



# MOUNT PLEASANT MONTESSORI SCHOOL

**MOUNT PLEASANT MONTESSORI INC.**

15 Ashby Field Rd. Brampton, Ont. L6X 0R3 Units 1-4

905-452-8884

**PARENT HANDBOOK**

**SCHOOL POLICIES AND GUIDELINES**

**2020**

Welcome to Mount Pleasant Montessori. We have offered childcare services within Brampton since 1999 within home-based settings and are proud to open our first official center within your neighborhood.

We are committed to providing quality childcare in a safe, supportive and educational environment. We believe that our success is dependent upon exceeding the guidelines set by the Ontario Ministry of Education and Childcare and Early Years Act, 2014. We adhere to the policies outlined within this parent handbook daily.

Our goal is to provide your child a clean, comfortable and safe environment to play and learn at her/his own pace. You can be assured that your child will be supported in establishing acceptable social behavior, good manners, and healthy eating habits, be engaged in educational activities and best of all, have FUN!

- We have an open-door policy, and we encourage parents to view our schools Facebook page often to view special events, visitors and photos
- We strive to implement programs designed by Early Childhood Educators, Montessori and Ontario Certified Teachers who ensure our child-centered curriculum is aligned with the expectations of the Ministry of Education to better prepare children for educational and workplace challenges they will encounter as they grow to be productive members within our communities.
- Provide opportunities for staff to receive on-going training to work with children at the various stages of development; this includes training in CPR and First Aid.
- We promote bilingualism in everyday conversation and implement activities in both English and French
- We emphasize Music and Art in our daily routines.
- We carefully select natural, non-toxic furniture and products that support creative and imaginative play.
- Encourage staff to maintain a high level of professionalism based on our Code of Ethics and Standards of Practice.

Within this package you will receive additional information on the procedures and expectations that need to be outlined and implemented for us to maintain a positive working relationship with each other.

### **Program Statement (revised Nov 2018)**

The Montessori Philosophy is based on the idea that children are self-motivated to learn from their surroundings. Mount Pleasant Montessori invites the child to participate in an environment prepared carefully by the MACTE Teacher, which is both self-motivating and self-correcting. This prepared environment encourages concentration, reasoning and independent choice. It is nurturing and respectful. It is designed to meet the needs of each child for self-construction and to reveal their personality and growth patterns. The MACTE Teacher acts as a guide, facilitating the child's learning, while removing the obstacles and serving the needs of the child patiently. We believe children as being competent, capable, curious and rich in potential.

#### **Our goals for children, consistent with the Ministry of Education pedagogy are as follows:**

- Every child has a sense of belonging when he or she is connected to others and contributes to their world.
- Every child is developing a sense of self, health and well-being.
- Every child is an active and engaged learner who explores the world with body, mind and senses.
- Every child is a capable communicator who expresses themselves in many ways.

#### **Health, safety, nutrition and wellbeing of the children;**

- All staff is up to date on personal information regarding the children and especially on children that have severe health concerns.
- Children only leave the school with parents/adults who have been authorized to pick them up.
- An unknown adult will need to have written consent to pick a child up and will need to show identification; or the parent/guardian needs to notify the school in advance.
- Monthly fire drills are part of our program and all staff is aware of their roles.
- We have an "Illness" Policy in place which can be found in the Parent Handbook and under our Policies.
- Mount Pleasant Montessori provides nutritious snacks and lunch daily, both menus follow Canada's Food Guide.

#### **Support positive and responsive interactions among the children, parents, child care providers and staff;**

Our programs offer a nurturing home-like environment that is prepared for the child's needs and growth patterns.

The students will explore and learn through hands experience, investigation and research.

We are always pleased to see the parents/guardians of the children. In the event that a parent requests a meeting to:

- Discuss something specific with the administrators or teachers;
- Visit or observe a classroom, we ask that appointments be arranged ahead of time, for a mutually convenient time for both.
- Parents are encouraged to join the school on our monthly field trips

**Encouraging the children to interact and communicate in a positive way and support their ability to self-regulate;**

- Our students learn through hands on experiences, investigating and research. They develop self-discipline and an internal sense of purpose and motivation. We consistently encourage and challenge our students to be the best they can be.
- The Montessori Materials are self-correcting, so the children learn to work through it themselves.
- Positive learning environments and experiences, focused on active play-based learning, encourage children's communication, self-expression and self-regulation.

**Foster the children's exploration, play and inquiry;**

- Our focus is on the individual and developmental needs.
- Experimenting with the different materials can enable a child to investigate, ask questions, solve problems, and engage in critical thinking, innate curiosity and creativity, thereby opening the door to new learning.
- When children are calmly focused and alert, they are best able to modulate their emotions, pay attention, ignore distractions, inhibit their impulses and understand the consequence of their actions.
- It is important to explain why behaviour is not acceptable and discuss calmly how the situation could be changed to become positive.
- For the staff members, it is important to try step back, observe and try not to interrupt a situation unless they feel it is necessary. Let the children work it out for themselves when possible.

**Provide child-initiated and adult-supported experiences;**

The Montessori Environment is set up with the child's needs in mind.

- We find if the children have a schedule to follow, they are more content throughout the day; when a child is new to the program, we notice a set schedule (which can be adjusted at times) usually helps the child become comfortable in the program in a shorter period.
- We do try to follow the child as much as possible; some days, the children are having a hard time staying focused on their chosen task; during these times we readjust the schedule to follow the child's needs.
- The children at the school feel very content and comfortable to come to a staff member for assistance during the day when they need it.

**Plan for and create positive learning environments and experiences in which each child's learning and development will be supported;**

- Our classrooms are set up for the child and safety is definitely comes first.
- Our classrooms are very inviting, and the children are invited to explore with the teachers observing, keeping them safe.
- The materials are changed regularly in all classrooms, so the children stay engaged in their chosen task.

- Large motor group games are encouraged to be played in the playground.
- The playgrounds are checked daily for any items that are unsafe or toys that need to be discarded because they are broken.
- Seasonal inspections are also done.
- Both check-off lists are kept in a folder by the front door.

**Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care;**

- Large motor and outdoor exploration activities are very important for a child's mental wellbeing.
- The children go outside twice daily (weather permitting), for large motor activities.
- During the nice weather, we often have snack time outside; either at the picnic tables or on a blanket in the grass.
- When the weather permits us, the preschool children walk to a neighbouring park and have a great time exploring in the sand and using the play structure.
- The Toddler Class uses a walking rope that gives us the opportunity to explore a bit of the neighbourhood in a safe matter.
- The infant class uses a large 6 children stroller or the infant playground.

**Foster the engagement of and ongoing communication with parents about the program and their children;**

Parent/Teacher Interviews:

- There will be two Parent/Teacher Interviews during the year;
- They are held in January and June;
- If a teacher or parent feels they need to set up a meeting before or after the set interviews, with concerns about a child, a date will be schedule that is convenient for both. They are listed on the School Calendar (given to parents when they enroll their child).

**Involve local community partners and allow those partners to support the children, their families and staff;**

- Monthly Fire Drills are scheduled, and safety discussions are had with the children regularly. We have also had the Fire Fighters come for a visit with their trucks.
- The Casa Classes goes on scheduled Field Trips during the school year; they include the Museums, Tulip Festival, Farms, etc.
- The community Police Officer has come for a visit around Halloween to discuss safety when Trick and Treating.
- A dentist visits the school twice per year and does dental checks for the children.

### **Support staff, or others who interact with the children at a child care centre in relation to continuous learning;**

- If it is recommended that a child who is already registered at our school needs to see a Speech Pathologist during school hours, we will accommodate a time that works for the child and their schedule.

### **Staff Training and Workshops**

We will encourage the staff at Mount Pleasant Montessori to stay up to date on resources that are available to them with respect to staff training and development. We will refer them to the **CDRCP** website for updated information and offer professional development workshops. We will also forward information sent to the school through emails that pertain to the development and the wellbeing of the children.

All staff at the Mount Pleasant Montessori will have access to all the information from **How Does Learning Happen** either by hard copy or the internet.

### **SPECIALIZED PROGRAMS AND CURRICULUM**

Our program promotes the love of learning through exploration for children who are 0-6 years old. Teachers are responsible for posting weekly activities and outlining curriculum objectives.

All program plans align with the following categories: Language and Numeracy Skills, Imaginary Play, Science, Art and Sensory, Fine and Gross Motor

### **MONTESORI**

Our Montessori programming is a series of activities that require sequential, manipulative and sensorial development and practice. Ultimately, these exercises bridge the gap between concrete and abstract learning broken down into 5 main areas: *Practical Life \* Sensorial \* Language \* Math \* Cultural*

### **FRENCH CURRICULUM**

We provide a learning environment that is comfortable and invites children to take advantage of their full potential to embrace a second language. Children enrolled in our programs are introduced to French daily through play, and teacher-initiated activities. The Founders and Directors in our centre have personal experiences with their own children learning multiple languages, and feel it is a gift that a parent can give to their child to better prepare them for success in education and future employment. Children of all language backgrounds are welcome!

The French program emphasizes vocabulary to ensure its comprehension from preschool and progresses on with the children according to their capability. The French program explores: *Words, games, numbers, stories, songs and drama.*

### **TECHNOLOGY**

Computer technology plays a major role in our learning environment. Children are taught to navigate modern education tools such as tablets to learn and demonstrate their knowledge of new concepts.

## **PHYSICAL EDUCATION**

The Day Nursery Act requires children to be outside for up to 2 one-hour periods each day, weather permitting. During that time teachers encourage children to engage in teacher-lead activities or free-play that promote the development of motor and social skills as well as body awareness. We also invite instructors to engage students in yoga and sports activities indoors, throughout the year.

## **NAPTIMES**

In accordance with the expectations of the Childcare and Early Years Act every child will be encouraged to nap daily. Children who do not choose to nap will have the option of playing quietly. We ask that parents encourage this routine as children thrive on consistency.

## **POTTY TRAINING**

We provide assistance to you and your child in making this transition an easier one. All classrooms include a washroom that is easily accessible and built with child-sized fixtures.

## **MEALS AND NUTRITION**

Princess Pea Catering provides all of our hot lunches. We also place great effort in providing substitutions for children with allergies, who are vegetarian and who have other food restrictions. Nuts, of any kind, are not permitted and we ask that parents indicate on the registration form any other allergies or medical concerns to help us promote a safe environment. Due to life-threatening food allergies some children may have in our centre, we ask that parents do not bring treats from home for their child to share with staff or other children.

*Meals are served at: 8:45am-breakfast / 11: 30am-lunch /3:15pm-afternoon snack*

*\* Listed above are approximate times in which meals are served*

*\* If a special diet is required that we are not able to accommodate such as dairy/gluten free, then you are expected to provide the necessary amount of food needed to last throughout each day.*

*\* Parent(s) must provide alternatives to dairy milk and formula allergies (i.e. soya/almond/rice milk)*

## **ALLERGIES**

If your child develops any allergies of any kind, please notify the teachers/office immediately. All allergies must be listed in the children's enrolment forms and in the office in writing.

***WE ARE A PEANUT/NUT FREE ENVIRONMENT.***

## **ATTENDANCE**

If your child is unable to come to school or will be late for any reason, please advise the school accordingly.

## **ILLNESS/SICK DAYS**

If your child is absent for more than 2 days without notification, one of our staff members will call home to inquire about the reason for absence. If your child is absent as a result of personal or family

illness, or a death in the family, you are still required to pay for their weekly fees. Your fees are for your child's spot in the daycare, not actual attendance.

We adhere to the recommendations of the Region of Peel Public Health on identifying and excluding children who display signs of illness. A staff member will call parents or emergency contact to inform if your child needs to be picked up as a result of illness or to avoid the spread of germs. At that time, a brief note on the reason for staff to exclude your child from the centre will be written in our daily reports and your child will be expected to remain at home until symptoms subside and are not contagious for a minimum of 24 hours.

At times, staff may ask for multiple opinions on doctor referrals to reintegrate child into our centre. However, if an administrator feels strongly that your child should stay home that decision is final.

**Please do not send your child to daycare if the following symptom(s) are displayed:**

- **ear infections**
- **head lice**
- **runny nose (yellow or green discharge)**
- **weepy or pink eyes (eye infections are highly contagious)**
- **vomiting and or diarrhea**
- **fever of 100 degrees or more**
- **a persistent cough**
- **chickenpox, unexplained rash**

*\*Keep in mind that babies often have symptoms that they cannot communicate and we can't see, use your best personal judgment when deciding to bring your child to daycare when he/she is not well.*

### **MEDICATION**

A MEDICATION PERMISSION FORM must be completed the day your child requires medication. The following procedures must also be followed:

- Medication will be given if it is provided in its original container or packaged as supplied by a pharmacist.
- Must be labeled with the child's name, date of purchase and instructions regarding dosage and method of administration are clearly written for childcare provider's to follow.
- Written authorization for each drug and medication must be accompanied by a schedule indicating when treatment must be given.
- Parents must administer antibiotics first at home, before being administered at daycare (in case of any allergic reaction).
- Outdated medications will not be administered.
- Medicine will be kept in a locked box within the classroom or kitchen fridge.
- In extreme emergency situations due to illness or an accident, paramedics will be called for aid; any expenses incurred will be the sole responsibility of the child's parents.



### **CHILD'S DAILY PERSONAL ITEMS**

- Diapers/pull-ups
- Wipes
- 2 extra sets of clothing
- Clothing appropriate for the weather (no umbrellas, flip flops, sunglasses or scarves)
- Indoor shoes (no open-toed shoes, sandals)
- A special toy, blanket, pacifier to help child feel at ease (infants only)
- Personal Blanket
- Backpack or bag to store personal items
- All personal belongings must be labeled clearly with child's first and last name.

### **OPERATING HOURS/OVERTIME**

School hours are Monday to Friday 7:00 am - 6:00 pm

*\*LATE PICK UP FEE= a charge of \$10.00 the first minute past 6pm and \$1.00 each additional minute.*

*If a child remains in the Centre past 6:00 p.m., a late fee of \$10.00 will be charged for the first minute(6.01PM) and \$1 each additional minute. We refer to the clock mounted in the closing classroom to determine the exact time of arrival. You will be asked to sign the attendance to confirm the time and to indicate a preferred method of payment for the late fee.*

Parents are required to notify the Centre as soon as possible, if they are unable to arrive by closing time. Violation of the late fee policy may, at the absolute discretion of the Centre, result in termination of childcare services. If a child is left past 6:00 without notification from parents, all attempts will be made to contact the parents and emergency contacts for immediate pick-up

### **Activities off the premises:**

**Mount Pleasant Montessori** can only take a child to an activity off the program premises if the parents/guardians have been informed of the activity. The method of transportations, supervision arrangements, and daily activity plan are fully explained to the parents/guardians. Written consent forms must be completed for each child by parents/guardians prior to the activity. Whenever the children leave the daycare premises for an activity, the portable child records must be taken with the Daycare children and staff. Primary staff members will ensure that the parents have signed the Field Trip Waiver. The waiver will be posted for the parents consent with a minimum of a week notice of the field trip. If a parent does not wish for their child to participate on a field trip, the parent is required to advise the Director/Supervisor and find alternative care. Each signed field trip form will be kept on file for a 2-month period. Children will be returned to the centre at the end of the field trip. They will not be left at any other locations. When parent volunteers are needed it will be the centres responsibility to inform the parents and recruit the volunteers needed.

#### **Rules and Guidelines for field trip**

- When walking to or from anywhere children are in a buddy system and are to hold hands at all times in a line
- Staff brings attendance list, emergency list, contact num, allergy list ,first aid kit in bag
- Volunteer parents need to bring Vulnerable sector police check and are expected to stay throughout the field trip and follow the rules
- There is a staff member at the back, front and middle of the line, Volunteers will be divided where seen fit.
- Any strollers taken on the excursion must be in complete working order with all safety features at full function. When a child is in the stroller, they must have the seatbelt on and have brakes which are locked each time the stroller is at stand still. Child should NEVER be left unattended in the stroller.
- Before leaving the centre all children must be wearing all gear required for weather outdoors see outdoor policy for rules and regulations on outdoor wear.
- Children will be made aware of any special rules that may be required before they leave the Premises.

### **HOLIDAY CLOSURES**

We are closed on all of the following Civic/Stat Holidays, however weekly rates will remain the same:

- New Year's Eve
- New Year's Day
- Family Day/February
- Good Friday
- Easter Monday
- Victoria Day
- Canada day
- Summer Civic Holiday
- Labour Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- Boxing Day

**Weather:** During Extreme weather conditions causing local schools and public facilities to close, we will also close our centre. Tuition fees still apply.

### **FIRE AND HEALTH CODES**

Mount Pleasant Montessori is in compliance with Building and Code, Fire Code and Health Protection Standards. A fire drill procedure is practiced with all the students on a monthly basis in case of an emergency evacuation.

\*Designated Emergency Shelter: James Potter Public School. 9775 Creditview, Brampton, L6X-0H2  
Telephone: 905-595-1495

### **DRESS CODE**

All preschool students are to wear the school's uniform. The school uniform identifies them with the school and enhances their sense of belonging.

### **TOYS**

Toys may not be brought to school unless with the teacher's permission, to avoid being misplaced, misused or broken.

### **BIRTHDAYS**

If you would like your child to celebrate his/her birthday in the classroom, please let the teachers know well in advance. Parents may bring in their own birthday cake/treats (along with disposable plates and cutlery) to share with the class. Please note that all cakes/treats must indicate being peanut/nut free. "May contain" products are NOT acceptable.

## **SUPERVISION POLICY FOR VOLUNTEERS AND STUDENTS**

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We welcome students and volunteers! This policy for the supervision of volunteers and placement students is in place to help support the safety and well being of children attending the centre.

Requirements under The Child Care and Early Years Act, 2014 provides that every operator shall ensure that every child who is in attendance in a day nursery is supervised by an adult at all times.

### **Policy for Supervision of Students and Volunteers**

- An employee of the centre supervises all students and volunteers at all times.
- Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care.
- No child will be supervised by a person under 18 years of age.
- Placement students are not counted in the staffing ratios of the centre.
- Volunteers are not counted in staffing ratios of the centre

### **Procedures under the CCEYA Applicable to Volunteers and Students**

Volunteers and students will meet the following Child Care and Early Years Act requirements;

- All policies and procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- The individual plan(s) for a child with anaphylaxis and training in the appropriate emergency procedures will be provided and signed off by volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- The supervision policy for volunteers and students will be reviewed and signed with volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- Criminal reference checks are required for all volunteers having direct contact with children in the centre.

#### **Notes:**

1. All students and Volunteers need their criminal reference check (Vulnerable sector)
2. Vaccination
3. first aid (CPR)

An orientation will be provided to help volunteers and students understand the operation of the childcare program and the expectations for their placement/volunteer experience which will include:

- A tour and orientation to the centre both indoors as well as the playground area
- A review of the emergency evacuation procedures
- A review of the centres Policy and Procedures manual
- A discussion regarding the needs of individual children (e.g. special needs, allergies etc.)
- A review of the centres parent handbook
- An orientation to the Childcare and Early Years Act, 2014 (website)

### **Prohibited Practices**

Everyone – staff, volunteers and parents – are expected to comply with Mount Pleasant Montessori School's stated policies and procedures and the requirements of the Child Care and Early Years Act avoid the following prohibited practices:

- No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,
- (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 purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre or home child care premises 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 the licensee'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.

The above-prohibited practices apply to interactions between staff, students, volunteers and parents as well. Disrespectful or aggressive behaviour (such as yelling, hitting, etc.) towards staff, students, volunteers or parents shall not be permitted by anyone on the premises of Mount Pleasant Montessori. Failure to comply with any or all of these policies may result in measures that include verbal and/or written warnings and in severe cases dismissal from employment and activities related to Mount Pleasant Montessori.

### **CODE OF CONDUCT**

Please inform our staff of any family or behavioral concerns. Our teachers will make every effort to make necessary accommodations for your child's needs, however we reserve the right to immediately withdraw your child from our program should their behavior to cause harm to themselves, other children in our care, staff or property without refunding weekly tuitions or deposit. A child may also be withdrawn as a result of a parent not paying tuition fees or displaying behavior deemed to be threatening to the atmosphere and moral tone of our center. If a parent decides to de-enroll a child for any reason registration fees, neither monthly tuitions, nor security deposits are refundable..

## **REGISTRATION/ADMISSION AND ADDITIONAL FEES SUMMARY**

### **PLEASE REFER TO OUR PAYMENT POLICY INSERTED IN THE ENROLLMENT PACKAGE**

\*One-time advanced Deposit (applied as a credit towards the last monthly fee providing 1 month written notice is provided)

\* Childcare Registration Fee -----\$100.00/per child, non-refundable

\*Late Pick-up Fees -----\$10.00/ the first minute after 6:00pm and \$1.00 every additional minute after 6.01pm.

\*Late Payment after 1<sup>st</sup> of the month or 15<sup>th</sup> bi-weekly payment (tuition) -----\$35.00/

\*NSF Cheques/Automatic Withdrawals-----\$45.00 plus any additional fees incurred

- We reserve the right to discontinue accepting cheques from clients who have a history of providing payments that do not clear as a result of insufficient funds.
- We reserve the right to use reserved deposit towards any late fees and/or penalties that arise during your child's enrolment with us.

\*Preschoolers' wear uniform for an additional charge. Refer to Uniform Policy.

\*Tuition Rates may be adjusted annually with 30 days notice. Annual adjustments in rates reflect increases in operating costs. Please refer to our fee schedule. All fees are set by the Mount Pleasant Montessori Board of Directors and are non-negotiable. Commitment fees/Deposit payments and tuition fees are non-refundable.

## **RECEIPTS**

Tax Receipts are provided for all clients via pick up or mail once/year.

## **ADMISSION AND DISCHARGE POLICIES**

The enrolment procedure will include an initial interview where parents and child can become familiar with the centre; complete admission forms and ask questions. 1 month of written notice will be required to withdraw a child permanently from the program. Space will not be guaranteed for a child in the program should he/she be withdrawn on a temporary basis. Services will be terminated if policies are not followed or if fees are not paid.

Should it be determined by Mount Pleasant Montessori Inc. that the Centre couldn't meet the needs of the child/family/guardian, the parents will be notified in writing that the child must be withdrawn. If a child/family/guardian is unable to adjust to the Centre, notice may be given.

If a child displays behaviour that threatens the health and/or safety of the other children/staff, notice may be given. If the family/guardian of a child enrolled at Mount Pleasant Montessori, fails to reasonably co-operate with the staff and fails to abide by the policies as agreed upon, notice may be given. Children, parents and staff of the daycare have the right to work and participate in a safe and non-threatening environment. All instances of a child or an adult who compromises the safety or sense of security of others will be treated seriously and the incidents duly documented. The daycares primary considerations are the well being of the children at the Centre and the staff who care for them.



# Mount Pleasant Montessori

**15 Ashby Field Rd. Unit 1-4 905-452-8884**

**website: [www.mountpleasantmontessori.com](http://www.mountpleasantmontessori.com)**

**Email: [mountpleasantmontesorimp@gmail.com](mailto:mountpleasantmontesorimp@gmail.com)**

## **Fee Schedule for a 7:00 - 6:00 Program**

**FEES ARE PAID MONTHLY AND ARE CALCULATED AT A RATE OF 4.33WKS/MTH**

### **Infants (0-18months)**

5 Full days

*\*Please note we are flexible with children 16 months and up in terms of movement to the toddlers program based on your child's developmental stage.*

### **Toddlers (18-30 months)**

5 Full days

3 Full days

2 Full days

### **Preschool (31 months-4 years)**

5 Full days

3 Full days

2 Full days Or 5 Half days

### **JK/SK (4 -7years)**

5 Full days

**\*We offer French lessons in each class daily**

**Fees include morning breakfast, lunch and afternoon snack**

### **Waiting List Policy (revised Nov 2018)**

Parents/Guardians are offered enrollment upon availability. When a program is full to capacity, a parent/guardian may place their child on the Waiting List. There is no fee nor deposit for placing a child on the Waiting List. Mount Pleasant Montessori will not accept any fees nor deposits to improve a child's opportunity for enrollment.

This is the order in which enrollment is offered:

1. Siblings of currently enrolled students
2. Children of staff members
3. Children on the Waiting List in chronological order, by program.
  - a child's desired program will be taken into consideration: half-day a.m., half-day p.m. or fulltime
  - a child's birth date will be taken into consideration: Toddler Program availability or Casa Program availability

A Waiting List form will be moved from the Toddler Program Waiting List to the Casa Program Waiting List if a child was not offered enrollment in the Toddler Program before the child reached 30 months of age. The form will be filed by date.

At least once per year, Mount Pleasant Montessori will contact everyone on the Waiting List via phone. Parents/Guardians will be advised of their placement on the Waiting List. They will also be advised of their potential for enrollment into the upcoming School Year. Those that do not reply to the e-mail by the deadline will be removed from the Waiting List.

Parents/Guardians that decline enrollment will be removed from the Waiting List unless otherwise directed.

The Waiting List will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of the child on the list to be ascertained by the affected families. Mount Pleasant Montessori reserves the right to enroll children upon the discretion of the Owners/Operators.



## **PAYMENT POLICY**

Upon enrollment, there is a non-refundable registration fee per child. Registration fees are listed on the fee schedule and vary depending on the program your child is enrolled.

### **CUSTOMER DEPOSIT**

A customer deposit equal to one month of the regular monthly fees per child must be paid in advance and is held in **a non-interest-bearing account** until written notice of withdrawal has been received. Your customer deposit will be adjusted accordingly whenever a significant increase has occurred with your child's monthly childcare schedule. This customer deposit will be credited towards your account once sufficient notice has been received. One month's notice, in writing, at the 1st of the month is required when withdrawing from the childcare center.

In the event that a family, whose space is being held or has pre-enrolled, must withdraw from the childcare program before their scheduled start date, one month's notice in writing on the 1st of the month prior to the child's scheduled start date is required. Upon receiving the termination notice, the customer deposit will *not* be refunded.

### **FEES**

Fees are calculated on a monthly basis and will be the same for the entire calendar year unless a fee increase has been approved by the Board and communicated to parents 30 days before it takes effect or there is a change to your child's schedule (for example: your child's category of care changes, your child's schedule changes from full-time to part-time or part-time to full time care). One month's written notice, at the 1st of the month prior to any requested schedule change is required (for example: if your schedule change will take effect in June, your change must be given to the centre in writing on or before the 1st day of May). All schedule changes will take effect the 1st of each month.

Please see your Centre Supervisor for the most up-to-date fee schedule.

### **PLEASE NOTE:**

*Mount Pleasant Montessori does not issue credits for sick days, vacation days, or any unexpected centre closures. Some examples could include but are not limited to snow days, black out days, all natural disasters, acts of terrorism, etc.*

### **MULTIPLE CHILD DISCOUNT**

Mount Pleasant Montessori offers a discount for families who have two or more children enrolled. The discount (10%) is applied to the oldest child enrolled at Mount Pleasant Montessori. Because of the nature of the programs, no discount is available for children enrolled in the Infant, Before School, After School, or Summer Camper programs.

## **MPM ACCEPTS TWO METHODS OF PAYMENT:**

### **1. POST-DATED CHEQUES:**

If paying by post-dated cheque you must submit post-dated cheques in three blocks:

January 1: for all payments due between January and June

July 1: for all payments due in July and August

September 1: for all payments due between September and December Those who choose to pay by post-dated cheque may choose one of the following payment plans

- *Monthly Payment Plan:* Your full payment is to be paid on the 1st of each month
- *Semi-monthly Payment Plan:* Two payments may be made, one on the 1st and one on the 15th of the month, each representing one half of the monthly fees owing.

### **2. PRE-AUTHORIZED DEBIT**

We require one month's notice to set up new pre-authorized debit (also referred to as "PAD") method of payment.

If pre-authorized debit is chosen, your monthly child care fees will be split into two equal payments with the first payment being withdrawn on the 1st of the month and the second payment withdrawn on the 15th of the month from a valid bank account using a pre-authorized debit/credit system. A pre-authorized debit registration form, along with a void cheque will be required upon registration.

If either the 1st or the 15th falls on a weekend or banking holiday, the pre-authorized debit will be made on the next business day following the due date.

### **\*CASH PAYMENTS**

In order to ensure the safety of the staff that is required to handle cash payments and to minimize the risk of theft, payments by cash certified cheque or money order will only be accepted if required by Mount Pleasant Montessori due to previous payment issues.

If paying by this method, parents are required to hand payments directly to the Supervisor or Assistant Supervisor.

### **SUMMER CAMPER PAYMENTS**

The above payment plans do not apply to the Summer Camper program. Fees for this program must be submitted by cheque at the time of enrolment and cheques must be dated for the Monday of the week(s) to be attended. If you wish to write one cheque for multiple weeks it must be dated no later than the Monday of the first week you have registered for.

Since space is limited for the Summer Camper program, refunds will not be considered regardless of our ability to fill your spot or not.

### **ADJUSTMENTS FOR EXTRA DAYS BILLING**

Any adjustment required to your account (such as for extra PA days) will be billed in addition to the regular weekly tuition.

### **DISHONORED PAYMENTS AND CHEQUES**

A \$45 service charge will be levied on all dishonored cheques (e.g., NSF, authorized funds not cleared, etc.) and must be paid with the dishonored payment within one week of the date on the notice in order to maintain your child care space. After a 2nd dishonored cheque within a 12-month period, the account holder will be required to make cash payments for a 6-month period.

Dishonored pre-authorized debit withdrawals will be re-presented to the bank for payment, in the original amount, three business days following the original withdrawal. A service charge of \$45 will be invoiced separately and is payable by cash, certified cheque or money order. If the re-presented payment is also dishonored, another \$50 service charge will be invoiced and further collection efforts will commence.

*Mount Pleasant Montessori reserves all rights to cancel services immediately if payment is not met on a timely manner. A three-day grace period will be given followed by a letter of cancelled services if payment is not received in on time .Late fee charges of \$35/day will apply if payment is not received by the 1<sup>st</sup> or 15<sup>th</sup> of the month for bi-weekly payment.*

These service charges will be adjusted, from time to time, as bank charges change. Families will be given 30 days notice of this change.

### **LATE FEES**

Mount Pleasant Montessori has a late fee of \$10.00 the first minute after 6.00pm and \$1.00 each minute after 6.01pm. Receipts are not issued for late fees. Although a friend or relative may have picked up the child, the parent/guardian who signs this agreement is responsible to pay outstanding late fees incurred by individuals listed on your child's pre-authorized pick up list.

**Regardless of which method of payment and payment plan you choose, all monthly fees must be submitted to the centre by the 1st of each month, (or 1st and 15th) of each month.**

*Failure to provide payment on time will commence Mount Pleasant Montessori collection efforts, including the use of an external collection agency.*

### **MAINTAINING CHILD CARE SPACES DURING THE SUMMER MONTHS**

This section of the policy does not apply to the Infant, Toddler, Full Day Preschool, and Half Day Preschool programs as these programs are offered throughout the entire year and are priced accordingly.

Before School and/or After School programs as of June 1st of the calendar year have the following options with respect to care during the months of July and August:

1. Parents can choose to enroll their child in the Summer Camper program offered during the months of July and August. The Summer Camper program is based on a weekly schedule during the summer months. A weekly charge is applicable regardless of any time off during that week. Enrolment in the Summer Camper program is held in the early spring of each year and is conducted separately from that of other regular programs. Fees are due upon enrolment. Space is limited and enrolment is on a first come first serve basis.
2. Parents can choose not to enroll their child in the Summer Camper program. If parents pre-enroll their child in the Before School or After School programs for the following September by June 1st at the very latest then their customer deposit will be retained and their space in September will be guaranteed. If parents do not pre-enroll their child in the Before School or After School programs for the following September by June 1st this will be treated as a standard withdrawal of childcare and will require one month's written notice, at the 1st of the month.

#### **TERMINATION OF CHILD CARE SPACES DUE TO NON-PAYMENT**

This policy is to ensure the prompt and efficient payment process for your childcare fees. Payment in full must be received on the 1st (or 1st and 15th) of each month.

Mount Pleasant Montessori Services, at any given time, has the right to terminate space due to childcare fees being in arrears.

#### **WITHDRAWAL OF CHILD CARE SPACE**

If circumstances make it necessary to withdraw your child from the centre for any reason, **one month's notice in writing is required by the 1st of the month.** For example, if you wish to withdraw your child as of March 15th then written notice dated no later than February 1st is required. Parents are still required to pay the full monthly fees for the month in which their childcare is terminated.

Your customer deposit will be credited to your account and any necessary adjustments will be made. Centre supervisors will provide each family withdrawing from the centre a statement of their account. Payment must be made on any outstanding fees before the last day of attendance. Any outstanding accounts, after this day, will be subject to further collection efforts that can include the involvement of an external collection agency.

***The Board of Directors reserves the right to make additions or changes to these policies at their discretion. Notice of 30 days will be given informing parents of any changes.***