



## **IMA Casa/Toddler Program and Policy Guidelines**

All Parents/Guardians must read the following, sign in the space provided on page 3, and return. One form per family. Please note that our **Parent Handbook** is available on line, or each centre has a paper copy for any additional information, please read and review. The following is a condensed version of some important considerations.

1. **NOTE:** All children must be signed in and out of their program by an adult.
2. On the first days of school parents are welcome to stay briefly, (only if you feel it is necessary.)
3. Following the initial adjustment period (opening week), please avoid coming into the classroom at the beginning of the school period. Should your child be hesitant to leave you when taking him/her from the car, be confident that almost always a child will become happy within minutes after a parent has left. The staff is trained to meet your child's needs with great sensitivity. If your child continues crying more than 15 minutes after you have left, we will call and advise you.
4. IMA does its best to maintain "NUT free" facilities - Please DO NOT SEND any foods which list any nuts in the ingredients. Please observe if any other allergy postings are made within your centre.
5. Parents are welcome to visit the classroom in session any time after the first month. This waiting period will allow the children to become familiar with the program without distractions. Please make an appointment if you are planning a visit. We greatly enjoy parents' visits, but we do ask that you refrain from participating and remain observing.
6. Full day children should bring their lunch in a lunch box with their name on it; this can be placed in their lunch cubby. A beverage should be included along with any necessary cutlery. Lunch will be eaten from 12:00 to 12:45. Please provide a large zip lock bag, as we return all lunch contents back home to you. We do this so you are aware of what your child is eating and also to reduce the amount of garbage at our centre.
7. Please bring a complete change of clothes, in a zip lock bag. Please include your child's name on all articles belonging to them.
8. Each family is asked to contribute a box of **flushable wipes** for their child's use. We encourage you to send some spare plastic spoons to leave in your child's cubby for lunch time.
9. Uniforms are mandatory daily (one piece is all we require), and please send indoor shoes, that will not mark our floors, these indoor shoes will stay at the centre, one pair only. Please label all your child's belongings.
10. No backpacks please. Information and work will be sent home in your child's **IMA bag**. Our cubby space is limited and is designed to hold IMA totes/bags.
11. Please discourage your child from bringing large or valuable toys. IMA is not responsible for lost or broken items. Please check "Lost and Found" on a regular basis for personal belongings.
12. All special communications must be written down in the IMA calendar (yearly calendar, available at the Stratford centre). Please give your child's calendar to a staff upon arriving in the classroom. Verbal communications are easily misunderstood or forgotten, please use the calendar for messages.
13. Please talk to a staff member if your child will be absent or if there is a change in dismissal procedure involving your child (do not leave a message on phone or email as they may not be retrieved in time).

14. Please call the Administration Office in Stratford with any inquiries or concerns: Sharon Devos 902-628-8182 or email [sharon@peislandmontessori.com](mailto:sharon@peislandmontessori.com).
15. Birthdays will be celebrated for all children. Please bring a simple healthy snack, which should be ready to serve and easy to manage. No drinks necessary, and no cake or cookie treats.
16. If you find that your child has brought an object home from school (i.e. puzzle pieces, objects, blocks) never feel embarrassed about returning one of our odds and ends. We love to have things returned.
17. Do not bring a sick or infested child to school. If your child contracts a contagious illness (other than a cold) or head lice, please inform the school so that other parents may be advised. Children who have a fever, earaches, vomiting or diarrhea at school **will be sent home**. A child who has any of these symptoms the previous day or night should not be brought to school and when recovering should be kept home for one full day after symptoms subside. If your child is sent home with any lice detection we require them to be lice free before returning.
18. Only prescription medication may be given to children at school by staff. A Medicine Administration Form must be filed out at the respective centre for each prescription.
19. Extended care is available Monday to Friday from 3:30 to 5:30 pm for full-day Casa program at a charge of \$5.00/hour/family. This portion of care will be billed at the beginning of the following month. Late pickup, after 11:45am for Half Day enrollment and late pickup, after 2:30 pm for Reduced Hours will result in a \$10 charge for the first increment of 10 minutes and a \$1 per minute after until picked up. Prompt pickup is required as staff/child ratio is affected and based on program choice. Staff hours are based on child ratios within programs.
20. When enough interest occurs, we offer Friday Pizza and Subway Lunch options. You are welcome to sign up for this lunch option at the cost of \$5.00. Orders must be placed and paid for by Tuesdays. Please see staff for details at your centre if you are interested.
21. Snow/Emergency School Closures Policy: In case of snow storms or inclement weather, we will endeavor to remain open depending on road conditions. It is IMA's policy to have parents use their own judgment in dropping their children off during storms. If it is bad enough not to drive, then in the spirit of safety, it is probably not safe for your child to be at school. Closures will be posted on our web site [www.peislandmontessori.com](http://www.peislandmontessori.com) as soon as a decision is made. We will also inform local radio stations (CBC and Ocean/Hot 101) with our closure announcement. You may also call your centre if you are unsure. In the event that the weather forecasted is for a sudden/violent storm, IMA will contact you if children must be sent home early. Cancelled days are not made up.
22. After reviewing the Program and Policy Guidelines, which are also available on-line at [www.peislandmontessori.com](http://www.peislandmontessori.com), parents must sign and return this document on or before the first day at IMA.

### Important – Respect Policy Notes

23. Payments: There will be a 10% service charge applied to accounts where tuition payments are late. Please provide 10 post-dated cheques for the first of each month in September. Cash payments must be provided on or before the first of the month. A NSF charge of \$35/incident will be added to accounts as required. Accounts and additional billings are payable upon receipt.
24. Tuition rates are based on our 41 week calendar. Start and end dates are at the sole discretion of IMA Administration.
25. Refunds: All fees and tuition payments are non-refundable. One month written notice is required when terminating enrolment in our centres. Deposits will be applied to last month tuition after 6 months of enrolment in our program.
26. I/we understand and agree that Island Montessori Academy is a business with specific needs related to the provision of services to young children. As a result, I/we understand that the Island Montessori Academy must retain control over activities on the Academy's premises, and must

protect the viability of the business enterprise. Consequently, I/we understand, acknowledge and agree that IMA has a strict Respect Policy for ourselves and others, and may terminate immediately the provision of services to me/us and my/our child/children in any of the following events:

- 1) non-payment of account (accounts are payable upon receipt);
- 2) payment by cheque or other method which is returned for insufficient funds;
- 3) disruption of activities at IMA's premises in any manner which is determined by IMA as unacceptable;
- 4) behavior which is disruptive, intimidating or threatening to anyone as determined by IMA; or
- 5) physical violence.

I/we also understand and agree that in the event that any of the above events occur, services may be terminated without advance notice to me/us, and no recourse or right of appeal will be available from IMA 's decision in the matter.

27. The right of Island Montessori Academy to terminate services for reasons not identified above is unrestricted, and will depend on the circumstances. I/we have read the full Parent Handbook which covers all our Policies and Guidelines. I/we have read the above Program and Policy Guidelines –Respect Policy Notes and do hereby agree to the terms and conditions set out above.

Signed: \_\_\_\_\_  
(Parent/Guardian)

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

Child's Name/s: \_\_\_\_\_

Campus: \_\_\_\_\_

(Jul2018)