

# LI'L SPROUTS MONTESSORI SCHOOL

## Parents' Handbook 2019 / 2020

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## **OUR MISSION**

Li'l Sprouts Montessori believes that the right school environment can prepare the child to gain a strong sense of independence and acquire a lifelong love for learning. We began with a mission to treat each child as a unique individual, with inborn creativity, and a desire to interact with others and the environment. We have taken time to build this environment. We plant the seed of knowledge, so you could watch it grow.

## **OPEN-DOOR POLICY**

At Li'l Sprouts, we have an open-door policy. This means you are welcome to visit any time, any day once the normalization period is over. This is the first eight weeks after school is back in session.

The beginning of each year provides an uninterrupted time in the classroom, where we establish routines and positive learning habits. Our first priority is to establish and preserve the learning structure of the classroom, as this is where the child spends most of his or her day. Please be considerate of your child's separation issues, as well as classroom etiquette during your visits.

Outside of visits, observations are offered in the fall and spring. Check the school calendar and sign up.

## **ATTENDANCE AND LATE ARRIVAL**

Punctuality is a school value. It is important for the child to be dropped off in time each day. Li'l Sprouts wants you to make sure this is observed. There is a good reason for this. Arriving with the rest of the students helps a child adjust easily to the school day, and become a part of any activity that may be already in progress. Arriving late deprives the child of this adjustment, and disrupts the rest of the class. Over the years we have realized that many learning opportunities are lost due to tardiness.

We understand that there may be times when you are running late. Please remember that you are required to notify Li'l Sprouts if your child is arriving late, not attending school that day, or leaving early. We ask that you make a commitment to have your child attend regularly and be ready to begin class at the scheduled start time.

As stated in your contract, there is no reduction in tuition for absences and/or vacation.

## **OPENING TIMES**

Li'l Sprouts opens at 8:15 am.

## **CLOSING TIMES**

Li'l Sprouts closes promptly at 2:45 pm for full-day students.

## PICK-UP AND DROP-OFF

Li'l Sprouts maintains a sign-in and sign-out sheet for each child. The book is placed at the school entrance. Parents are required to sign in, and sign out at the exact time of drop off and pick up each day. We ask that you (or designated individual) sign in or out using the first initial and full last name.

The sign-in and sign-out sheet is also maintained as a safety requirement. Siblings signing out on behalf of the parent are not allowed. A child will only be released to an individual listed in the Emergency and Immunization form. If a person picking up a child is not listed on the Emergency and Immunization form, prior written authorization from the parent is mandatory. A phone call will not suffice. The authorized individual will be required to show proof of identification upon request.

## FINANCIAL TERMS AND CONDITIONS

### ***Tuition***

The registration form that a parent signs upon a child's admission is a contract with the school for a child's enrollment with Li'l Sprouts Montessori for the entire school year.

**This is a 10-month financial commitment for tuition.**

Tuition is paid in advance, **at the beginning of each month**. Payment due dates are specified in the school calendar. Tuition paid after the 3rd of the month will incur a \$35 late fee.

If your child is picked up after 2:45 pm, a late fee of \$1.00 a minute will be billed. As a courtesy and respect to the staff, please pick up no later than 2:45 pm.

## Program Choice & Late Fees

Half Day 1	8.10 am - 11.30 am
Full Day	8.10 am - 1.00 pm
Extended Day	8.10 am - 2.45 pm

Pick a program that fits your needs. You can always increase your child's school hours. Decreasing the hours will be based upon a written notice, and be at the discretion of the school.

If your child is not enrolled in the extended day program, you are eligible to use **extended care until 2:45 pm at \$15 per hour**. If your child is picked up after 2:45 pm, the school assumes the parent agrees to pay a late fee of \$1.00 a minute.

Charges are billed at the end of the month, due upon receipt of statement.

## ***Other Charges & Fees***

### Refundable and non-refundable fees

For enrollment, there is an annual, non-refundable, refundable (toward May tuition of the following year), and a material fee per child at the time of enrollment / re-enrollment. Please refer to the Reservation Form for details.

### Diaper and pull-up fees

If your child is not completely potty trained, there is an additional fee of \$100 per month until the child is capable of staying dry. Up-to two accidents per month will be excused.

### ***Sibling Discounts***

A 3% discount is applied to the tuition of the second child, if both children are currently enrolled.

## **COMMUNICATION**

Communication is encouraged between the school, parent and child. The success of the school, and the development of the child depends largely on effective communication between all parties involved in the care of the child.

If there is a problem, a question, or a concern related to an incident or situation with a child at school, the parent is encouraged to communicate this only with the lead teacher or Directress.

## **SAFETY**

The school entrance is the gate on the east of the property. This gate needs to be closed at all times. Parents or authorized individuals should take responsibility to ensure that the gate shuts behind them. A child should not be allowed to exit the property without an adult.

A child attending or not attending Li'l Sprouts should not be left unattended in a vehicle or outside the school premises at any time. This is for the safety of your children.

## **GUIDANCE AND DISCIPLINE**

Li'l Sprouts sees the role of both guidance and discipline working hand-in-hand in education. The goal of the Montessori program is to provide the child with inner self-discipline, and self-motivation. Rules and consequences are discussed with students at the start of the school year, and re-visited through the school year as needed.

We expect your cooperation in this, since we see best results when parents and teacher work hand in hand.

## Our Montessori program stresses:

- Respect for self
- Respect for others
- Respect for the environment

The child is most successful when expectations and consequences are clear.

Inside Rules	Outside Rules
<ul style="list-style-type: none"><li>▪ Listen carefully and follow instructions</li><li>▪ Work quietly. Do not disturb others who are working</li><li>▪ Respect others. Be kind with words and actions</li><li>▪ Respect school and personal property</li><li>▪ Work and play safely</li></ul>	<ul style="list-style-type: none"><li>▪ Sand toys stay in sand box</li><li>▪ “Up the ladder, down the slide”</li><li>▪ Tricycles, riding toys only on hard surface bike path</li><li>▪ No throwing rocks or sand</li><li>▪ Walk on hard surface (patio area)</li></ul>

## DISCIPLINARY ACTION

Should the rules not be followed, the following consequences could apply:

- The child will be removed from the activity for short period of time.
- When the child feels ready to re-join (through inner discipline) he or she may do so.
- The child will need to leave the activity and be re-directed by the adult.
- Loss of privileges. The child will be isolated from the group / activity.
- The parent will be informed verbally, or the incident will be recorded and communicated at the end of the day.

## LUNCH AND SNACKS

Li'l Sprouts provides a morning snack and drink, at no extra cost.

We do not serve breakfast. The child needs to have had breakfast before he or she arrives at school.

### Parent Provided Lunches

Parent-provided lunches should support proper nutrition for your child.

Li'l Sprouts encourages a balanced meal that includes the 5 food groups: fruits, vegetables, grains, proteins, and dairy.

When including the 5 food groups, please pay attention to quantity. Small quantities are often adequate, depending on your child's needs.

For example:

- 5 carrot sticks, 4-5 slices of cucumber
  - String cheese or a small cup of yoghurt
  - ½ an apple or 1 peach
  - 1 ham & cheese sandwich, or small serving of rice or pasta
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- **Please *do not* include these items in your child's lunch-box:** candy, soda, chips, cookies, gum.
  - **Please include these items in your child's lunch-box:** cloth napkin, fork and spoon. These items are an important part in the Montessori curriculum

Lunches will be warmed for the child, provided it is in a microwavable container. The school will not be able to store or prepare meals at school. All meals sent to school need to be ready for consumption.

**Diet considerations:** If your child has a special diet or is allergic to certain foods, please inform the school in advance, with a written note.

## NAPS

For a child 3 years or younger, you are required to provide a sheet or blanket, labeled with the child's name. Sheets or blankets will be set home every Friday to be laundered, and should be returned on the following Monday. *This is in keeping with a Department of Health requirement for laundry hygiene.*

No soft toys, please.



## ILLNESS AND MEDICATION

A sick child should not be sent to school. A sick child needs special attention, and may need extra sleep, which could not be adequately provided in a classroom. A child with fever, sore throat, flu symptoms, diarrhea, cough, or a child who has been vomiting, or has drainage (from the nose) that is not clear, should not be sent to school, as this could result in the infection spreading.

Your child must be free of fever, vomiting or diarrhea without the assistance of medicine for **24 hours** before returning to school. If your child is on an antibiotic, your child must be on it for a *full* 24 hours **before returning to school**. A doctor's note is required for the child to return to school if the child has been diagnosed with pink eye, cough or a rash.

If a staff member notices any of these symptoms while the child is at school, a parent will be called for immediate pick up.

Prescription medications will only be administered with a doctor's prescription. The medicine must be in its original container. The parent needs to send a note making a request for administering medication, with specific dosage and times. Please fill out a medication dispensing form provided by the school.

*This is in keeping with a Department of Health requirement regarding illness and disease.*

## FIELD TRIPS

Li'l Sprouts organizes field trips for students and parents. Field Trips are directly related to activities the child learns in the Montessori curriculum. A field trip is not a 'day off' and is considered part of a regular school day. Parent chaperones are welcome, and we do encourage at least one parent to accompany us on a field trip.

Parents may need to purchase entrance fees to a field trip location, when applicable. Siblings are allowed, but it is the parents' responsibility to care for their child. Parents driving a child to and from the field trip must make sure the child is in a car seat, with proper use of seat belts.

Information about the field trip will be given in advance. It will include:

- The name and address of the destination
- The date of the field trip
- The cost of the trip (if applicable)
- Required items for the trip

## BIRTHDAY CELEBRATIONS

A child may celebrate his/her birthday by bringing in one picture from each year of the child's life, starting with the birth year.

Parents may make a poster of the child from birth until current birthday. This will be part of the group activity for that day. You may send a snack that could be shared by your child. Please send a nutritional treat such as muffins, banana bread, yoghurt or fruit. No sugar snacks, please.

**Any birthday celebration planned outside school** should be done discretely, unless you intend to invite all the students in your child's class. Be mindful of these young children's feelings.

## OBSERVATIONS AND CONFERENCES

It is essential that parents observe their child in the classroom environment to have a better understanding of the child's daily work routine.

Observations and Conferences are offered in the Fall and Spring. We strongly encourage our parents to take advantage of these at least once a year.

## DRESS POLICY

Young children should come to school in clothing that permits independent movement indoors and outdoors. This means clothing that is easy to slip on and off. For these reason suspenders, overalls, onesies, belts, and tights are not recommended.

Children are required to have a change of clothes at school at all times. It is the parents' responsibility to make sure that clothes are replaced as needed. If a child has an accident (bathroom, or wet from an activity) and has no extra clothing, the parent may be called to come and pick up the child, or bring a change of clothes.

Footwear: Close toed sandals / shoes are recommended Preferably socks, too. No open-toed sandals.

## PHOTO RELEASE

Li'l Sprouts students may be photographed and video recorded during work, and at school- or parent-organized events. Your child's image may be used in current or future publications, print, video and online. Please request a photo-release form if you do not wish your child's image to be used.

Policies in this handbook are subject to revision. Parents will be notified of any changes via email.

