



# **PARKDALE CAMPUS**

PARENT HANDBOOK  
&  
MOSAIC MONTESSORI ACADEMY  
POLICIES

## About Maria Montessori and The Montessori Method



*The most important period of life is the period from birth to age six ...at no other age has the child greater need of intelligent help, and any obstacle that impedes his creative work will lessen the chance he has of achieving perfection. ~ Dr. Maria Montessori*

Dr. Maria Montessori (1870-1952), the creator of “The Montessori Method” was a visionary in education. After becoming Italy’s first female doctor, her interests turned to the education of children and she began her lifelong study of human development. Based on a profound respect for the potential of each individual, and the belief that children learn best when they are able to follow their individual interests, Maria Montessori created carefully prepared classrooms that allow freedom of choice, independence, purposeful movement with a balance of guidance and structure. Montessori methods, educational materials and trained Montessori teachers were developed and remain a vital part of the Montessori Education.

Through her years of observation Montessori discovered that there are certain times during a child’s development when he or she focuses on certain skills. Maria Montessori labelled these times of intense focus “**sensitive periods**”. During the sensitive period, the child will endlessly try to grasp the concepts presented to them.

Maria Montessori also observed that children in the ages of 0-6 years of age have an “**absorbent mind**”. During this time period children soak up their environment by just existing in it. The child’s mind is open to all learning because the brain is not fully formed, therefore is open to all sensory input in a natural way.

Another prominent aspect of The Montessori Method is, the “**prepared environment**”. The classroom is prepared before the child enters and encourages the child to have freedom and independence by focusing on the child centered curriculum as opposed to teacher directed. The classroom is prepared in a way to encourage the children to gain independence as they practice each skill and gain knowledge.

The materials prepared by Maria Montessori for this program are offered to the children with a direct aim in mind. Each material isolates a concept and allows for repetitive practice with a certain skill and for the most part is “self-correcting”. This means that their design allows the child to solve the challenges within the materials without any help. Through experience and without the teacher’s direction a child is able to gain an understanding of the concept that they are learning.

Dr. Montessori has recognized that the only valid impulse to learning is the self-motivation of the child. It is the child who learns, who is motivated through work itself to persist in their given task. If the Montessori child is free to learn, it is because he has acquired from his exposure to both physical and mental order, an “inner core”. This is the core of Dr. Maria Montessori’s educational philosophy. Casa environments have existed historically to teach children to observe, to think, to judge. Montessori introduces children to joy of learning at an early age and provides framework in which intellectual and social disciplines go hand in hand.

# Understanding the Montessori Environment

- The Montessori Method is based on a profound respect for the child. All activities and practices are designed to foster the child's self-esteem and independence.
- The children in our classrooms are of mixed ages. This gives the older children a chance to help take care of and teach the younger ones. This reinforces what the child has already learned. They are so proud to be able to really help out. This also lets the younger children see what kind of work they will be doing as they grow, and it lets them interact with children that are older than them.
- The academic lessons are presented individually. This lets the children work at their own pace.
- The children learn new concepts as they are ready for them. We always encourage them to work, but we will not push them beyond their ability. Children have "sensitive periods" in their development. This means that when they are interested and able to learn a new idea they will do it easily. If they are not in a sensitive period for learning they will only become frustrated and insecure.
- The children are allowed to choose their own work. They work on a particular activity for as long as they want to, and put it away when they are finished.
- The classroom is filled with fascinating materials. In the beginning, the children work on developing eye hand coordination, control of their muscles, and the ability to concentrate (the Practical life area). We spend a great deal of time on sensorial development, because this is crucial to all aspects of their lives. As the children are ready, they begin to work on Language (Reading, Writing), Math (recognition of numerals and understanding of concepts), Geography, Botany, Zoology and Social Studies (Culture area).
- The Montessori classroom is divided into 5 areas of study: Practical Life, Sensorial, Math, Language and Culture (botany, geography, zoology etc.) In addition to the traditional Montessori curriculum, Mosaic Montessori Academy focuses on the following areas of study:
  - Music: Using various instruments, children are introduced to rhythm and theory.
  - Art Theory: introductory lessons on artistic styles and the great masters.
  - Science: exciting and safe science experiments.

## Program Hours

Mosaic Montessori Academy is open from Monday to Friday from 8:30am-5:30pm. We offer full day and extended day options.

**Full Day Montessori Program: 8:30am-3:30pm**

**Extended Care Program: 3:30pm- 5:30pm**

**MOSAIC MONTESSORI ACADEMY DOES NOT OFFER BEFORE CARE FOR STUDENTS.**

## The Casa Program

**Children 3 to 6 years old**

The program is composed of children whose ages span 3 years. The combination of different ages allows children the opportunity to learn from each other and permits older children to reinforce leadership skills by sharing their knowledge with the younger peers. The environment offers a wide range of activities for a variety of maturity levels, which support and reinforce the Montessori goals of individualized work, timely progress, and independence.

## Role of The Directress

The function of the directress in a Montessori environment differs considerably from that of the traditional teacher, therefore, Dr. Maria Montessori used the term “Directress”. Since Montessori recognized that children learned best through their own efforts, the role of the directress is that of an objective observer. She is a keen observer of the individual interests and needs of each child. Her daily plan proceeds from her observations rather than from a prepared curriculum. Her role is also to present lessons to individuals or small groups and carefully watch the progress and keep a record of their work. She also sets the tone for the classroom by providing a framework in the beginning months of each school year. These ground rules establish a basic understanding of respect for the environment, the work in the environment, and above all, respect for fellow classmates

***“The teacher's first duty is to watch over the environment, and this takes precedence over all the rest. Its influence is indirect, but unless it is well done there will be no effective and permanent results of any kind, physical, intellectual or spiritual.” Dr. Maria Montessori***

## **Areas of the classroom:**

### **Practical Life:**

These activities are designed to develop the child's sense of order, focus, concentration, sequential memory, eye hand coordination and their fine and gross motor skills. *These skills are fundamental in successful academic learning.* Activities such as spooning, lacing, pouring, polishing and sorting are just a few examples in this area.

### **Sensorial:**

These are exercises in perception, observation, fine discrimination and classification that *play a major role in helping the child to develop their sense of logic and concentration.* The exercises use all five senses to solidify the concepts in the child's mind, creating a deeper understanding.

### **Language:**

Language is incorporated into all area within the classroom with the child learning new vocabulary and preparing themselves for writing through various activities designed to help them accomplish this task. Through guidance, the children are taught to feel, listen and mimic the phonetic sounds as well as associate and recognize the sound in words. The sandpaper letters are *a key component to helping the children grasp the concept of the sounds that build our words and provides a good foundation for reading.*

### **Mathematics:**

Since humans have a natural mathematical mind, the children can absorb mathematical concepts very quickly. We begin with counting quantities in a concrete manner and then use the sandpaper numbers to identify and associate with a quantity. We *gradually move on to more abstract thoughts, such as skip counting, addition, subtraction, multiplication and division.*

### **Cultural studies:**

This area includes art, music, history, and geography. The children are *given the opportunity to express creativity through these areas by exploring such ideas as colors, design, and various mediums.* They learn to recognize various tones and experiment with various instruments. They will be introduced to a sense of personal time and growth and explore the various ways that people have fulfilled their needs through time. The children will be introduced to their immediate environment and beyond, such as the continents, oceans, countries and cultures.

### **Science:**

Experimentation is an *important way to introduce and explore the concepts and peak interest to learn further.* Learning about zoology and botany is also important in helping the children understand respect and care for nature.

*“Our care of children should be governed not by the desire ‘to make them learn things’, but by the endeavour always to keep burning within them that light which is called intelligence.” – Dr. Maria Montessori*

**A COMPARISON OF MONTESSORI AND TRADITIONAL  
EDUCATION  
(AGES 3-6)**

MONTESSORI	TRADITIONAL
Three year mixed age grouping	One age group
Motivated by self- development	Teacher motivated
Ungraded	Graded
Self-correcting material	Teacher corrects errors
Children learn by handling objects and teaching themselves	Teacher lectures
Individual learning	Group learning
Adult is observer and directress	Teachers focal point in classroom and dominant influence
Child completes "cycle of activity"	Activity cycles determine by set time
Few interruptions	Frequent interruptions
Freedom to move and work within classroom	Assigned seats and specific class periods
Emphasis on more cognitive learning	Postponement of the 3 R's, emphasis on social development
Quiet by choice and out of regard for others	Quiet is reinforced
Material used for specific purpose with sequence of steps	Material used in many ways without previous instruction
Work for the joy of working and sense of discovery	Work because they are told to
Environment provides discipline	Teacher provides discipline
Encouraged to help one another	Seek help from the teacher
Child chooses materials	Teacher sets curriculum
Child sets own pace	Teacher sets pace
Child free to discover on their own	Teacher guides child
Emphasis on concrete, reality oriented	Emphasis on abstract, much role-playing and fantasy
Specific places for materials= sense of order	Random placement, not necessary to return to specific place
Child provides own stimulus for learning	Teacher provides
Child - centered learning environment	Teacher centered
Recognition of sensitive periods	All children treated alike
Multi sensory materials to develop specific skills	Play materials for nonspecific skills

**THE ESSENTIAL MONTESSORI  
ELIZABETH G. HAINSTOCK**

# BEHAVIOR & DISCIPLINE POLICY

## CODE OF BEHAVIOR

All children have the right to be physically safe, emotionally secure, and to be guided effectively in a positive, focused learning environment.

Mosaic Montessori Academy seeks to minimize teacher-imposed control by facilitating the growth of self-discipline in the child. Dr. Maria Montessori believed that the only true discipline is "active" or "inner" discipline, which is developed by the child himself or herself as s/he works at interesting tasks at home or at school.

Our goal is to create and maintain an environment in which the child can successfully reach a level of normalization. Normalization of the classroom begins with the modeling of the appropriate behaviour by the teacher combined with a high level of respect for each student. Many discipline problems can be avoided by the following proactive strategies practiced in the classroom. **The teacher will:**

- Provide a structured Montessori environment in which a child feels secure and confident to choose their own work.
- Set age appropriate behavioural expectations by discussing the classroom rules as a group.
- Encourage the children to use their words to discuss how they feel instead of other means.
- Utilize the Peace Table in order to positively resolve any conflicts between the children and to talk about their feelings.
- Promote and demonstrate respect for the staff, the children and the parents at all times.
- Redirect children that are disrupting or impeding the work of others.
- Use gentle reminders to support the children's positive behaviour.
- Clearly set appropriate boundaries to foster the child's ability to become self-disciplined

### **The behavioural expectations we have for the children are:**

- Respect for yourself, others and the environment.
- Treat all classroom materials with great respect and care.
- Be courteous to others.
- Address children and staff in a respectful manner.
- Assume responsibility for their behaviour and clearly understand the consequence.

If a student is not meeting the standards of behaviour expected in the Montessori classroom, a behaviour report will be communicated with the parent/guardian. We hope this notification will open a positive channel of communication between home and school. After a behaviour plan is put into place, the child will be under a three-strike policy. If the behaviours of the child continue to affect the routines of the classroom and is a safety concern for the other students, the child will be exited from the program.

**I have read and understood the terms of the discipline policy.**

**Sign** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **ATTENDANCE**

If your child is absent, please notify the school prior to 8:30 am by emailing or calling the campus. We also ask parents to inform the school of long absences such as family vacations. If absences are health related, please advise the school of the exact symptoms your child is experiencing. This is required to be tracked for Alberta Childcare Licensing. If you are travelling during the school year, fees are still required to be paid in order to hold your child's space in the program. If you are planning to travel for a long period of time, please note our withdrawal policy on your program contract.

Parents are requested to arrive on time for the class as late arrivals disrupt the class.

**Dismissal for the full day and afternoon program begins at 3:20 pm.  
Dismissal for the extended care program is between 3:30pm and 5:30pm**

**If you are delayed to pick up your child, please call or email the school to inform us. Please ensure that you have made arrangements to pick up your child as there will be a \$10 charge for every 10 minutes of delay. This policy will be strictly enforced.**

If you are picking up your child early, please inform the teacher at arrival so we can prepare your child to be ready accordingly.

## **ARRIVAL AND DISMISSAL**

Arrival and dismissal of children will occur in the main foyer of the building. Signs and markers will be placed 2 meters apart to minimize interaction with families and children in other groups. We ask that you follow these guidelines to maintain social distance.

Family members are not permitted past the main entrance to the cloakroom. We will be sharing information and walking you through the process when you visit the school to meet the teachers.

### ***Arrival***

- Families will be greeted on a first come first serve basis starting at 8:25 am. Please arrive within enough time to ensure proper greeting for each child and parent. We ask for your patience with the staff as we aim to make the process smooth and comfortable for each family.
- A staff member will sign in your child after visual identification and verification by the parent or guardian dropping off the child. A child cannot be left alone unsupervised in the hallway to wait for their turn without a parent.
- A staff member will bring the child into his or her classroom.
- Parents and guardians are asked to drop off in the main entrance area of the school at the black mat.



## ***Dismissal***

- Families can begin picking up children at 3:20 pm for full day students. Pick up will also be done on a first come first serve basis. If your child is attending the extended care program, your child can be picked up anytime between 3:30pm and 5:30pm.
- Staff will sign out children after visual identification and verification by the parent or guardian that is picking up the child.
- Parents and guardians are asked to wait in the designated areas as a staff member dismisses each child.
- If you are delayed to pick up your child, please call or email the school to inform us. Please ensure that you make arrangements to pick up your child as there will be a \$10 charge for every 10 minutes of delay. This policy will be strictly enforced.

**To assist in the speed of dismissal, please ensure that the person picking up your child is on the approved pick-up list. Please ensure that ID is readily available for identification.**

## **GREETINGS**

The daily transition from home into the classroom is an important part of the daily routines in the classroom. Greeting the teacher is the first transition of the day for the child. In order to make this transition as smooth as possible, we ask that special good-byes are done before each child greets the teacher. This allows the child to build independence, ease their transition and form special bonds with new friends as they enter the classroom. As separation from a parent can be hard, we ask parents to work with the school and teachers to support their child if they are having a difficult time. Parents will not be permitted into the classrooms and will be asked to leave after saying goodbye. To ensure a good routine is set, we encourage all parents to arrive on time to greet the teachers.

## **CLOTHING**

Children are encouraged to wear clothing that does not inhibit their activity or ability to care for themselves. Jumpsuits, small buttons, laces, zippers and fancy dresses do not support the child's independence. Children should be able to manage their own clothes independently. This includes their indoor and outdoor shoes. **Ensure that you child comes to school in clothing that he/she is able to remove easily for toileting.** Please **LABEL** any clothing that may be taken off (including boots). All children must keep a change of clothing in their backpacks. Clothes belonging to the school should be laundered and returned within 48 hours so that they will be available again when needed. Please note that Mosaic Montessori Academy is not responsible for any lost of missing items.

## **TOILETING**

Children registered at Mosaic Montessori Academy are required to be toilet trained prior to beginning at the school. Children that are not toilet trained will not be allowed to begin classes until this is completed. We understand that accidents do occur and the teacher will support the

child to gain independence in using the toilet. If a child is having frequent accidents, we will ask that the child take time at home to complete the process and return when they are more confident using the washroom independently. Please ensure that your child has a spare change of clothing in their backpack in case of an accident or spill. If your child is using pull ups, they will not be permitted into the classroom as per our licensing regulations. If your child is having any struggles with toileting at school, please speak with the head directress to ensure success at school.

## **HEALTH AND SAFETY POLICIES**

Each section below provides a summary of policies and procedures.

### ***Staff***

Our staff are all trained to respond during emergencies with CPR and First Aid training along with policies in place in the event of a fire.

Additional training for all staff - Administration, teachers, assistant, and support staff. These additional training sessions cover the following topics:

- Proper use of Personal Protective Equipment (PPE) including the proper use of face masks and gloves as well as the appropriate times at which to use them
- Self-monitoring
- Screening procedures
- Symptoms arising while at work
- Hand hygiene
- Cleaning, Sanitization and Disinfection
- Social distancing for children
- Possible curriculum changes and changes to the physical environment

*“The teacher’s first duty is to watch over the environment, and this takes precedence over all the rest. Its influence is indirect, but unless it is well done there will be no effective and permanent results of any kind; physical, intellectual or spiritual.”*

**Dr. Maria Montessori**

## **HEALTH SCREENING**

All individuals, including children and staff are requested to screen themselves prior to entering the school.

Parents are required to keep any sick children at home. If a child or staff member comes to school with any COVID-like symptoms, including a temperature equal to or greater than 38 degrees Celsius, or if the child(ren) have any flu like symptoms, will be required to stay home until it is determined if it is okay for them to return to school.

## ***Sick Children***

### **Exclusion of sick children**

According to Public Health regulations, a child will be excluded when:

1. An illness prevents the child from participating in activities;
2. A greater need of care that the staff can't provide without compromising health and safety;
3. An illness poses a serious health risk if it spreads to others, circumstances under which separation of the affected child or staff is necessary; and
4. A child is suspected of having any case of communicable disease which is listed in the Guidelines for Common Communicable Diseases and Critters

The parents of children who display symptoms of fever, vomiting, diarrhea, severe cough, sore throat, skin rash, severe itching will be notified to pick up your child from the school. The child will need to be picked up within the hour of contacting them. **Children must be free from all symptoms for 48 hours prior to returning to school.**

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home.

Please do not bring your child to school if you notice any of the following symptoms:

- Temperature of 100 degrees Fahrenheit or higher (38 degrees Celsius or higher)
- Vomiting
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Swollen eyes including discharge or redness
- Muscle pain
- Headache

- Sore throat
- Loss of taste or smell
- Diarrhea

*Note: for the safety of our community, please do not bring your child to school if you have provided him/her a fever reducer within the last 24 hours.*

### **MANAGEMENT OF ILLNESS**

If a child or staff begins to experience symptoms of related to colds, flus or COVID-19 while attending school the following procedures will occur:

- Staff members presenting any COVID-like symptoms will be required to go home immediately.
- Symptomatic children will be immediately separated from others in a designated, supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
- If a 2-metre distance cannot be maintained from the ill child, the staff and child will remain masked until the child has been picked up.
- Environmental cleaning of all spaces the child was in will be conducted.
- Children or staff who have contracted COVID 19, we request that they stay home until they are no longer showing symptoms in order to minimize the exposure at the school.

### **COMMUNICATION**

- When a child begins to show signs of illness, the parents/guardians will be notified immediately by phone by the administrative staff. The time, date and symptoms will be documented by classroom teachers and kept for future reference if needed on the Illness Tracking form.
- Parents are required to provide current phone numbers to Mosaic and keep them updated at all times, as well as, all other emergency contact phone numbers necessary. If a parent/guardian cannot be reached, the emergency contacts will be called. Parents/guardians need to make arrangements to pick up their child as soon as possible.
- Mosaic Montessori is committed to providing information in a reasonably timely and respectful manner to all parents/guardians and staff about communicable diseases or outbreaks. This will include but is not limited to emails, phone calls, posted signs on doors/walls of the school, etc.
- Video and telephone interviews/meetings will be used to interact with families when needed.

### **ADMINISTRATION OF MEDICATION**

We would appreciate it if parents would arrange with their physician for prescribed medication to be administered before and after school. However, we recognize that this is not always possible. If your child requires prescribed medication during school hours, please ask for a medication form, which must be completed and signed. All medicine must be prescriptive and current. **DO NOT LEAVE MEDICATION IN CHILD’S BAG.** Please hand it to a teacher. **No over the**

**counter medicine will be administered to your child at school.** If your child requires cold, cough or fever reducing medication, they are too ill to attend school.

## **COMMUNICABLE DISEASES /ILLNESSES**

Communicable or prolonged illnesses must be reported immediately to the school. A physician's note may be required, stating that your child is free from infection before they will be permitted to return to the school.

Children showing signs of illness (e.g., fever, excessive fatigue, vomiting, diarrhea, and discharge from the eyes, etc.) must remain at home for their own well-being and for the well-being of others. If your child becomes ill during the day, you (or your emergency contacts) will be called to arrange for your child to be picked up immediately. All ill children that are picked up from the school will only be accepted back to school after a 48-hour period. This is a licensing requirement and will be strictly enforced. This will also help us to control and reduce the spread of illness.

Please notify the school of any communicable disease so that other parents can look for symptoms in their children.

## **ALLERGIES**

It is imperative to let staff know of all allergies your child may have and what reactions to expect. Every effort possible will be made to minimize contact with the offending substances and the child. **Please note that our centre strives to be nut and allergen free.** Children have life-threatening allergies to peanuts and tree nuts. Even trace amounts of these products can cause a serious, sometimes fatal, reaction. Allergic reactions to nuts are often more severe than allergies to other foods. Please do adhere to this policy.

## **MEDICAL EMERGENCIES**

In the event of an accident or sudden onset of illness, the school will immediately seek proper care for a child. The child's individual health and emergency instructions on file at the school are consulted immediately and the parents are called. If necessary, the child will be transported by ambulance to the hospital accompanied by a teacher if the parent is not on the school premises. Important health and emergency data, including parental consent, will accompany the child so that treatment can be given immediately in the absence of a parent. Staff will not be permitted to make any health related decisions that may require consent from a parent or guardian.

## **CLEANING, SANITIZING AND DISINFECTING**

Surfaces and materials will be cleaned, sanitized, and disinfected in accordance with Public Health Policy. These include:

- Cleaning, sanitizing and disinfection of high touch surfaces
- Cleaning, sanitizing, and disinfection of kitchen surfaces
- Cleaning, sanitizing, and disinfecting materials and activities

- Cleaning, sanitizing, and disinfecting playground equipment and toys

## ***Hand Hygiene Policy***

The following steps will be followed when cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 20 seconds; Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel
- Turn taps off with paper towel

A staff member will be monitoring children and assisting children to ensure that proper handwashing techniques are in place.

To ensure that employees are using proper hand hygiene methods, the school will review hand hygiene practices on a regular basis and provide feedback to staff as required.

Staff members will be using gloves when necessary such as assisting in the bathroom in case of a toileting accident, caring for an injury with broken skin, and disinfecting.

## **FOOD**

### **SNACKS**

The parents are asked to provide a healthy snack for their child and label it clearly with their name so they can easily find their snack. Snacks that are consistent with the Canada Food Guide will be permitted. Snacks that are high in sugar or considered treats will not be permitted as a snack. Please refrain from sending candy, chocolates, cakes or other treats in place of a healthy snack. These will not be permitted and will be sent back home with your child.

**Children attending the full day program will require 2 snacks, one for the morning and one for the afternoon. Please label these accordingly.**

**Children attending the aftercare program will require 3 snacks, one for the session full day session and one additional snack or the extended day session. Please label these accordingly.**

**Please Note: If a child has forgotten their snack or lunch, we are not permitted to provide one for them. The school will contact you to bring a snack or lunch as soon as possible.**

## LUNCH

As lunch will be provided from home we ask that parents pack a lunch that remains within the Canada Food Guide suggestions for servings and variety. Please choose foods that are easy for your child to eat and that do not need to be warmed up. Any warm foods should be placed in a thermos as we will not have access to a microwave to warm it. We ask that you be mindful when choosing containers and packaging for your child's lunch. Although we will have supervision, we will still encourage the children to practice independence with opening and closing their own containers. It is important to label your child's food containers and lunch bags to avoid any confusion and lost items.

## TOYS

Occasionally we see toys and other articles from home arrive in our classroom. Items pertaining to class subjects, family trips and objects relating to nature are most welcome to be shared with the class, and are usually a source of great pride for your child/ren and become the subject of intense interest on the part of others. Any plastic mass-produced, commercialized toys and jewellery need to stay at home. Remember, sometimes the sharing can be positive and, at other times, difficult. Damage to very treasured or valuable items and the struggle over the reality of sharing can lead quickly to tears and hurt feelings so we ask parents to firmly encourage your child to leave these types of items at home or in the car.

## BIRTHDAY CELEBRATIONS

If you wish your child to share his or her birthday with their friends at school, please feel free to let us know your choice of day a week in advance so we can accommodate it into the programming. Please bring in your child's book to read and pictures of them from birth and for every year of their age. Parents are invited to join us for the birthday celebration, the directress will advise you of your arrival time. **Loot bags, invitations and other treats are not permitted to be handed out in the classroom, if you choose to distribute these items, they will only be permitted outside of the school's main doors.** Please note that parents will not be allowed to take photos or videos during the class birthday celebration due to the privacy of the other children.

## PARENT TEACHER CONFERENCES-

Parent-Teacher Conferences will be scheduled at the end of each term. Conferences can be held in person, online or over the phone based on your convenience and preference. School will be closed during conferences. This is an opportunity to get in-depth feedback on your child's progress and ask questions. We ask that parents make alternative childcare arrangements during this time, as we do not want to talk about your child/ren in his or her presence. The teachers will coordinate conference meetings with you. Of course, meetings can be organized at any time during the year if there are any questions or concerns. Please make a note in the communication book to make an appointment.

## LOST MONTESSORI MATERIAL AND APPARATUS

From time to time, the children become very attached to pieces of our Montessori and classroom materials and may take them home. Many pieces may be very small but are critical to an exercise

or activity, requiring several weeks to replace. Please return the items to the school if you find one. Your support in this matter is appreciated.

### **EMERGENCY EVACUATION**

Please take note of our evacuation plan listed on the entrance to the building and on our main doors. In the event of an emergency, the evacuation plan will be implemented. The children will be removed from the campus and escorted to the emergency meeting site. This location will be indicated in the emergency evacuation plan posted at your campus. Once all the children are accounted for, we will begin calling parents to pick up their child from the emergency location as soon as possible. If the campus is deemed safe by the fire department and the police, we will escort the children back to the campus and wait for parents to pick up their children. **Our meeting point after an evacuation will be Westmount Charter Elementary School – Dusty Rose Gym located at 728 32st NW.**

### **SMOKING**

Smoking will not be permitted on campus or within 5 meters of the entranceways that children use to enter the premises. This is a licensing requirement; please adhere to this policy.

### **CHILDREN'S INFORMATION**

It is important to inform the school of any changes to your child's information such as: Change of address, telephone numbers, emergency contact information, authorized persons for pick up and allergy and health information. In the event of an emergency, we will use the information provided to us at the time of registration unless changes are provided to the school. If this information is not current and we cannot contact the parents or emergency contacts, the police will be called to escort the child to the correct address.

### **GRADUATION**

Children that have completed their Kindergarten year at Mosaic Montessori Academy and will be moving on to grade 1 in the fall are eligible for graduation. If your child does not complete their kindergarten year at Mosaic Montessori Academy, they will not be eligible for graduation. There will be no exceptions to this policy.

### **FULL-DAY PROGRAMMING**

8:30	Drop off
8:30 – 11:30	Montessori work cycle
11:30 – 2:00	Outdoor/Playtime
12:00 – 12:30	Lunch Time
12:30 – 1:00	Quiet rest time
1:00 – 1:15	Quiet activity Time
1:15 – 1:30	Circle Time
1:30 – 2:30	Specialized group activities (Monday-Yoga, Tuesday-Person of the Week, Wednesday-Science Experiment, Thursday-French/Spanish, Friday-Music & Movement; M-F – Craft)
2:30 – 3:00	Outdoor/playtime
3:20 - 3:30	Pick up for full day students



**EXTENDED PROGRAMMING**

3:30 -5:30 Unstructured play time – Indoor and outdoor  
Pick up anytime between 3:30-5:30



**Parent or Guardian Handbook and Health and Safety Policy confirmation and Waiver**

Parents or Guardians,

Please thoroughly review the Parent Handbook which contains specific health and safety policies and procedures for Mosaic Montessori. After reading the handbook, please complete this form and return it to the school via email prior to your child's start date.

Thank you in advance for your cooperation. Sincerely,  
*Mosaic Montessori Academy*

I, \_\_\_\_\_ (print your name), the parent/guardian of  
\_\_\_\_\_ (print child's name), hereby acknowledge receipt of Mosaic  
Montessori Academy's Parent Handbook. I have read and agreed to adhere to all the policies and  
regulations set forth in this handbook. I acknowledge and understand that the services, practices, and  
processes provided by Mosaic are as safe as possible for my child(ren). I waive any liability of Mosaic  
as a result of contracting any illness or communicable disease.

Parent/Guardian Signature: \_\_\_\_\_

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