection between school and home, while offering a window into each child's Montessori journey.

Transparent Classroom is used specifically for documentation and progress sharing. For day-to-day communication, please continue to use Brightwheel as outlined above.



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Communication and Observations

Observations will take place between October until May. A sign up sheet will be emailed for signup. We encourage each family to observe at least once per year. Parents/Guardians are also encouraged to communicate directly with the Educators during designated pick-up and drop-off times; important information for that day can be delivered during these transitions. However, please note that drop off and pick up are busy times, so communication that requires a more in depth conversation may need to be arranged at an alternate time. If parents/guardians require a conversation to share sensitive details and/or significant content, this should take place at a different time.

Communication will be ongoing with the attendance of an annual Orientation Event, which will be mandatory for all families in the first year (Note: the format of this event for the 2026-2027 year will be determined closer to the date). A The monthly newsletter is distributed by email. As a parent/guardian, 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 the educators support each other with the shared desire to help your child be successful.



Outside the classroom, we will be focused on activities that support the good things that are happening in our community. There are also several events throughout the school year (BBQs, fundraisers, a wine and cheese evening, etc.) which encourage families to become engaged with the program and community.

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 have the opportunity to attend professional learning conferences and workshops in person or online to stay current in the field of Montessori.

Ages of Children

The Elementary program consists of a Lower Elementary program (grades 1-3), an Upper Elementary program (grades 4-6), and an Erdkinder program (grades 7 -8). Perth Children's House adheres to an admissions policy that respects and welcomes all, without any form of discrimination. Children will enter the first year of the Lower Elementary program (Grade 1) unless they are transferring from another school and/or at the discretion of the educators.



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Inclusive Education

At Perth Children's House, we believe every child deserves to feel welcomed, valued, and supported in their learning journey. Our focus is on creating an inclusive environment by working closely with families, building strong partnerships, and making sure each child's individual needs are met with dignity and respect. If a child requires extra support in the classroom, we will develop an Individualized Support Plan (ISP) together with the family, guided by our [PCH Inclusion Education Policy](#).

Sometimes, to best understand how to support a child, an Educator may recommend assessments by a health care provider or specialist. If a support worker is needed as part of the ISP, this will be arranged by the family. Our goal is always to work together to provide the most positive and meaningful experience for your child.

Trial Period

All children, including returning students, are admitted on a one-month trial basis. The one-month trial period applies to all students and ensures the child and the environment suit each other. The trial period may be extended at the discretion of the Lead Educator and Head Of School.

2. Role Of Parents/Guardians In Program

Montessori at Home

The classroom Educators work diligently to develop each child's social-emotional intelligence, natural curiosity, intrinsic motivation, independence, peaceful conflict resolution, and academic potential. High expectations in these areas, which are individually and developmentally appropriate, are placed on each child in the program. It is the parent's/guardian's duty to support this learning in the home environment as well. Grace and courtesy, independence, patience, and task persistence are qualities that are expected of all Montessori students, in all aspects of their life.

As a parent/guardian, you can support your child by:

- Providing consistent routines for sleep, so that they may function optimally in our classroom.
- Being on time for school each day, so that your child may engage in the social aspect of the morning with their friends before the uninterrupted work period begins.
- Encouraging your child to practice patience by waiting and not interrupting when you are busy.
- Promoting peaceful conflict resolution with peers or siblings at home
- Participating in parent/guardian observations to further your understanding of the Montessori method and the classroom.



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Volunteer Requirements

PCH is a non-profit, parent/guardian-board run school, which means that your involvement and assistance is required in order to operate the school. In an attempt to keep tuition affordable, the school relies heavily on parent/guardian volunteerism. In addition to the financial benefit, volunteerism helps parents/guardians become involved in life at Perth Children's House, which helps build a strong community of families, one of our core values.

It is expected that each family will contribute their gifts, experience, and time through the different volunteering and fundraising opportunities that occur during the year. PCH requires families to contribute **20** volunteer hours **or** pay an opt out fee to help operate the school and its various programs and activities. The Office Administrator will provide families with information on many ways to volunteer throughout the school year and with collaboration with families keep track of hours spent. The volunteer hours can be completed by parents/guardians or by other family members (e.g. grandparents) on behalf of the family.

Half of the required hours should be completed by January 31. If, at the end of the year, all 20 hours have not been completed, any unmet volunteer hours will be billed at a rate of \$20/hour and must be paid in order to remain in "good standing" for enrollment for the following year.

If your family would prefer to opt out of volunteering, you can pay a non-refundable \$400 opt-out fee at the start of the school year, which is due with your September tuition. If this fee isn't paid in September, any volunteer hours that remain unfulfilled by June 1st will be charged at a rate of \$20 per 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 PCH. At the end of 60 days of non-payment 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.

Working committees

Working Committees operate year after year and play an important role in supporting the ongoing work of the school along with Event Action Teams to meet annual objectives. Each committee determines when, how, and where they meet. Sharing regular updates to the Head Of School. The Parent and Community Engagement Committee (PCEC) functions as a standing working committee and supports community-building initiatives and school events throughout the year. Committees may be subject to change.

In an effort to educate families about the way the school is run and allow all families a vote on the members who represent the board, **all families are required to attend the Annual General Meeting** which to comply with the Ontario Not-for-Profit Corporations Act (ONCA) regulations, usually occurs towards the end of February. Families who are unable to attend the AGM will be required to watch the recording of the meeting prior to the start of school.

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 modelling for your children. The continued existence of Perth's Children's House relies on your active participation and we thank you in advance!



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School Events and Family Engagement

Perth Children's House offers a variety of events throughout the school year to welcome families, celebrate milestones, and support community connections. The year begins with Orientation Visits and a Welcome Social in September, giving families a chance to meet teachers and connect with other families.

Throughout the year, families are invited to participate in special events such as our Christmas Parade, Winter Solstice Celebration, Chili Fest, Spring Fling, Mother's Day Tea, and Graduation Ceremonies, including the Graduation Campout for older students.

In addition to these community events, parents are encouraged to engage in ongoing classroom observations, providing opportunities to see children's learning in action and to connect with educators.

These events and activities foster a strong sense of community while celebrating the growth and accomplishments of every child at Perth Children's House. Dates for these events can be found on our website perthchildrenshouse.ca under our calendar.

3. Governance

Board Of Directors

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission. PCH is a charitable nonprofit corporation and its board members serve as volunteers without receiving compensation. Board members are voted in by PCH's membership at the AGM.

Perth Children's House relies on parent/guardian volunteers and a volunteer Board of Directors to support the governance and long-term sustainability of the organization. Board members provide foresight, oversight, and insight to help guide strategic direction and ensure responsible stewardship of the school's mission and resources, while the daily operations of the school are managed by the Head of School.

The board of directors has three primary legal duties known as the "duty of care," "duty of loyalty," and "duty of obedience."

Duty of Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will;

Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; not in



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the best interest of the individual board member (or any other individual or for-profit entity).

Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

Board members also play very significant roles providing guidance by contributing to the PCH's culture, strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors and advocates. Beyond fulfilling legal duties, board members can be important resources for the organization in multiple ways.

PCH's current board is composed of 7 current members: chair, vice-chair, treasurer, secretary, liaison and 2 general directors. The role of the general director is used to fill identified talent gaps depending on the year. The volunteer board meets once per month on a mutually convenient day and time that is scheduled at the beginning of the year. The majority of members are parents/guardians of children who attend or who have attended the school. Meetings typically are 3 hours in length. If a member is interested in a particular topic being brought up or discussed at a board meeting, they can do so, and are encouraged to contact the board secretary secretary@perthchildrenshouse.ca to find out more.

4. Enrollment & Service Terminations

There is no charge to place a child's name on the PCH Elementary waiting list. The waiting list will be managed, maintained, and kept confidential by the Office Secretary. All parents/guardians will have access to the knowledge of where their child is placed on the waiting list via the Office Secretary. The educator will direct parents/guardians who are inquiring about the elementary waiting list to the Office Secretary.

The pre-registration form is available on our website www.perthchildrenshouse.ca and may only be completed online. This information is automatically submitted to the Office Secretary who will confirm receipt through email. The Office Administrator will place the child on the waiting list in the order of the priority of enrollment, and the date and time the pre-registration form is submitted.

Priority of Enrollment

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

1. Date of application submitted by siblings of returning students (at Casa or Elementary);
2. Date of application submitted by children of full-time PCH Casa or Elementary staff members;
3. Date of application submitted by students who completed the PCH Casa program and who desire to re-enter the program;
4. Date of application submitted by students who have completed another Montessori Casa program or are



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transferring from another Montessori Elementary program;

5. Date of application submitted by former students who attended but did not complete the 3-year PCH Casa program;
6. Date of application submitted by siblings who have enrolled this current school year.
7. Date of application of new students entering grade 1, followed by students entering grade 2, then 3, 4, 5, and 6. A student's birth age will determine their grade for the purposes of the waiting list. Once the Lower Elementary classroom has reached capacity, students entering into the Upper Elementary classroom will then be given priority until program capacity has been reached.

If a student meets more than one of these conditions, they will be placed on the waitlist in the position that grants them the earlier offer of enrollment.

The Office Administrator will maintain a single elementary waiting list of children for future enrollment based on the above priority of 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 the educators and the Chair of the Board ever determine that a student's continued attendance is not beneficial for the child, the overall classroom, or the PCH community, a meeting will be convened with all involved parties. During this meeting, the parents or guardians will be informed 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 Educator 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.

Perth Children's House has a strict policy against bullying. Bullying is aggressive physical contact, words or actions to cause another person injury or discomfort. Any instances of bullying will be dealt with immediately. If the issue continues, it may lead to the student being removed from the program. This is to ensure a safe and positive environment for all. PCH urges students to report any bullying incidents to staff and also recommends that parents or guardians reinforce this practice at home.

Withdrawal

One month's notice is required if parents/guardians decide to withdraw their child from Perth Children's House at any point during the school year. Parents/guardians will notify the Head Of School to give notice. 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. Any non-refundable fees will be retained by Perth Children's House. Please note that in all cases, the last month's tuition



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prepayment will not be refunded.

At the discretion of the Head Of School in consultation with the Educators, a temporary withdrawal for personal reasons can be requested and may be possible. Your child's spot in the program will be held as long as tuition is paid during the absence.

5. 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, years in the future!) Please note that, at present, there are separate Pre-registration forms for [Casa](#) and [Elementary](#) with ErdKinder also using our elementary form. Pre-Registering for Casa does not automatically pre-register the child for Elementary. No child will be offered a spot at Perth Children's House without a completed Pre-Registration Form, for the appropriate program, on file at the school. As with most other policies, a more detailed enrollment procedure is available at the 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 Head Of School along with the Lead Educator. If concerns arise during the trial period, parents/guardians will be contacted by the Head Of School or Lead Teacher. Parents/Guardians and educators will work together to decide on how to best meet the needs of the child, while remaining in compliance with our policies and procedures.

Registration Periods

During the registration process each year, the Office Administrator will contact families in the order of Perth Children's House priority of enrollment. Returnings students will be offered their space first, followed by remaining students on the waitlist using the outlined priority of enrollment sequence. This process begins in March and depending on various factors may extend into the summer, as space allows.

Re-enrolment for Returning Students

The process of re-enrolling returning students starts in March. Returning students are not required to complete a pre-registration form each year as they already have one file from their first year. Students graduating from Casa and who are continuing to Elementary must have a completed Elementary Pre-Registration Form on file. After the registration of returning students is finalized, the available slots for new students - which may include siblings of existing students or graduates of the 3-year program - are determined, and the registration process for these new students can then begin.

Registration and Intake Procedure for New Students

The process for new students who have already pre-registered begins in February with a phone interview with the Head Of



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School followed by in person meetings in April and ends when spaces are filled or the school year begins (exact dates will vary from year to year).

Once the Office Administrator reviews the enrollment of returning students and the approximate number of vacant spots that may be available, families will be contacted according to their position on the waiting list. The Acceptance of New Students Policy outlines the process by which families will be contacted, by the Head Of School, for whom a potential spot exists. Families go through the screening process to determine if students and the program are a good fit for each other. Once the process has been completed, an offer of admissions may be extended if space in the program permits and only if it is determined to be a good fit. Parents/guardians have 72 hours in which to accept or decline the offer of a spot. If it is not accepted within 72 hours, the spot will be offered to the next person on the waiting list. Once a spot has been accepted, completed Registration Forms, supporting documents, and payments are due within two weeks, a process that usually occurs by mid-May. Late registration occurs from June to September and happens only if vacancies exist once the initial registration period ends. Students transferring from another Montessori school, with an Approved Transfer Application, may be considered for a mid-year acceptance into our program.

Mid-Year Registration Procedure for New Students

If vacancies remain in the program, new students may be admitted in January, on a case-by-case basis, depending upon the program capacity, individual classroom dynamics, and ultimately at the discretion of the Head Of School.

New Student Intake Procedures

In order for everyone to get to know each other, an entrance interview between the educators, the incoming student, and their parents/guardians is required. Entrance interviews will likely occur in the last week of June at the discretion of the Lead Teacher.

Orientation procedures for incoming students who don't have previous Montessori education will be finalized by the Educator and will be communicated to families as soon as possible.

6. Fee Payment Policy and Payment Options

At Perth Children's House, tuition fees, fundraising activities, and donations must cover our annual operating expenses. 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 staff Professional Activity (PA) days or Statutory Holidays that fall on days your child normally attends. Your tuition reserves your child's spot at PCH.

A non-refundable registration/administration fee of \$250 per family for the first student plus \$50 per additional student is due upon registration. In addition, regardless of the payment schedule chosen, a non-refundable payment equivalent to one month's tuition (which covers June tuition for the upcoming year) is due by June 1st 2026.



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Tuition Rates For 2026/2027 Year:

Lower and Upper Elementary Fees: \$9440.00

Erdkinders Fees: \$9940.00

Tuition is due monthly, in 9 monthly installments (\$944.00 or for Erdkinder \$994*), due on the 1st of the month from September 2026 to May 2027 inclusive. *Please note that annual and semi-annual payments are no longer an option.

Payment Schedule Deadlines For Installment Payments

Brightwheel will notify families of monthly invoices two days in advance of the day payment is due.

Date due	Monthly
Admin Fee - Due 2 weeks (14 days) after registration package has been sent	\$250 (\$50 for additional elementary siblings)
DEPOSIT: June 1st of current year for returning students, or within 2 weeks of acceptance of offer for new students.	\$944 for June 2026 *\$994 for Erdkinder
1st of each month (Sept to May)	\$944/month (Sept to May) \$994 for Erdkinder

*Erdkinder program for students who have completed Upper Elementary.

Payment of tuition fees may be made in three possible ways:

1. Brightwheel App. (preferred)
 - a. Go to the payment section of brightwheel
 - b. Click "Make a payment" View your balance and click "Pay now"
 - c. Enter the amount you wish to pay at this time and select which payment method to use. **Please note that all transfers through Brightwheel have a small charge set by the payment processor and are not controlled by Perth Children's House. Fees associated include: Bank Transfers (ACH): 0.6% per transaction, with a maximum fee of \$2.75 (CAD), Credit Card Payments: 2.95% per transaction*
2. Email Money Transfers are to be sent to deposits@perthchildrenshouse.ca with a comment indicating "tuition for



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[child's name]" as it is not always clear based on the email address.

3. Royal Bank E-Transfers, may be made in RBC online banking: Please verify the maximum amount you can transfer daily before sending your transfer. Payments can be made on consecutive days in the event the total due exceeds the daily transfer amount, but please make sure to indicate clearly your name and your child's name in the message section. **The final consecutive transfer must be made on or before the due date outlined above.**
 - a. Choose 'Pay Bills & Transfer Funds'.
 - b. Choose 'Other Royal Bank Customers.' Click *Submit*.
 - c. Fill in Branch Number 03762, Account Number 1005230.
 - d. To Company Name: *Perth Children's House*. Click *Confirm*.
 - e. Please email deposits@perthchildrenshouse.ca to let our bookkeeper know who the payment is for.

If you are paying by electronic transfer, we strongly suggest that you set up a reminder system so that there are no delays in payment. Being responsible for prompt payment alleviates the risk of additional fees and interest accruing, and minimizes unnecessary work for the volunteer Treasurer (who is a parent just like you).

If a parent fails to make the appropriate payments, a reminder email will be sent. Continued failure to pay will result in a written notice sent at the end of 30 days informing this family that they are not in good standing with PCH. At the end of 60 days of 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.

Late payments for any reason (and for any payment method) will result in an administrative fee of \$20 being charged. In addition, interest of 1.5% per month will be charged on all late payments. Interest will be charged on the monthly tuition amount regardless of payment schedule and lateness of payment.

7. Health and Safety

Perth Children's House is a smoke free environment

Pre-existing Health Conditions

It is of the utmost importance that staff are aware if your child has a pre-existing medical condition that may require emergency action (i.e. anaphylactic allergy, asthma, diabetes, etc.). Any such condition(s) must be disclosed on the registration form, and an Individualized Medical Plan will be created by the teacher in consultation with the family, prior to the start of school, to ensure that necessary actions can be taken in the event of an emergency.

Illness In a Child

Do not send your child to school if they are ill, sending sick children to school increases the chances of spreading the disease and is unfair to staff and other students. Parents/Guardians who send children to school when they are ill will be



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called to pick up their child immediately.

Communication of Illness

When a child is ill and cannot attend school, it is up to the parents to report the illness to staff via Brightwheel or, if necessary by phone at 613-267-2668.

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](#). If one of the above symptoms should occur, the child will be given a quiet spot to rest until they are picked up.

Please ensure that your emergency contact information, including names and phone numbers, is up to date. This is crucial in case the school needs to reach out to someone other than yourself.

Health Requirements for Staff

Staff members are required to have immunizations as directed by the local medical officer of health, unless there is a medical or personal reason why they cannot be immunized.

Fever

Should your child develop a fever while at PCH you will be contacted to come and pick up your child immediately. The 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.

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 immediately. 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.



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Communicable and Reportable Diseases

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

Immunizations

In alignment with Ontario's Immunization of School Pupils Act (ISPA), before admission, each child must be immunized for the diseases found on the [School Immunization Checklist](#). All immunization requirements for school attendance align with [Ontario's Publicly Funded Immunization Schedule](#). 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 every year your child attends PCH, regardless if there haven't been any changes to the record that we have on file. A visit with your health care provider 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.

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. 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.

Administration of Medications

Perth Children's House staff may administer prescribed medication and over-the-counter medications. Prescribed medication must be supplied in the original container with pharmacist's label, not be expired, 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 labeled with the child's name and date of purchase along with dosage and frequency. An [Authorization For Drug/Medication Administration Form](#) must be filled out for



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written consent and signed by a 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 backpack. Always hand-deliver medication to staff with your child's name on it.***

Accident Procedure

If a child is injured while at school, the staff will assess the nature and severity of the injury. All staff are trained and certified in CPR Level C, which includes children choking, and in the use of an Automated External Defibrillator (AED). An accident report will be filled out for any students that sustain an injury. A copy of this report will be given to the parents/guardians at pick up and a copy will be kept on file at PCH. Staff will notify parents via brightwheel (if necessary) to let them know of any injury. Staff will determine the severity of the injury and situation.

Injury requiring care

If the injury is not an emergency but does necessitate urgent care, parents/guardians will be notified immediately and will be required to come and take their child to be examined by a medical professional.

Injury requiring emergency care

If emergency medical attention is needed, the educator will call 9-1-1. The child will be kept calm until an ambulance arrives. If alternate supervision for the remaining students is possible, the educator will accompany the child to the hospital. The child's parents/guardians will be notified immediately by the educator and direct them to the appropriate location.

Fire Safety and Emergency Procedures

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 involve total evacuation and are held at least three times a year. In the case of an actual emergency, parents/guardians will be contacted, a message will be left on the school answering machine(if possible), a note will be placed on the school entrance if the school has been evacuated, and a message will be sent out on Brightwheel, and the What's App Elementary group chat. 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.



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Smoke-Free Environment

Perth Children's House has a smoke-free environment with a [Smoke/Vape Free policy and procedure](#) in place for staff, volunteers, and students. There is no smoking on school property.

8. Arrival, Departures, and Release of Children from the Program

Safe Arrival and Dismissal Policy & Procedures

Perth Children's House is committed to ensuring the safe arrival and departure of every student. Our Safe Arrival and Dismissal Policy outlines the expectations, roles, and responsibilities of families and staff to ensure children are safely received into care and released only to authorized individuals. It also details the procedures followed if a child is absent without notice or not picked up as expected. Full procedures and operational details can be found in the [CCEYA - Safe Arrival and Dismissal Policy - January 2024.docx](#). Through clear communication, careful documentation, and consistent practices, we prioritize student safety while maintaining respectful partnership with families.

Hours of Operation

For the 2026-2027 school year, PCH Elementary will operate Monday to Friday 8 a.m.- 3:50 p.m from Tuesday September 8th, 2026 until Friday, June 18th, 2027.

Arrival and Departures

Morning drop-off occurs between 8:00 AM - 8:15 AM Educators will send out an email prior to the start of the school year outlining details with regards to Drop-Off and Pick-Up. Due to the high volume of traffic during these times, please ensure your child is escorted safely out of the parking lot and into the yard. Children present at the end of the school day are to be picked up between 3:50 PM - 4:00 PM.

Drop Off & Pick-Up Procedure:

- Drop off for families will be between 8:00-8:15 a.m.
- If indoor recess/drop off is necessary, staff will communicate via Brightwheel.
- Pick up will be between 3:50-4:00 p.m. Please ensure that your child says goodbye to the staff member on duty before leaving and escort them through the parking lot.
- Please communicate with staff (via Brightwheel) if there are any changes to pick up eg. a child is to be picked up by someone other than a parent/guardian



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Children in this program must be released to a parent or designated, unless written permission is on file. Students who wish to walk or ride a bike to or from school must have written permission to do so from their parents or guardians. Please contact the educators directly to provide this written consent and the particular details that you permit, if applicable. Students who ride their bikes are reminded that it is a legal requirement for them to wear bike helmets, and that safe biking practices must be followed.

After School Program:

After-School Program (4:00–5:00 p.m.) – Interest-Based Offering

We are exploring the possibility of offering an after-school program from **4:00 to 5:00 p.m.**, depending on sufficient family interest. This program would provide a calm, engaging environment for children at the end of the school day, with a balance of supervised play, creative activities, and opportunities to unwind.

The cost would be **\$12 per day**, sign up **per semester**. Registration details will be shared if the program moves forward.

If you are interested in this after-school option, please let us know by contacting the office at office@perthchildrenshouse.ca. Your feedback will help us determine whether we can offer this program to our community. Please note that this program will require a minimum commitment per semester to ensure appropriate staffing for these hours.

School Year Calendar

PCH observes a two-week Holiday break in December, a one-week March break, four PD days, as well as all public holidays, generally following the Upper Canada District School Board (UCDSB) calendar. PCH produces a school calendar which details all PA days, Public Holidays, School Breaks, and special events which is updated in early summer and posted on our PCH website. perthchildrenshouse.ca. **Please note that this year's start date does not align with [Upper Canada's Calendar](#)** PCH start date will be delayed until after labour day weekend Sept 8th.

Punctuality

A sense of order and punctuality is consistent with Montessori learning. We emphasize that students are required to arrive on time. Morning drop-off occurs between 8:00 AM - 8:15 AM for social time and conversations. The doors will be locked at 9:00 AM, at the beginning of the morning work period. If you arrive after this time, you may ring the doorbell and the Classroom Educator will welcome your child in. Late arrivals may miss out on the invaluable introduction of new topics and materials by the Educator. If for any reason you may be running late dropping off your child, please let the school know via Brightwheel or, call the school at 613-267-2668 and let the staff know. With notice, we can anticipate your arrival and help create the least disruptive entry possible.



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Late Pick-Up Fees

The end-of-day bell rings promptly at 3:30 p.m., marking the conclusion of the school day. A late pick-up fee of \$15 for any part of the first 15 minutes past the scheduled pick-up time will be charged to parents/guardians who are late picking up their child(ren), with \$20 applied for every additional 15-minute increment thereafter.

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

Any students remaining in the coatroom after 4:00 p.m. are considered late pick-ups and applicable fees will apply. Students who are not picked up promptly will go inside with staff to await pick up. If your child has not been picked up by 4:00p.m they will join the afterschool program and be charged according to the late fee policy.

Staff will note the date(s) and time(s) of late pick-up(s) and advise the Office Administrator of the infraction(s). The Office Administrator will issue an invoice for accumulated late fees directly to the parents/guardians.

Late fees are designed to limit late pick-ups to genuine and infrequent emergencies. Consistent lateness is stressful for the child and impacts staff responsibilities. If you anticipate being late, please notify the Educator ahead of time. While rare accommodations may be possible, families are expected to make alternate arrangements when necessary. For full procedural details, including logging, invoicing, and extreme lateness protocols, please refer to the [PCH Elementary Late Fee Policy](#).

Parking

Educators will communicate specifics each year prior to the school year starting. Perth Children's House requests that you turn off your vehicle while picking up and dropping off your child. When your vehicle is parked, please escort your child to and from the yard to your vehicle to ensure the child's safety around moving vehicles.

Snow days

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 providing there are no serious safety concerns at either location (eg. fallen branches obstructing the road). The Head Of School Amy Neron, will send an email to Parents/Guardians and educators by 6:45am.

Parents/Guardians please check your email to make sure that you are fully informed! If your children will NOT be attending that day, please let teachers know in Brightwheel so that all staff will be fully informed of student attendance.

When the UCDSB schools close due to inclement weather, PCH will close too. The Head Of School, Amy Neron, will send an



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email to Parents/Guardians and educators by 6:45am to notify them.

PCH may close midday if the UCDSB closes their Perth area schools midday, or if the Head Of School decided that the school should be closed down for safety reasons. In the event that the school closes midday, the educators will call the Parents/Guardians to come and pick up their child(ren) as soon as possible.

In the event of a snow day, all events outside the regular school day will be cancelled. This includes parent observations, outings, field trips, education nights, and tours.

9. Guiding Children's Behaviour/Code of Conduct/Safe Schools Act

Modelling Appropriate Behaviour

PCH encourages children to communicate in positive ways through modelling. The Educators in this program are continuously modelling the behaviours they would like to see in the children. When speaking with the children they use kind language delivered in a gentle, calm manner. Children are redirected positively 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 and age.

Behaviour that interferes with the proper procedure and conduct of the class is discouraged and corrected. We encourage respect for the learning environment 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 Educator on an individual basis.
- B. If the behaviour continues, the child will be removed from the situation and other children, and again told that that type of behaviour is not acceptable. If it continues the child will be sent to the Head Of School to discuss corrective action.
- C. If the behaviour persists, the Educator 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 parents/guardians or the Educator a further meeting will take place. This meeting will be attended by the parents/guardians, Lead Educator, the Head Of School 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.



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Safe Schools Act (Ontario)

Perth Children's House adheres to the principles outlined in [Ontario's Safe Schools Act \(S.O. 2000, c. 12\)](#), which promotes respectful, responsible behaviour and supports safe, inclusive learning environments. The Act outlines provincial expectations regarding student conduct, bullying prevention, and procedures related to suspension and expulsion. Our school policies and Code of Conduct align with this legislation to ensure a safe and caring community for all students, staff, and families along with honoring our Montessori approach of respecting the child.

PCH Student Discipline Policy & Procedure

Perth Children's House is committed to maintaining a safe, respectful, and supportive Montessori learning environment. Our [PCH Student Discipline Policy & Procedure](#) outlines how behaviour concerns are addressed through progressive discipline and restorative practices that prioritize growth, accountability, and the dignity of each child. In alignment with Montessori principles and Ontario legislation, the policy emphasizes guidance over punishment, safety for all members of our community, and clear communication with families.

Violent behaviour directed toward other students, staff, volunteers or PCH property will not be tolerated. If staff believe a child's behavior is jeopardizing the safety of others, they have the authority to ask the parents/guardians to take the child from the school for the rest of the day. A follow-up meeting will be scheduled to discuss the incident and to draft an action plan to prevent further incidents.

Prohibited Practices

PCH strictly prohibits physical restraint, except when necessary to prevent a child from harming themselves or others. Yelling, demeaning language, corporal punishment, and any form of verbal, physical, or psychological abuse are not allowed. Locking exists to confine a child, using degrading measures or threats, or employing language that could humiliate or undermine a child's self-respect, self-worth, or dignity are also forbidden. Children will never be denied access to basic needs such as shelter, toilet facilities, food, drink, or clothing. PCH will not tolerate any infliction of bodily harm or use of force on a child.

Code of Conduct and Standards of Behaviour

Promoting a positive, safe, and welcoming school environment is 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, Educators, staff, and members of the school community have the right to be safe, and feel safe and respected, 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, the [PCH Code of Conduct And Standards Of Practice Policy](#), which outlines expectations for students, staff, volunteers, and family members, will be strictly adhered to. By signing the handbook, you are confirming your understanding of, and commitment to uphold, these expectations.



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10. Field Trips and Off-Site Activities

Field trips are made to places of special interest during the year including a variety of sporting events. Practices for such sporting events often occur after school at nearby St John's High School. Included within the registration package is a consent section, granting permission for your child to participate in after-school activities that may involve transportation by a staff or a vetted parent and volunteer to a local high school or community building such as YAK or Conlon Farm. Going out activities gain extra importance for students in the elementary program, as a way to enhance the development of learning their place in the world, to gain practical experience with concepts learned in school, and to further develop their connection to their community. [PCH Fieldtrip Policy](#)

Parents/Guardians will be notified in advance of any excursion that requires transportation, usually via Brightwheel or email. A transportation form will be sent with any Field trip information via Brightwheel or email and will need to be signed and returned before each field trip that involves travel outside the town of Perth. Any volunteer drivers who are acting on behalf of PCH rather than specifically for another PCH family will be required to have a Vulnerable Sector Police Check (or receipt of application) on file at the school and provide confirmation that they have consent by parent to transport. For more information please refer to the [PCH Outings and Sporting Events Policy & Procedure](#).

Insurance policy of drivers must include a minimum of 2 million dollars in automobile coverage prior to the transportation of any students.

Under the Highway Traffic Act (Reg. 613(4.5.50)), where a child is transported in a personal vehicle for a field trip, child seating and restraint systems used are:

- Based on the birth date, age, height, or weight of the child
- Installed following 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 complies with the Act if one is required.



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11. Children's Belongings

School Attire

Your child should come to school dressed in comfortable clothing that is suitable for the current season and learning environment. In our mixed-age environment, it's important for students to set a good example for their younger peers. Tops should cover the midsection and be free of inappropriate images or wording. We aim to foster self-confidence among students and prefer that fashion statements be reserved for out of school hours.

Ensure your child comes to school with sufficient outdoor clothing and footwear. In cold, wet weather, an extra pair of socks and mittens can be useful. Depending on the day's activities or outdoor conditions, your child's clothes may come home dirty.

Please provide a pair of non-marking clean shoes or slippers for indoor use and a full set of season-appropriate clothes, all labeled with your child's name.

Personal Items - Electronic Devices

Parents of Elementary students may request that their child bring a personal electronic device to the school for the purpose of communication with parents. This will be at the discretion of the teacher. Any mobile phone or transportable device that a student brings into PCH will be turned off and left in their bag until communication with parents is necessary at the end of the day. Smart watches are to be set to "do not disturb" during school hours. In certain instances the Head of School may give students permission to bring MP3 devices into the Elementary Classroom if required or included in an ISP or learning plan. This is at the discretion of the teacher and will be communicated with the Head of School. All phone use must be supervised by a teacher and parents are requested to inform teachers if your child has permission to have access to a phone, for what purpose and when it will be used. [personal electronic device policy](#)

Toys are not permitted into the school, please leave them at home or in the car. Along with pencils, and any office supplies. PCH supplies all required materials for students.

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.



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Items from school

Our classroom materials are unique and costly to replace. The students are expected to respect and care for classroom materials. One small piece that becomes broken 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.

12. Process for Expressing Concerns

Perth Children’s House encourages open and respectful communication within our school community. If a parent/guardian, educator, or board member has a concern or is unhappy about a situation at the school, they are encouraged to first address the matter directly with the individual involved whenever possible.

If they are uncomfortable doing so, or if the matter remains unresolved, the concern should be brought to the Head of School, who will work collaboratively with those involved to support resolution.

If a serious issue arises, such as a potential breach of school policy by a staff member, board member, or parent/guardian, concerns should be brought directly to the Head of School. If the concern involves the Head of School, it may be directed to the Chair of the Board.

13. Food and Snacks

Families have the option to participate in our hot lunch program, provided by Two Guys for Lunch. Further details regarding cost and ordering procedures are shared in the start-up emails from teachers at the beginning of the school year.

If a family chooses not to participate in the hot lunch program, a bagged lunch including snacks and a filled water bottle must accompany your child each day.

PCH Elementary does not restrict the presence of nuts or other allergens in snacks or lunches and cannot guarantee a nut-free space. If your child has a nut or other serious food allergies, please discuss your options with the Educator before September.

Birthdays

If your child is celebrating a birthday during the school year, please check with the Lead Teacher before bringing anything special into the school. Sharing baked goods or a special treat to celebrate is always welcome! Please refrain from distributing party invitations at school, unless every student in the class is included. Children can be extremely sensitive and we wish to avoid unnecessary hurt feelings.