Children's House Handbook



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Our Mission:

Our focus is to provide students with a stimulating and academically challenging education that is deeply committed to the Montessori principles, so that they may reach their full potential with integrity and trust.

Welcome

We would like to extend a warm welcome to everyone as the new school year begins. This handbook has been provided to give you information on the school and its policies. They have been implemented for the safety and welfare of the students and staff in the School. Please take the time to read the handbook carefully and contact us if you have any questions or concerns.

Fairview Glen Montessori School is an independent, co-educational school opened in 2007 administered by a Board of Directors. Fairview Glen is committed to individual student achievement with a strong culture of high standards and academic integrity.

Fairview Glen provides a Montessori education for children from ages 18 months to 14 years old. Our philosophy of both early childhood and elementary education is founded on the Montessori method of education as developed by Dr. Maria Montessori.

Our Authentic Montessori Philosophy

At Fairview Glen Montessori School, each child is respected as a unique individual and treated with dignity. Special learning styles are identified; policies, procedures and practices are in place to actively promote child integration and eliminate all forms of discrimination. As Montessori teachers and Early Childhood Educators, our role is to guide, nurture, discipline, facilitate and encourage children as they grow and learn.

High quality care of children involves careful preparation of the environment, where children feel safe and have a sense of belonging. The environment provides children with both indoor and outdoor activities required for complete development. Children need to develop language, social, emotional, creative, cognitive, aesthetic and physical skills, as well as the foundation for work habits and academics. We model and provide an environment based on love and respect for children.

Our Children's House or "Casa" Program

When children are provided with concrete, developmentally appropriate materials and activities, they use their senses to discover and experiment with all aspects of their world. Children also learn by observing their environment and the people in it.

Each child develops at his or her own pace in the prepared Montessori Environment with specially designed Montessori materials. Activities cover all aspects of child development; intellectual, physical, and social. Each activity is complete in itself and activities are inter-related. We provide the students with achievable challenges throughout their time at the school so that self-esteem is nurtured and they are encouraged to even greater exploration and learning.

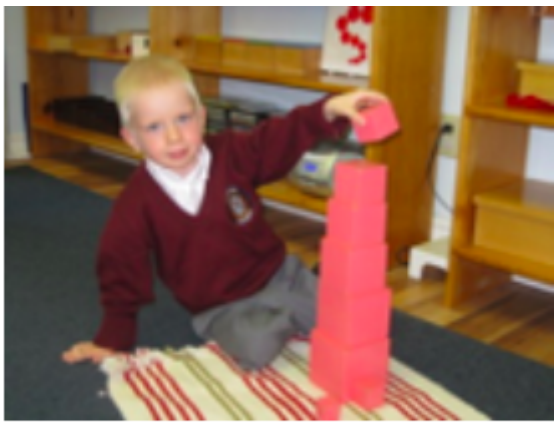
Practical Life

Young children have a strong urge to become independent. Practical Life Activities help them to perfect the skills they need in daily life. Whilst learning essential life skills, the children are also developing hand-eye coordination and the capacity to focus their attention for the entirety of an activity. Successful completion of such tasks gives children a real sense of their own achievement and this builds their self-confidence.



Sensorial Exploration

Children are vividly aware of the world, constantly exploring it and taking in impressions through all of their senses. The Sensorial Materials encourage children to order and classify the physical properties of the world they live in. These activities stimulate and develop the senses, refining children's powers of observation, perception, exploration and communication.







Our staff work together towards the same goal; to provide the best care and education for children that is non-discriminatory, sensitive, inclusive and appropriate. We believe that our teachers are positive role models for our students. Our goal is to create programs that provide equity in an environment where childhood can flourish, where children are free to sing, dance, play, explore, create, and make mistakes. Our final goal as teachers is to guard the rights of all children. Procedures are in place to address complaints and incidents of racism or bias. Being teachers also means being an advocate for children's rights.

Mathematics

Montessori Mathematics Materials enable even a very young child to achieve a natural appreciation of mathematical concepts through his or her own efforts. This avoids the mental blocks, which so often occur in children faced with purely abstract concepts. Specially designed equipment helps children to grasp concrete ideas along with sensory experience of numbers, quantities and mathematical operations. Gradually children can move confidently to complete abstract mathematical problems. Many Montessori educated children develop a genuine love of numbers and mathematics.

Language

At Fairview Glen Montessori School, children are encouraged to express themselves. The freedom offered to the children creates many opportunities for them to communicate with their peers and adults. We emphasize the development of vocabulary based on real experiences and the early preparation required for reading and writing. Advanced activities take the child well beyond the basic skills into reading and writing for interpretation, creativity, and pleasure.

Cultural Exploration

The Montessori approach covers a wide range of subjects, which reflect the broad interests of young children. The Montessori Environment stimulates these interests and extends knowledge and understanding of art and crafts, geography, history, music and science and the natural world. Cultures from around the world are explored and celebrated.



How Does Learning Happen?

Ontario's Pedagogy for the Early Years as it Relates to the Montessori Method of Education at Fairview Glen Montessori School

It is our belief that the Montessori philosophy complements and enhances the Ministry of Ontario's pedagogy around learning in the Early Years. The document How Does Learning Happen? Ontario's Pedagogy for the Early Years, 2014 outlines the four foundations of how learning happens.
There are four foundational conditions that children naturally seek for themselves. These four foundations are: Belonging, Well-being, Engagement and Expression. These foundations lend themselves well to a Montessori classroom.

Belonging: Children in Fairview Glen Montessori classrooms are encouraged to help one another and engage in group learning. When one child sees what another child is doing, they ask for explanations. The other children are happy to teach what they know. In mixed age settings, children of different ages help one another. The teacher as a facilitator, not as a director, encourages the children. By allowing the children to form relationships with others and make contributions to the classroom community, they gain a sense of connectedness to others and a sense of belonging in their classroom environment.

Well-being: This foundation addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills. We believe that the Montessori curriculum demonstrates this foundation through many of its exercises as well as its approach to learning. Practical Life exercises are introduced to children in stages. The aim of these exercises is to help the child gain control in the coordination of his/her movements, and to help the child gain independence and adapt to his society. The Practical life exercises focus on Preliminary Exercises, Care of Person, Grace and Courtesy and Care of the Environment. With an emphasis on "teaching, not correcting", children learn to become independent members of their community with a healthy sense of self. Montessori education is established upon the philosophy of helping each child become a disciplined individual who is "master of himself, and can, therefore, regulate his own conduct when it shall be necessary to follow some rule of life" (Montessori, 1964, p.86)

Engagement: The very heart of the Montessori pedagogy lies in a child's willingness and interest in their surroundings. Engagement in an activity is when learning happens. Montessori education is established upon the philosophy of helping each child attain self-mastery and independence. This level of autonomy supports intrinsic motivation and engagement of children.

Expression (or communication): Children learn to express themselves in a variety of ways. Children develop these capacities through exploration in an environment that supports creativity, problem solving, mathematical behaviours and language-rich learning environments. The Montessori environment encourages creativity and exploration. According to Dr. Montessori, as a child grows up in the world, self-exploration and discovery is important to forming their being. Montessori stated that this self-discovery and exploration is achieved through the child answering these internal questions: What is out there? What might I do with what is there? How can I carry out my abstract ideas? This exploration and abstract thought is what allows children to be creative. Communication is not only expressed through written and spoken language, but also through symbolic language. Montessori supports this independence as a means to creativity and communication. The Montessori curriculum of Sensorial Exploration, Mathematics and Language encourages children to express themselves and develop their communication skills through creativity and self-exploration, with the emphasis on intrinsic motivation.

Moving through the programs at Fairview Glen Montessori
As children transition from the Toddler program to the Children's House program and then to Elementary, the Montessori curriculum continues to be introduced and practiced with a standardized approach from all teachers. Teachers meet to discuss how each child is progressing on a regular basis. When the children are ready for the next program they have scheduled visits, called "Phasing-In", to familiarize them for their new environment.

Our Ministry Program Statement and Implementation Policy can be viewed with these links.

The Children's House - Casa & Toddler Programs

"The level of enrichment is unparalleled as emphasis is not only placed on the academics but the social skills.

The faculty of teachers and administrators are very committed to providing an excellent caring and nurturing environment for the children to thrive.

My son is flourishing in the rich curriculum and is continuously inspired to learn."

-The Armstrong Family

CANADA WIDE EARLY LEARNING AND CHILD CARE

As of April 1, 2022, the Canada-Wide Early Learning and Child Care program came into effect.
Fairview Glen Montessori School is proud to be part of the program to help lower the cost of fees for parents while still providing high-quality childcare.

CWELCC Age Eligibility

"Eligible Child(ren)" is defined as:
a) any child, until the last day of the month in which the child turns six years old; and
b) up until June 30 in a calendar year, any child who:
i. turns six before July 1 of that year, and
ii. is enrolled in a licensed infant, toddler, preschool, or kindergarten group, a licensed family age group, or home child care.

Quality Engagement

Fairview Glen Montessori School participates in Halton Region's Quality Engagement Cycle. This cycle is a requirement for all operators to demonstrate their commitment to the Quality System Framework. This includes, but is not limited to, on-site visits and meetings with regional staff, completing and submitting required data and documentation within mandatory timelines, collaborative goal setting, and developing and implementing action plans.

Inclusion

Canada is a multicultural, multiracial and multi-faith society and has people of all levels of ability. Our school reflects this reality daily. We are committed to the principles of antiracism and inclusion. All of our policies, guidelines, and operations demonstrate our ongoing commitment. We must all strive to provide a culturally appropriate, racially sensitive and non-discriminatory environment for the children, staff, parents, volunteers, the community and all service providers. Our objective is to eliminate racial, ethno-cultural biases, and any other form of discrimination in all policies, guidelines, and day-to-day practices. We aim to foster an environment where children and staff have strong self-esteem, high expectations, and make continued progress. Our School will simply not tolerate racism or biases of any kind.
Please see the attached letter for Acknowledgement of Support Services.

"If you want your kids to grow up in a safe environment, where they are intellectually challenged and learn to respect themselves and other kids, then Fairview Glen is the place. Small class sizes and a teaching philosophy that encourages independence, curiosity, and team work.
Thanks for giving my kids a home away from home and loving them like I do!"
-The DuPlessis Family

Accessibility

In accordance with the Ontario Regulation 429.07 Accessibility Standards for Customer Services, we are dedicated to ensuring our programs and services are accessible to all of our students and their parents. Services will be provided to clients with disabilities in a manner that promotes and respects their dignity, independence, integration and equal opportunity.

Whenever possible, we will endeavour to integrate our services to enable students with disabilities to participate fully in our programs. In the event that an alternate measure is necessary, we will work with our families to effectively meet their needs through alternate forms of communication and training on assisted devices that may be required. Please see the attached letter for Acknowledgement of Support Services.

Fee Structure

"Base fee" means any fee or part of a fee that is charged in respect of a child for child care, including anything a licensee is required to provide under the Child Care and Early Years Act, 2014 (CCEYA), or anything a licensee requires the parent to purchase from the licensee, but does not include a non-base fee.

"Non-base fee" means any fees charged for optional/incidental items or optional services, and Parents' Association fundraising efforts in support of enhancing the school community (e.g. Pizza Days and other seasonal options for purchase,) optional school fundraising efforts (e.g. Terry Fox Foundation, FGMS Global Charity Fund,) school uniforms, or any fees charged pursuant to an agreement between the parent and the licensee in respect of circumstances where the parent fails to meet the terms of the agreement (e.g. fees for payment returned NSF, fees for picking up a child late, fees to obtain items that the parent agreed to provide for their child but failed to provide), as defined in the CCEYA.

When you enroll your child, you are committing to paying the tuition for the entire academic year. Refunds will not be given for early withdrawal. Even if you pay through monthly installments, you are undertaking to pay the full tuition. If you withdraw your child early, any outstanding tuition for the entire school year is expected one month prior to withdrawal. Here is a link to our 2026-27 Fee Structure and subsidy information. Fees for the remainder of the calendar year are communicated in February.

Fees are paid by Pre-Authorized Debit. Cash payments can be made with an appointment with the registrar. Fees may be paid in full, if preferred by the payee. **In the event that a family has overpaid, a refund will be issued promptly.
Open preview

School Closures

The School is closed the following days in 2026 for statutory days(*), holidays and professional development:

January 1*,2
February 13, 16*
March 16, 17, 18, 19, 20
April 3*,6*
May 15, 18*
July 1*
August 3*, 31
September 1, 2, 7*
October 12*
November 27
December 21, 22, 23, 24, 25*, 28*, 29, 30, 31

Twenty of the 30 closure days listed are payable. Dates marked in ORANGE are non-payable days, whereby the parent is not charged for fees. **Families are required to pay when the school is closed for inclement weather or unforeseen circumstances.**

The School is closed the following days in 2027 for statutory days (*), holidays and professional development:

January 1*
February 12, 15*
March 15, 16, 17, 18, 19, 26*, 29*
May 21, May 24*
July 1*

August 2*, 30, 31
September 1
October 9, 11*
November 26
December 20, 21, 22, 23, 24, 27*, 28*, 29, 30, 31

Twenty of the 30 closure days listed are payable. Dates marked in ORANGE are non-payable days, whereby the parent is not charged for fees. **Families are required to pay when the school is closed for inclement weather or unforeseen circumstances.**

Fairview Code of Conduct

The Code of Conduct applies to the entire school community, students, parents and teachers, alike. The following expectations are intended as a guide to maintain the atmosphere at our school as a comfortable, and a safe place to be. Incidents that contravene the Code of Conduct are recorded and provided to the parent/guardian. If we are reporting the incident to you, we require your cooperation and support. We do not engage in these communications lightly and we report in an unbiased and impartial manner.

Adults and Children at all times shall:

- Be courteous to others and use appropriate language
- Respect the school's hours of operation, arrival and dismissal times
- Conduct themselves in a manner which allows each child, parent and staff member to remain and feel safe from verbal and physical abuse and/or harassment
- Resolve conflict in a peaceful manner
- Respect the building and equipment as well as personal property of all others
- Adhere to all school policies including the uniform policy
- Behave with integrity
- Follow Group Chat Etiquitte

Please note that our faculty is to be treated on a professional level at all times. Fairview Glen Montessori teachers and staff are providing a quality education for your children and will not accept treatment that is disrespectful. Please deal with discrepancies in private (away from the children and other adults) as it creates a negative atmosphere. We will not accept slanderous, unsupportive or negative school/teacher/parent talk on the premises, including the parking area and hallways, or virtually through social media or otherwise at any time. Failure to follow the Code of Conduct may result in the termination of your child's enrolment.

Following communication regarding a student behaviour, any questions, concerns or grievances should be directed to the teacher who addressed the incident. Parents are to reflect for a minimum of 24 hours before reaching out to the teacher. If the concern cannot be resolved, it is directed to the attention of the Principal. Any matter that cannot be resolved at this level will be directed to the Executive Director following the Parent Concerns policy. At absolutely no time should there be a confrontation in front of any children.

Failure to adhere to our Code of Conduct may result in suspension or the termination of the enrolment agreement (upon discretion of the School.) An accumulation of infractions, however minor in nature, reported through Incident Reports may result in the termination of the enrolment agreement.

Admissions

The following must be completed and returned to the school prior to admission:

- Registration Agreement/ Financial Contract
- Application for Enrollment Form
- Medical Form & Copy of Immunization Record
- Copy of Birth Certificate or Passport
- Media Release & Disclaimer
- Pre-authorized debit agreement

A Waitlist will be started once the desired program is full. There is no fee to be added to the waitlist, however all paperwork, save financial, must be completed in order to be added to the waitlist. Families with students enrolled in the school will be granted priority on the waitlist. We will advise you of your position on the waitlist. Once a spot is available, we offer families 48 hours to accept admission.

View our Waitlist Policy

Your Child's First Day

We require our new students to participate in the "Phasing-In" period prior to school start. Your child will have a chance to explore their new surroundings in small increments of time, increasing over a few days. Make sure your child understands why he/she is attending school, when you are leaving and that you will return. Share any background information with your child's teachers that will help him/her make an easier adjustment. Some children feel comfortable immediately, while other children take a few weeks. If you have any concerns please do not hesitate to call and find out how your child is doing. Your child's teacher will provide a daily schedule, noting the work-cycle and outdoor times at the first parent evening.

School Uniform

At Fairview Glen Montessori School, our school uniform helps foster a strong sense of inclusivity, belonging, and community. When students wear the uniform, they are connected by a shared identity that promotes school spirit and unity across all age groups.

Uniforms also encourage students to take pride in their appearance and to show respect for their educational environment. By reducing distractions related to clothing choices and trends, students are better able to focus on learning, personal growth, and meaningful relationships with their peers.

Wearing the Fairview Glen Montessori uniform helps students feel part of



Items to Bring to School

Your child will need the following items at the school:

- Two complete changes of clothes clearly marked with your child's name
- A blanket for sleep time for Toddlers and napping Casa students (the blanket should be taken home on Friday to be washed and brought back Monday morning)
- Black dress shoes-kept at school (Casa)
- Indoor running shoes with non-marking soles- ALL STUDENTS Toddler & Casa
- Appropriate attire for outdoor play (in all weather) labeled with name.
- Outdoor running shoes or boots for outdoor play (Crocs, flip-flops, and other sandals are NOT permitted for outdoor play)
- Pull-ups/Diapers and wipes for Toddlers
- Any necessary creams/lotions/sunscreen labeled with your child's name and appropriate documentation for application

something larger than themselves. It promotes equality, supports confidence, and creates a consistent standard that reflects the values of our school community.

Students are encouraged to remember that when wearing the Fairview Glen Montessori uniform, they are ambassadors of our school and represent our community with pride, kindness, and respect wherever they go.

The uniform is a non-base fee and therefore it cannot be considered mandatory, however it is encouraged as part of the positive FGMS culture. The uniform can be purchased from McCarthy Uniforms.

Long hair should be tied back or pulled back from the face with a colour-coordinated hairband or headband. Please review this link to our Children's House Uniforms

Communication Between School/Home

We require that all parents accept the invite to the digital messaging services, via **Transparent Classroom.** Families will receive announcements, pertinent information, and updates by e-mail. In addition, the FGMS App. is used for families to communicate an absence, access the calendar, and reference previous newsletters. Here is the link to download teh FGMS app. on your phone: https://www.jotform.com/app/222415980669263 Be sure to select "*Add to homescreen,"* for easy access.

- In the event of an unscheduled school closure due to unforeseeable circumstances, such as bad weather, a e-mail will be sent between 6:00-7:30 a.m. Please do not phone the school during these times as the office is often unattended if there is an unscheduled school closure. Delays in the delivery of these messages are caused by limitations of parents' Internet Service Provider (ISP) receiving our messages, span protections, as well as other school boards or childcare centres sending messages that morning.

Group Chat Etiquitte

Our school community is strengthened by the connections we build with one another. Many families choose to use group chats as a way to stay informed, coordinate, and support each other—and when used thoughtfully, they can be a wonderful tool.

At the same time, group chats can sometimes become overwhelming, convey misconceptions, or be unintentionally harmful if messages are shared without full context or in moments of frustration.

To help keep our communication positive and supportive for everyone, we encourage the following:

💬 **Keep it helpful and kind**
Use group chats to share reminders, coordinate activities, and celebrate moments. Aim for messages that uplift and support.

🕊️ **Pause before posting**
If something feels frustrating or concerning, consider whether a direct conversation with the school is the best first step. This helps ensure clarity and avoids misunderstandings.

🔍 **Check for accuracy**
Before sharing information, especially about school matters, please confirm that it is accurate. This helps prevent confusion or unnecessary worry.

🤝 **Assume positive intent**
Tone can be easily misunderstood in messages. Giving one another the benefit of the doubt helps maintain trust and respect.

📞 **Reach out directly when needed**
If you have a concern, question, or feedback, we are always here to listen and support you. Direct communication allows us to respond thoughtfully and appropriately.

Our shared goal is a respectful, caring community where all families feel informed, included, and valued. We remind families that communication, including in group chats, should remain respectful and constructive when referring to FGMS employees, leadership, and programs. Messages that are hostile, degrading, or harassing are not aligned with our community values. Thank you for helping us maintain a positive and collaborative environment for our children.

Arrive on Time

Arriving on time for school teaches much more than just punctuality, it quietly builds a foundation for lifelong habits, attitudes, and social understanding. For a young child, it reinforces several key lessons:

1. Responsibility and reliability
Children begin to understand that their actions matter. Being on time shows them they are expected and counted on, which builds a sense of personal responsibility.

2. Respect for others
Punctuality teaches that other people's time is valuable too—teachers, classmates, and the learning community. It helps children see that their lateness can affect others.

3. Routine and security
Consistent arrival times create a predictable structure. This sense of routine helps children feel safe, settled, and ready to learn—especially important in early development.

4. Readiness to learn
Arriving on time means they don't miss instructions, social connection, or the calm start of the day. It sets them up for confidence rather than feeling behind or rushed.

5. Self-discipline and time management
Over time, children internalize what it takes to be on time—planning, preparing, and transitioning. These are executive functioning skills that carry into all areas of life.

6. Sense of belonging
Being present at the start of the day—greetings, circle time, opening routines—helps children feel included and part of the group.

7. Accountability and consequences
They begin to see natural consequences (missing activities, feeling unprepared), which helps them connect choices with outcomes in a healthy way.

Safe Arrival Policy

The FGMS app. is designed for you to report your child's absence or late arrival. We request your cooperation to report all absences or late arrivals prior to 8:30 a.m. This allows us to ensure all children are accounted for and enhances our administrative processes. Children who are not in attendance by 9:00 a.m. will be reported to the office. If the absence or late has not been reported, the administrative team will contact the parent/guardian by telephone, for further information. It is imperative that you respond to our attempts to reach you.

Upon your child's arrival in the morning, it is essential that a staff member receives your child to document the time of arrival on the attendance record. **The school will assume no responsibility for a child who has not been directly delivered directly to the care of a staff member by the parent/guardian.**
School doors are locked every day to ensure the safety of the children.

Arrival Routine

The school day hours are from 8:30 am to 4:00 pm. It is strongly recommended that children arrive at school by 8:50 a.m. each morning. The Montessori work cycle and playtime are equally important parts of your child's education. To allow your child to acclimate and to gain the full benefit of the program you must ensure that your child arrives on time every day.

Greeted arrival is from 8:30 a.m.-9:00 a.m. Please keep the length of your arrival time to a minimum, to facilitate the flow of traffic. Do not park at the plaza or neighbouring lots for any reason.

- Toddler parents park in our parking lot. Toddler children are escorted by their parent/guardian to their classroom door. Toddler A children greet their teacher at the back classroom door and Toddler B parents must take their child in the side door to their classroom, directly across the foyer.

Casa Children are received on the playground at gate to the blue top area. Parents park and escort their child to the playground. Playtime is an essential part of your child's day and a great opportunity to develop social intelligence. Please arrive with time for your child to enjoy it. During inclement weather, Casa students are received in the covered blue top playground and will be escorted to their class. The front door of the school is reserved until 9:00 a.m. for Elementary arrival.

Safe Dismissal Policy

- We release children only to parents/guardians who have authorization to pick up their child. If there is a custody agreement in favour of one parent/guardian, the school requires a copy of the agreement for our files. Without a copy of this agreement, staff cannot deny a parent/guardian access to a child.
- We will only release children to a person authorized by parents to pick up, as per the emergency information completed at the time of registration.
- If a person is unfamiliar to staff, the staff will check the emergency information provided and ask to see photo identification before releasing the child. The name on an official ID should correspond to the name on the emergency information provided. The picture should correspond to the person.
- We will NOT release an early years child to anyone under the age of 18 years

Dismissal Routine

It is important that you understand our policy for releasing children is for the safety of your child. Valet pick up is offered from 3:30 and 400 p.m. Please park your vehicle and remain there. A staff member will deliver your child(ren) to you to facilitate this process timely. **Never leave your car unattended in the driveway as it creates congestion and frustrates other drivers.** Do not park at the plaza or neighbouring lots for any reason.

Parking Lot Courtesy

Please use caution and patience and be mindful of the safety of all of our children.

When you pick up/drop off your child, please be considerate of other parents who are attempting to gain access to the parking area. **Space is limited, therefore we ask that you quickly pick up your child and do not spend time visiting with other parents or allowing your child to play on the school grounds.**

We must insist that all families refrain from parking at the neighbouring businesses, and do not drive through the plaza parking lot when approaching or leaving the school.

Playing and lingering in the parking lot area is strictly prohibited. This is dangerous and Fairview Glen accepts no responsibility for children once they are released into the care of their parent.



As previously stated, children will not be released to any person other than those whom you have previously specified in writing on your emergency information or a letter received by us at drop off time. **If you have arranged with other adults to pick your child, ensure that the office is notified of the details by emailing admin@fairveiwglen.com.**

Note: No person will be given the benefit of the doubt when they arrive to pick up your child. If in doubt we will choose the safest action, by not releasing your child to anyone unless all the conditions are met. The staff have been instructed by the Principal to check the ID of any unfamiliar persons or to telephone the parent/guardian to verify an alternate pick-up. By following this policy together we can ensure a safe environment for your children.

View our Safe Arrival and Dismissal Policy HERE

Toddler and Casa Extended Care

Before Care Program

Before Care is included in your fees for the Toddler and Casa Program, beginning at 7:45 a.m. Toddler and Casa children may attend this program and must be escorted by their parent/guardian to this program location upon arrival. During March Break Camp and Summer Camp weeks, before care begins at 8:00 a.m.

After Care Program

After Care is included in your fees for the Toddler and Casa Program. After Care is from 4:00 p.m.-6:00 p.m. During March Break Camp and Summer Camp weeks after care is from 4:00- 5:00 p.m. You may park in the lot and collect your child from the after care program. Please note: children transition between indoor and outdoor programs between 4:00 and 4:30 p.m. Timing can vary depending on the needs of the children. Please be patient for your child to arrive. Please keep your dismissal time to a minimum to facilitate the flow of traffic.

Late Pick-Up

In the event of an emergency that prohibits you from picking up your child before the school closes, please make other arrangements and notify the staff as soon as possible.

The school closes at 6 pm daily. Please arrive well before closing to ensure a comfortable pick up for your child. For those children who remain in After Care: if your child is not picked up from the school by closing, you will be charged a late fee of $1.00 per minute (PER CHILD) for every minute after 6 pm. For example, a child picked up at 6:13 pm will be subject to a late charge of $13.00. If you have two children this would be $26.00. **All payments must be made in cash directly to the teacher who remained with your child.**

We encourage you to maintain open and continuous communication with the staff. Our late pick up policy is in effect for emergency situations only. Abuse of this policy will not be tolerated. Any parent or guardian found repeatedly picking up their child late would be given a written notice. Continuous abuse may lead to termination of the enrollment agreement. Please be considerate to our staff.

If a parent/guardian does not arrive to pick up a child by 6:00 p.m., we will attempt to contact them by telephone. If we are unable to reach the parent/guardian contacts, the emergency contacts will be contacted by telephone. In the event we are unable to reach any of the contacts provided, and we have NOT received any communication regarding arrangements for the dismissal for the child, we may be required to contact Halton Services.

Please note: Before & After care will not be available when a Special Weather/Warning or cancellation of busses statement has been issued for our area. All program closures will be communicated by e-mail. Please ensure you are checking on inclement weather days.

Photographs/Social Media (i.e. zoom meetings/lessons)

At Fairview Glen Montessori, we believe in telling the story of our School to our parents and families. We encourage the celebration of success through photographs and video. These photos and videos are the property of the School and will not be used in any promotional advertising without prior parental consent. They may, however, be displayed throughout the school in various classrooms, or uploaded onto our website, homeroom or marketing platforms. We occasionally upload a photo celebrating a child's success on our Instagram or Facebook page. It is assumed that, after signing the media consent form, parents have no objection to their child being photographed or videoed by the school staff or a fellow parent in the event of a special occasion being celebrated at the school.

Parental Involvement

Parent communication and involvement are essential to providing an excellent school program and is a vital part of the success and co-operative spirit of the school. We will provide parents with a twice-yearly report card detailing their child's progress at the school. An opportunity will be provided for parents to discuss their child's development through parent-teacher interviews. We encourage parents to feel free and confident to discuss with us concerns regarding their children.

There may also be many events throughout the year where parent participation would be very welcome. Please consider joining our Fairview Glen Parents' Association. It is an excellent way to get involved and meet other families from our school community. These events may include crafts, cultural/seasonal celebrations or outside excursions. Please note, all parents or volunteers having direct contact with children in the school must submit a

clear criminal reference check for working with the vulnerable sector. Please contact admin@fairviewglen.com to have your contact information shared to our Fairview GlenParents' Association (FGPA).

Supervision Policy

Fairview Glen Montessori School is committed to providing a high quality, safe and secure environment for all children enrolled in our programs. Ensuring the safety and well-being of every child in our care is our highest priority. The Child Care Early Years Act provides that every operator shall ensure that every child who is in attendance in a licensed child care centre is supervised by an adult at all times. As such, it is our policy that no child in our care be left unattended and unsupervised by an adult. Volunteers and students will not be counted in ratio.

All staff are required to review the organization's policies, procedures and practices regarding the supervision of volunteers, participating parents, and students at our schools. Staff will review their roles and responsibilities when directly supervising and working with volunteers, participation parents and/or placement students in their classrooms annually.

The principal is responsible for ensuring that volunteers, participating parents and students are provided an orientation to the organization and appropriately trained for their roles within our schools. Supervised volunteers, participating parents and students have a responsibility to contribute to their orientation by seeking information, asking questions and for assistance as required.

All volunteers participating parents and placement students must agree to follow all policies and procedures of the school. They must also agree to follow and support the directions and guidelines provided by the staff and management of the school.

All students and volunteers, including participating parents having direct contact with children in the school must have a clear criminal reference check. Volunteers and participating parents and students will not be counted in ratio and will not have unsupervised access to the children. A Vulnerable Sector Check is required from all third-party individuals.
All volunteers and students on placement will be supervised by an employee at all times.

Emergencies

All our staff are required to have standard first aid training with Child and Infant CPR components. If a serious accident or illness occurs to a child enrolled in our school, the teacher on duty will promptly: obtain and/or administer emergency medical assistance and notify the parent/guardian of the child. An emergency medical treatment authorization is required prior to enrolment as part of the Medical Form and emergency Cards. We must be informed promptly of any change affecting emergency contacts. If you change your cell, home, or work telephone number please let us know so that we can update the information on your child's emergency card.

Smoke Free Policy

As per the Smoke Free Ontario Act, parents, staff, students and volunteers are prohibited from smoking & vaping in the school, the parking lot, the playground area and any area of the surrounding property whether the children are present or not.

Health Policy

Prevention of illness is the basis of our Health Policy. To ensure the best possible environment for each child's development, we must insist that all parents strictly adhere to our school's health policies. Prior to admission, each child must be immunized as recommended by the local Medical Officer of Health, and must also submit a record of immunization.

Children who are ill must not be brought to school, as the day is too demanding for a sick child. Parents must find alternative care for a child who is ill or who has a contagious disease. Young children are still building their immunities. A child who is not well is especially prone to infection and communicable disease.

Upon your child's arrival at school, the teacher will carry out a regular health inspection of your child. As requested by the Department of Health, the teacher has the right to refuse admittance if your child appears sick. If the child has been admitted and is showing signs of illness that may affect the health of others, parents will be contacted immediately and will be required to pick up their child as soon as possible. In the interim, the child will be isolated.

Illness

Any child who shows signs of the following illnesses must be withdrawn as soon as possible and may not return without a doctor's written consent.

If your child is too ill to participate in the outdoor program, he/she is too ill to be at school. Our health policy regarding fever and vomiting is as follows:

Fever: Children who experience a temperature of 37.8C or more, for a period of 30 minutes or longer, may not remain at school. Parents will be notified and asked to pick up their child as soon as possible. Children should remain at home for 24 hours ***after the fever has cleared*** and must be well before returning to school (i.e., they must be able to participate fully in the indoor and outdoor daily program).

Vomiting: Vomiting is a sign of stomach irritation or communicable disease. Parents will be asked to come and pick up their child from the school if he/she has vomited that day. Children should remain at home for 48 hours ***after vomiting has stopped***. The child must be well before returning to the school (i.e. must be able to participate fully in the indoor and outdoor daily program). During an outbreak at the school, the child will not be admitted to the school until 48 hours after vomiting has stopped.

Diarrhea is a sign of infection or irritation in the digestive tract. If a child is suffering from diarrhea (bowel movements that appear watery or greenish and/or are much more frequent than usual) he/she must be kept at home. If a child experiences two loose or runny movements at school, he/she will also be sent home. The child will not be admitted to the school until 48 hours after he/she is symptom free or a doctor determines he/she is not infectious. During an outbreak in the school the child will not be admitted to the school until 48 hours after he/she is symptom free.

Tiredness is also a health concern. A tired child is prone to infection and communicable disease. Please ensure that your child has adequate rest and a reasonable length of time at school. Although we are open from 7:45 a.m. to 6:00 p.m., we suggest that your child's day be not much longer than your own working/school day.
It is required that the children play outdoors every day.

Pink Eye The signs and symptoms of pink eye are as follows: ∗ Redness & swelling of the eye(s) followed by a copious discharge of pus. ∗ Swelling may be followed by an itch, which may cause discomfort. ∗ One or both eyes may be affected. Any child who shows signs of this contagious illness must be withdrawn from school as soon as possible and may not return until discharge is no longer present and until 24 hours after start of treatment. A doctor's note is required for readmission.

Rubella: The signs and symptoms of Rubella or German Measles are: ∗ Low-grade fever (38.5C) ∗ Headache ∗ Cough, runny nose and swollen glands at the back of the neck. ∗ Red eyes ∗ The rash appears as mottled or tiny raised spots, which spread from the face and the neck to the entire body over 12-24 hours. This disease is most communicable for 7 days before and 4 days after the rash appears. A child may return to school on the 7th day after the rash appeared with a doctor's note stating that the child is no longer able to transmit the disease to others.

Mumps: The signs and symptoms are: ∗ Enlargement of the salivary glands. Possible swelling of the cheeks and face. The swelling usually begins on one side then may start on the other side in 2 or 3 days or may not develop at all. ∗ Chills, headache, fever and abdominal pain may occur. The child will be re-admitted 9 days after the onset of swelling. A doctor's consent for return to school will be required.

Impetigo: The signs are symptoms are: ∗ The appearance of small fluid filled blisters leading to brownish crusts, especially around the mouth and nose, but may occur anywhere on the body. A secondary infection may develop from scratching. A child may return to school after 24 hours of receiving treatment and lesions on skin must be covered. A doctor's note is required.

Chicken Pox: The signs and symptoms are ∗ A fever and headache followed by rash, which is described as crops of blisters turning into scabs which appear over several days. The child experiences itching for about 4 days. The child may remain in school providing they are well enough to participate in the full program. A doctor's note will be required.

The above is only a sample of the many contagious diseases. For a full list, please refer to the Public Health list of reputable diseases that is posted for your information. Exclusion of your child from school may be necessary, as deemed by Public Health. It is our policy to abide by and adhere to all Public Health recommendations.

Administration of Medication

- Our staff will administer prescription drugs to children in their care in accordance with provincial legislation. This will require all parents to provide the following:
- Written authorization, including dosage and times, for any medication that is to be given.
- Medication in the original container clearly labeled with the child's name, name of drug, the dosage, the date, and the instructions for storage and directions for administration of the drug.
- No expired medication will be administered to the child.
- The child's parent complete, with Dr's signature, a Medication and Drug Administration Record form and the parent must hand the medication to a staff member directly.
- The staff cannot administer cough medicines, vitamins, decongestants, aspirin or any other non-prescription medication. In special circumstances exceptions to this policy may be made, but only on the written instructions of a doctor. Doctor's notes are valid for six months; a new one must be obtained after this time to continue administering ongoing medications
- All children require written consent from a parent for the administration of Sunscreen and Medicated Diaper Rash Cream
- Unused medication or empty containers will be returned to the parent to dispose of when the cycle is complete.

Nutrition/Dietary Needs and Allergies

A catered mid-day meal and snacks are provided to all Toddler and Children's House students in accordance with the guidelines of the Canada Food Guide. Catered lunch is available to all Elementary students. Catering fees are outlined in the fee schedule. Children's special dietary needs and allergies will be posted in the child's classroom. Where there is an anaphylactic allergy, that food will be excluded from the classroom. If the allergen cannot be excluded, the school reserves the right to deem this as a risk to the child's safety, and the environment inappropriate. Children are encouraged to try all foods that are served, but they will never be forced to eat them. School age children have the option to bring a bagged lunch from home.

Bagged Lunch Guidelines, as per the CCEYA

Ministry guidelines stipulate there is to be NO OUTSIDE FOOD permitted unless it is a lunch/snack that follows the guidelines below, in accordance with "Sabrina's Law, 2005."

- **ONE** serving from milk and milk products- 250 to 375 millilitres
- **ONE** serving from meat and alternates- 60 to 90 grams
- **ONE** serving from bread and cereals- 1.5 to 2.5 slices or 175 to 450 millilitres
- **TWO** servings from fruits and vegetables- 2 to 2.5 whole fruits or 250 to 300 millilitres

Please keep these guidelines in mind when you are packing your child's lunch. It will be brought to your attention if we do not feel these guidelines are being met. If a child does not have a lunch, catering will be provided and parents will be invoiced.

- **All food/drink must be labelled with your child's name.**

For ALL FGMS Families: Due to the increasing number of children suffering from Anaphylactic Allergies, all lunches and snacks must be **NUT FREE.** Parents are required to check all labels. Snacks that contain or "may contain" nuts will not be given to your child and will be sent home or disposed of. Please ensure your preparation area and utensils are free from any nut transfer by thoroughly cleaning them prior to packing the lunch. If your child consumes nut products for breakfast, please thoroughly wash hands, brush teeth, and ensure clothing is free from any nut residue (i.e. peanut butter) before coming to school.

Do not send in food, treats or gift bags for the class on birthdays or special occasions. It will not be served or distributed.

Anaphylactic Allergies

Parents of children with Anaphylactic Allergies must complete an individual Anaphylactic Emergency Plan & Consent Form upon enrollment or upon discovery of the allergy. They must also provide the school with a doctor's note detailing the symptoms and treatments for their child's specific allergy in the required Anaphylactic Emergency Plan & Consent Form. In addition, the child must have a valid Epi-Pen with them at all times. The Epi-Pen must be registered in the child's name and be current. A label from the doctor/pharmacy must be attached directly to the Epi-pen itself, not the box. It is the parent's responsibility to ensure that all staff have been properly trained on how to administer the Epi-Pen, should it be required. If a parent does not provide the school with an Epi-Pen, fails to replace an expired Epi-Pen, or fails to renew their action plan annually, their child will not be permitted into School, as stipulated by the Ministry.

Serious Occurrence & Emergency Management

It is the policy of Fairview Glen Montessori School that the environment for the children be arranged and developed with their safety as a prime concern at all times. Every effort is made to ensure the well-being of every child in our care.

In an effort to provide greater transparency to all parents and caregivers regarding any serious occurrences that may happen within the school, we will post a Serious Occurrence Notification Form in a visible location within the school. This form will stay posted for Minimum of 10 business days.

To maintain confidentiality and respect to each individual's privacy, information pertaining to the child's name, staff name, age or birth date of the child, age group/room, etc. will not be included on the Serious Occurrence Notification Form.

In the event of a serious injury or suspected abuse of a child, the following procedure will be followed:

PROCEDURE

1. The staff or any other witness should report the occurrence to the Principal/designate at once.
2. The Principal/designate immediately contacts the parents.
3. If the Principal/designate is not in attendance, notify the Executive Director.
4. Ensure all persons having knowledge of the occurrence remain at the site until excused.
5. Within 24 hours of becoming aware of the occurrence the Principal/designate must enter the information about the occurrence on the Child Care Licensing Information System (CCLS)
6. The Principal/designate will then post the Serious Occurrence Notification Form that is generated by the CCLS for at least 10 days. If an update is required, a new Serious Occurrence Notification Form will be posted for an additional 10 days from date of update.
7. All notification forms will be retained for a period of 3 years and are readily available for inspection.

School Closure: a text will be sent out via ***e-mail*** messaging service if the school is closed due to unforeseeable circumstances. FGMS has an Emergency Management Policy and Procedure and families will be communicated via the Remind Message App. in the event of an emergency. Please also check your class Homeroom application.

Monitoring Compliances and Prohibited Practices

Fairview Glen Montessori School is committed to providing quality care to all children and understands that children come to the school with varying needs. As Educators, we play an active role in fostering the well-being of every child and encourage parents, adults and other children to communicate and engage with each other to form a sense of belonging.

It is our belief that if children are offered well defined guidance and support, they can choose their actions to interact with others and their environment. By acknowledging a child's feelings, an Educator can help the child to recognize his or her own feelings and encourage problem solving skills. A child possessing such skills will feel confident in his or her choices and this skill is the basis to aid the child in self-regulation.

An Educator will use positive methods and approaches to guide children in accordance with section 48 of ON Reg 137/15. The use of physical, verbal, emotional, or psychological punishment is NOT permitted.

The aim of the Educators is consistency and maintaining clear limits yet be flexible enough to allow for individual differences in children. The Educator's goal is to help your child work through difficulties so that he or she may progress towards self-regulation. The children are taught to play without interfering with or hurting others. An Educator will always be close at hand to offer guidance, set limits, comfort and assist. The children are encouraged to cooperate with each other. The Educators are willing to discuss any further questions or concerns you may have.

Fairview Glen Montessori School recognizes that each child has unique skills and abilities and will work in equal partnership with parents to serve and adapt to each child's needs and growth. Our goal is to provide quality care for all children and we continually endeavour to involve families as an integral part of this process.

Prior to working with the children, each faculty member, student, and volunteer is required to sign a “Monitoring Compliance and Contraventions Policy” which includes the following list of prohibited practices;

(a) Corporal punishment of the child;
(b) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller, or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves, or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
(c) Locking of the exits of the school for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of Fairview Glen Montessori School’s emergency management policies and procedures;
(d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
(e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
(f) Inflicting any bodily harm on children including making children eat or drink against their will; or
(g) sexual abuse, sexual misconduct or engaging in a prescribed sexual act, as those terms are defined in teh Early Childhood Educators Act, 2007. O.Reg.137/15, s.48: O.Reg.126/16, s. 34; O.Reg.197/26,bs.15.

The behaviour of every staff member is monitored by the Principal/designate. Should a violation occur, the Principal/designate would review the infraction with the person involved and outline acceptable methods to be used. If further incidents occur, or if intentional harm is caused to any child, it will result in dismissal from the school.

Parent Issues and Concerns Policy and Procedures

Purpose: The purpose of this policy is to provide a transparent process for parents/guardians, the school/child care licensee and faculty to use when parents/guardians bring forward issues/concerns.

Definitions
Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each school/child care it operates (i.e. the operator).
Faculty: Individual employed by the licensee (e.g. class/program room staff).

Policy

General: Parents/guardians are encouraged to take an active role in our school and regularly discuss what their child(ren) are experiencing with our school. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Fairview Glen Montessori School and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 5 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved

Confidentiality: Every issue and concern will be treated confidential and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons *(e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).*

Conduct: Our school maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact Halton Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit
http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx

Procedures:

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly or - the supervisor or licensee.	- Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/guardian within 5 business days. Document the issues/concerns in detail. Documentation should include: - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to

General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - the supervisor or licensee.	the parent/guardian regarding next steps or referral. Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within 5 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to - the individual directly or - the supervisor or licensee. All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	
Student- / Volunteer-Related	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern in writing to tlsage@fairveiwglen.com. Following this process, if the outcome remains unsatisfactory our head office can be reached at jdavis@victoriavillage.com.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Fairview Glen Montessori School Ltd: 905-634-0781 or info@fairviewglen.com.

Additional Core Policies can be found HERE

Child Abuse Policy

If abuse of any kind is witnessed or suspected by staff at the school, a call to the Children's Aid Society will be placed. These calls are confidential and the release of any information, either to a parent or to any other staff members, will be carried out as per the directions of CAS. As teachers, it is our legal obligation to report any and all incidences of suspected or observed abuse. Any parent in the school should place a call to the Halton Children's Aid Society in the event that they witness any behaviour they feel is abusive in nature.

Prior to beginning working with children, each staff member, student, and volunteer is required to sign a Prohibited Practice Policy, which includes the following:

- No form of corporal punishment will be allowed at any time, including hitting, spanking, pushing, shaking, pinching, biting, grabbing, or slapping.
- A child must not be humiliated either physically or verbally, through sarcasm, taunting, teasing or degradation.
- A child must not be confined or locked in any room alone or with another child.
- A child must not be deprived of basic needs for clothing, shelter, or bedding.
- Food must not be used as a punishment or threat at lunch or snack.
- A child must not be punished or reprimanded in any way for failing to use the toilet.
- A child must not be punished in any way for failing to fall asleep at rest time.

Any adult who observes mistreatment of any child has a duty to report and must contact the Principal of the school immediately. This is a legal responsibility.
The behaviour of every staff member is monitored frequently by the Head of the Children's House and/or Principal. Should a violation occur, the School would review the infraction with the person involved and outline acceptable methods to be used. If further incidents occur, or if intentional harm is caused to any child, it will result in immediate dismissal from the School.

A report can be made directly to Halton Children's Aid Society: 905-333-4441 http://haltoncas.

Understanding and Supporting Individual Needs

Fairview Glen Montessori School understands its obligations under the Ontario Human Rights Code with respect to accommodating children with special needs. Every child in our school has the right to an educational environment that is safe and conducive to that student learning.

FGMS is supported by a Resource Consultant from the Halton Region. If you require any further information, kindly contact the office. Please see the attached Acknowledgement of Support Services Letter.

We recognize students who require substantial support and assistance within our programs and give them the same opportunity to learn as much and succeed in school as all of our other students. Accommodations can be maintained, provided they do not compromise the integrity of our Montessori philosophy and programs, and do not deprive the other students of their educational opportunities, safety and well-being. Appropriate accommodations are provided up to the point of "undue hardship."

This is accomplished by observation of individual children and the entire group, gathering additional information from parents/guardians, teachers, and other professionals and implementing appropriate accommodations to meet the needs of the individual child. The Principal will provide contact information to specialized programs and additional resources within the Region wherever possible. Parents who collaborate with outside professionals are required to sign a release of information to ensure full communication with the school.

There may be situations in which our program cannot meet the needs of the child or family. The Principal reserves the right to withdraw a child or family from a program. In the event that a decision to withdraw a child is made, it will be done with the consideration of the best interest of the child and the well-being of the entire school community. The Principal will provide as much information to the family as possible, to find an alternative placement for the child, when this advice is requested.

Notice of Withdrawal/Termination Policy

Fairview Glen Montessori School is committed to delivering high quality care, and education to all children and their families. There may be times when we are unable to meet the needs of a child or a family. Should such a situation arise, we reserve the right to terminate any contract of school attendance. The following procedure will be followed:

The behaviour is documented over a period of time by the staff. Teachers and parents communicate daily regarding the child's behaviour. Parents provide the school with pertinent information that may help staff support the child's development.

The teachers submit a written formal report to the Principal.

The Principal and teachers meet to discuss the concerns. Strategies are discussed, documented and then implemented. A trial period for the suggested strategies is established.

On completion of the trial period, the teachers and the Principal meet to discuss documented observations of behaviour and strategies implemented. If additional support is required, a meeting is arranged with parents, teachers and the Principal. The following steps will then be followed: a) Identify the concerns and reasons. b) Discuss implications for the child and other children involved. c) Discuss ways of involving community resources (notify any other outside agencies).

Contact community resources and discuss behaviour, strategy implemented and results reviewed. Results are again committed to writing and signed by all parties. Refusal to sign papers will indicate a lack of cooperation and may lead to immediate termination.

If the school staff determine that the child's needs cannot be met or that our program is not a good fit for the child, a recommendation of withdrawal will be forwarded to the parent/guardian, as well as an

invitation to attend a meeting with the Principal in order to put their position forward.

If the parent/guardian does not attend the meeting, or if after attending, the Principal decides that it is in the best interest of the child that he/she be withdrawn from the program, a written 2 week notice of withdrawal will be given.

Any parent choosing to withdraw from the school throughout this process will be required to provide a 2 week written notice to the Principal.

Fairview Glen Montessori School reserves the right to terminate a parent's contract on the following grounds:

1. Non-payment of fees (1 month in arrears)
2. Contravention of the Code of Conduct, including repeated minor infractions, or repeated school policy infractions by the parents/guardians
3. Continuous late pick-up

Quick Reference Guide:

Join the FG Parent App. Here is the link to download this application on your phone: https://www.jotform.com/app/222415980669263

Health screening references (Public Health Requirement): are available through the App.

School Closure: an e-mail will be sent if the school or a class is closed due to unforeseeable circumstances. FGMS has an Emergency Management Policy and Procedure and families will be communicated via e-mail.