



## August 2021 Newsletter

Dear IMA Parents,

Welcome to Island Montessori Academy. We are all busy preparing for another exciting school experience. Once again, it is time to finalize paperwork for the upcoming September 2021/22 school year for all our programs (Casa, Toddler, Before School, After School, Enrichment, and the PD program). Please review the **Parent Handbook** on our website prior to starting the new school year. All handbook modifications will be found in our Covid-19 Operational Plan (eg. "Visitation and Observation of the Classroom" is currently suspended due to Covid restrictions). Please be sure to review – it contains the many changes to our business. We would like to stress that policies will be strictly adhered to as per our "Directive on Licensed Child Care Centres" operational plan.

Sharon Devos is responsible for administration at all three locations. The Administrative office is located at the Stratford Centre and the office number is (902) 628-8182. Please call if you have any questions or concerns. A mailbox is available at each centre for payments. Please be sure to include your child's name and centre location with any paperwork you may deposit in the mailbox. Please reference to what the payment is for (ie: tuition, scholastic, after school, uniform etc.). When paying by cash, please email [sharon@peislandmontessori.com](mailto:sharon@peislandmontessori.com) so immediate pickup arrangements can be made. A locked black mailbox will be available outside each campus for payment drop-off. This will be labelled "internal mail" so you can easily identify "which" box is secure.

Due to the CPHO directive, for now we are unable to continue to offer varied specialties to our students. While our previous efforts have been well received by our children and parents, at this time we are suspending all extra-curricular programs other than Music. Our Music program has been very successful, providing children with the much enjoyed extra-curricular experience. Mrs. Hutchinson has worked out a safe and effective operational plan for the music program. If you are interested in reserving a private music lesson space with her for your child, please speak with a staff member and Mrs. Hutchinson will contact you directly with information.

All deposit cheques have been applied to your accounts. This deposit will be credited towards your LAST tuition instalment payment for June 2022. Deposits will be applied after 6 months of enrolment in our programs. All families will receive a September Statement of Account 2021-22 which will outline monthly tuition due based on your requests for programs. IMA accepts cash or cheques only.

Please note that any child attending IMA must be **completely toilet trained** (able to look after their own toilet needs) unless enrolled in our toddler program.

\*\*\*ALL ITEMS BELONGING TO STUDENTS MUST BE CLEARLY LABELLED WITH THEIR COMPLETE NAME\*\*\* (As a convenience, non-iron labels will be available for purchase at each centre for \$3.00/sheet of 18 labels.)

**September Cubby Extras:** Please provide at least one LABELED complete change of clothes, extra shirts (as we will not be using aprons at this time) a package of **flushable** wipes, sunscreen (if you require your child to use), indoor shoes (white soled, non scuff and easy for the child to manipulate) and sun hat; all these items are stored in their individual cubbies to use as needed. Each child will also bring their IMA tote/backpack and a new Calendar (available at your campus the first week of school or at our uniform sale) daily. Toddlers will also need a spill proof cup, extra clothing for toilet training and a supply of diapers and wipes as needed.

**Casa Programs** (ages 3 & 4) runs Monday to Friday. Our Half-day program runs from 7:30 to 11:45am (firm pick up), Reduced Hours runs from 7:30am to 2:30pm (firm pick up) and full day is until 3:30pm (children requiring longer daycare will be added to Casa A/S as needed and billed as such) see Casa A/S note below. Casa children must wear at least one piece of the IMA uniform while in our centres. Please note and discuss our uniform policy with your child before classes start. Let the children know that they will be afforded choice with regards to shirts under jumpers, socks, shoes, etc. The uniform provides all children equality and a shared sense of community. Please help us by getting your child excited about their “special” school clothes, and by providing them each day. **Please note that the Pre-K program runs within the Casa Program and government fees (\$70 per week) will be credited to your monthly fees.**

**Pre-K Program (3 hours)** (age 4) runs Monday to Friday, from 8:45 to 11:45am (firm drop off and pick up). Policies and procedures see Casa section as these regulations coincide.

**Toddler Programs** run Monday to Friday, from 8:30 to 11:45am (firm drop off and pick up time); this is considered a Full-time morning spot. We do offer Flex-mornings, which allows two families to share one Full-morning space. Availability is limited as we offer Monday/Wednesday/Friday as one option and Tuesday/Thursday as another. These shared enrolments are determined by Administration and need to be arranged through the Stratford Office (902) 628-8182. Please send your child a nutritious snack they can independently consume daily.

The **Casa After-School** (ages 3 & 4) will continue to be billed monthly as utilized by parents; \$5.00 per hour, billed in 15 minute increments. This program is available from 3:30 to 5:30pm daily.

Please make note of any allergies that may be associated with your centre. All our centres are Peanut and Nut Free, and we require all families to please read food labels to ensure that items sent with your child adhere to these restrictions. Please send a snack for your Half day and Pre-K child. Reduced hour and Full day children must have a lunch and two snacks sent each day.

**Snacks/Lunch:** Please provide healthy options for snacks and lunch, we encourage you to involve your child to participate in lunch preparation. We direct children to eat their main food first. Please be sure to provide needed utensils daily, we encourage reduction of wasteful materials such as plastic spoons. IMA does NOT have utensils at the centres - please remember to keep a clean set in your child’s lunch. Please provide a water bottle daily.

**Note:** Please complete the **IMA Casa and Toddler Program and Policy Guideline Form** for the above programs. The **Update Family Information and Emergency Medical Form**, forms are also required for the Casa and Toddler Programs.

## **After School Programs**

**For all After School Programs, please contact your centre if a child will be absent. Please call prior to 2:00 pm: Do not leave messages on the phone or e-mail as these messages may not be collected in time. We ask that you please talk to a staff member. This procedure is of utmost importance as we will have limited interaction with schools due to new directives.**

We provide a light snack for A/S programs. If your child has any dietary concerns or preferences, please let us know, if we can accommodate we will, if not you are asked to supply a snack for your child. Please note any allergy listings at your centre.

**Elementary After School Program** runs from 2:30 to 6:00pm daily at our Stratford and Cornwall Campuses. Charlottetown Program runs daily from 2:30 to 5:30pm. A bus from West Kent School will drop children off in front of IMA Charlottetown Campus. Francois Buote buses will drop children to the front of our campuses. Buses drop at the street so there will be a short walk to our doors.

**Enrichment Program** runs Monday to Friday and is finished at 4:30pm promptly. If parents require additional care after 4:30pm, the additional charges of \$32.00 per month is required.

**Before-School Program** is available for any child already enrolled in any after school program for an additional fee of \$32.00 per month and starts at 7:30 am. Charlottetown does not offer the Before-school option.

**Our PD day Program** is available at Cornwall (30 spaces) and Stratford (15 spaces) Campuses can only offer a limited number of spaces. Charlottetown does not offer the PD day program. These limits are based on our licencing capacity at each centre. There will be 8-10 (actual days TBD) PD days which we hope to be able to cover for a fee of \$32 per day. Please note that the November 12 & 15th are our conference days: If we have staff available, we will offer a PD program for these days but this will be announced early September.

**Note:** Please complete the **IMA After School and Enrichment Program and Policy Guideline Form** for the above programs. The **Update Family Information** and **Emergency Medical Form** forms are also required for the After School and Enrichment Programs. Please provide each of these forms per family household.

Please feel free to contact us via email or phone for any questions or concerns. This is a challenging time, with many changes. Thank you to everyone for remembering to be kind, patient and understanding during these new transitions. We are working hard to ensure a safe, enjoyable start to the new school year!

**Welcome to IMA**

# Our 2021/22 Fee Schedule for all IMA Programs

We will require **September** fee in full the first week of school. Please see the following Fee Schedule to calculate your payment. Cheques made payable to Island Montessori Academy (IMA) by September 8, 2021. Cash is also acceptable, no e-transfer available. Pre-K credit for September is \$238.00 (\$14/day x 17 days).

## Casa Classroom (3 & 4 year olds)

	Monthly Fee
Full Day Tuition	765.00
Reduced Hour Tuition	700.00
Half Day Tuition	520.00
Pre-K (3 hours firm for 4 yr olds)	Subsidized fees of \$70/wk will be credited to applicable accounts

## Toddlers (22 months and over )

Half-day	Monday-Friday Tuition	520.00
	M/W/F	333.00
	T/Th	222.00

## After School Fees (Monday to Friday)

Elementary After School	315.00
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### Plus if required

Elementary Before School	32.00
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## Enrichment – all grades

Monday – Friday	315.00
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### Plus if required

After 4:30 Care	32.00
Before School	32.00

## PD Day Care

32.00 per day (prepaid) there will be 8-10 PD days that we hope to be able to cover.

Families with multiple children attending IMA can write one cheque per month to cover above Programs. Cash is also accepted, but if you choose this method, please have the cash dropped off on or before the first of the month and follow up with an email to [sharon@peislandmontessori.com](mailto:sharon@peislandmontessori.com) that your cash is at your centre. Immediate pickup will be arranged.

**Thank you.....Let's have a great year!**

## Summary of First Week Requirements:

Please note, new forms are required every year. (available on our website)

1. **Please forward payment in full for September**, see above fees for your amount due. Combine family fees into one cheque or cash payment. Please include your child's name on each cheque. Please send an email to [Sharon@PEIslandmontessori.com](mailto:Sharon@PEIslandmontessori.com) if cash has been deposited into the in house mail box and we will make sure to pick up and then provide an email receipt. Staff will not be able to provide change or receipts. Your deposit is on account for your June 2022 fees.
2. **Update Family Information**, one per family household but please list each child. If changes occur through the year please let the staff know so we can keep all information current. Please be sure to complete the **Recipient of Child Care Receipts** section.
3. **IMA Casa and Toddler Program and Policy Guidelines**, per family household for children enrolled in these programs.
4. **IMA After School and Enrichment Program and Policy Guidelines**, per family household for children enrolled in these programs.
5. **Emergency Medical Form** for each child, per family household. If a child requires an EpiPen for severe allergies, there is a form to be completed as well.
6. **Cubby Extras** - be sure to label all your child's possessions with their name. All children to take a daily nutritious snack and Full day children require a packed lunch including all utensils and large zip lock bag for waste. Water bottles sent daily (no hot beverages). We have a microwave for heating food if required. Please review your centre food restrictions based on allergies.

**Forms we require for each child are available on our website**

**[www.PEIslandmontessori.com](http://www.PEIslandmontessori.com) in the IMA September 2021 Forms Section.**

**These newly completed forms are required for all new and returning children each new school year, and need to be provided by each family household for your child's 2021/22 school year file.**

\*\*\* We look forward to seeing all of you! \*\*\*

\*\*Thank you for choosing IMA\*\*