

##### “Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future”

##### -Maria Montessori

##### Dear New Family,

Welcome to Scholastic Academy . Far more than just a Preschool, we are a true centre for Child Development. With us, your child’s mind along with their body is nurtured and nourished.

We appreciate the opportunity to work with you towards a common goal of providing the best for your child/ren. We thank you for making the decision to entrust us with the care and early learning of your child/ren. Our aim is to provide a safe, inviting, child centred, stimulating and nurturing environment for your child/ren. We hope your experiences here will be filled with joy, learning and fun for you and your child/ren in these important formative years so you may remember them with fondness for years to come.

Every child develops differently, at their own pace, and has their own unique way of learning about the world around them. We provide a Montessori based curriculum that incorporates the best from the Learning through Play approach. We believe this provides extra oppourtunities for your child/ren to discover and develop their own unique way/s of learning. ***Learning how to learn is the first step!***

Our devoted caregivers provide weekly activity programming that is structured to take advantage of children’s natural desire to know and learn. We feel it is important that children are also offered oppourtunities to learn about and respect the physical world around them. Not just in our own communities, but globally as well.

Our programming is rich to encompass all aspects of a child’s development. We do however take special consideration in the areas of creative expression and physical health. We encourage all children to find their voice, whether through song, dance, drawing etc. And we are concerned about the obesity epidemic affecting so many of us and our children. Our indoor gym is available all year round which is very important in our climate which restricts outdoor play for so much of the year. It is a big part of our vision and is an integral part of our program.

This handbook is a detailed introduction to our program. It is very important that you read and understand its contents. Please provide any feedback you may have. If

at any time you have a question, concern or compliment, please speak to Director incharge.

Once again, welcome to Scholastic Academy.

We are honored to have the opportunity to be one of the fundamental influences in your child’s development. It is a task that we do not take on lightly.

Sincerely,

Manbir Srao Dhillon.

**“The environment must be rich in motives which lend interest to activity and invite the child to conduct his own experiences.” -Maria Montessori**

**Table of Contents**

Our Vision…………………………………………………………………………….Page 4

Our Mission…………………………………………………………………………..Page 4

Our Philosophy………………………………………………………………………Page 4

Hours of Operation………………………………………………………………….Page 5

Our Staff……………………………………………………………………………...Page 5

Fees…………………………………………………………………………………..Page 5

Late Fees…………………………………………………………………………….Page 5

Tax Receipts…………………………………………………………………………Page 6

Withdrawal…………………………………………………………………………...Page 6

Family Involvement…………………………………………………………………Page 6

Parent Evaluations & Group Meetings……………………………………………Page 7

Newsletters…………………………………………………………………………..Page 7

Programming………………………………………………………………………...Page 7

Schedules……………………………………………………………………………Page 7

Outdoor activity……………………………………………………………………...Page 8

Daily Routine …………………………………………………….……………….....Page8

Uniforms………………………………………………………………………………Page 9

Fire Drills………………………………………………………………………………Page 9

Communication is Key………………………………………………………………Page 9

Summary of Things To Remember………………………………………………..Page 10

Parent Handbook Checklist…………………………………………………………Page 11

OUR VISION

We envision a new generation of secure and confident youth with the strength and ability to tackle life’s challenges and the compassion and patience to do it gracefully.

OUR MISSION

Our mission is to provide and promote healthy development, introduce children to the joy of learning and build a strong foundation for future growth inspired by the teachings of Maria Montessori.

OUR PHILOSOPHY

At Scholastic Academy, we aim to combine the best early learning and childcare practices to offer a comprehensive program to enhance the growth in all areas for the developing child.

Following the practices of Maria Montessori, we provide a prepared environment and activity plans based on the Second Plane of Development. This means we tailor each classroom and provide activity planning according to the basic needs of children in that age group. There are a variety of activity centres available in each classroom and the children are encouraged to explore, ask questions and discover what interests them. We provide furniture and materials in proportion to the children and their needs and maintain a space allowing for easy access and flow throughout the classrooms. We believe the prepared environment combined with the nurturing guidance and support of qualified caregivers creates optimal opportunities for children to develop emotionally, socially and cognitively. Our program encompasses the whole child and our play based, child centred approach will also foster gross and fine motor development, self learning, independence, self-esteem, natural curiosity and imagination.

In addition to self guided play, we offer group activities to enhance social and verbal development and self expression. As part of a group, the children learn the importance of co-operation, problem solving and sharing. Group activities and experiences provide learning opportunities and enhance self-esteem as each child’s wants and needs are expressed and responded to in a positive manner. Group activities and experiences also provide the opportunity for children to work together toward one common goal.

Scholastic Academy is proud of the work we do and the services we provide. We are respectful of the trust invested in us by parents and guardians. We believe our first obligation is to protect the physical, emotional and social well-being of each and every child. Our objective is to help each child build strong foundations, which will support their healthy development, both as individuals and as members of their community.

HOURS OF OPERATION

We are open September to June (excluding statutory holidays) from 9:30a.m to 12:00 .

*\*We will post notifications and include in our newsletters to inform you of any closures\**

Please be sure to pick your child on time 12:00 p.m.If late the charge of $10.00 per 15 minutes or $40.00 per hour. The cash money will be paid to the teacher who stayed behind.

ENROLMENT AND STAFF RATIO

All children must be toilet trained to enroll in the program. We can accommodate 31 children .The staff to child ratio is 1:12.

FEES AND PAYMENT POLICY

A registration fees of $100 is nonrefundable. We require postdated cheques .The payment can be made before the school starts or on the first day of school. A $30handling charge will be levied on cheques returned N.S.F.

***\*Full Fees remain in effect for months with statutory holiday closures, and regardless of absences due to illness or vacation.***

***One month advance is required at the time of registration.This amount will only be refunded once the parent gives us one month notice to discontinue the services.***

LATE PAYMENT POLICY

Fees are due on the first day of each month. If there is a N.S.F cheque, the parent has to submit a new certified cheque plus a $30 service charge before the 15th day of that month. Parents unable to comply with this policy may have appropriate legal action taken against them.

TAX RECIPTS

Childcare fees are tax deductible. An official tax receipt will be given to you annually, prior to Federal tax deadlines.

WITHDRAWAL

Our goal is that every family has a wonderful experience at Maria Montessori Stepping Stones Preschool. We reserve the right to discontinue services if the health and/or safety of others are at risk, or if we feel program is not suitable for your family. Should we feel that our program is not the right fit for your family, we will provide you with 30 days written notice.

Should you choose to withdraw your child from our program, we ask that you provide one of the Directors with written notice at least one month prior to your leaving date. Failure to provide a minimum of 30 days written notice to a Director will result in you being responsible for the next month’s fees in full.

Immediate Termination:

Immediate termination from the centre will take place under the following circumstances:

* Abuse of any kind against staff or children in the centre
* Non-payment of fees (only after prior notice has been given & all efforts to collect have failed)

FAMILY INVOLVEMENT

You are encouraged to visit and participate in our program whenever possible. Some examples are: staying to read a story, joining us on a fieldtrip or conducting a presentation. We encourage participation at a level that you feel comfortable with.

Families are encouraged to participate in special events throughout the year. We send out Seasonal Newsletters and post events and dates throughout the centre. Please feel free to discuss any ideas you may have for an event with one of the Directors.

PARENT EVALUATIONS AND GROUP MEETINGS

Parent Evaluations will be distributed annually to each family. We ask that you fill it out and return it promptly. It can be anonymous. It’s a great way for you to give us you feedback and for us to make changes and improvements to our program as you would like to see them. Results will be posted, used as a tool to measure our successes and failures and used as a guide in evolving our program.

Another annual event is our Parent Group Meeting. This is another way for us to get your feedback. It gives families opportunities to network and gives us the opportunity to discuss important information about the program. An agenda will be distributed to families prior to the meeting.

NEWSLETTERS

We provide seasonal newsletters to families, four newsletters per year, one at the beginning of each season. There is important information contained in the newsletters such as closure dates, centre events and classroom reminders. Please be sure you read them. In our efforts to be globally responsible and green, we e-mail the newsletters. We collect your e-mail address on the Registration Form for this reason. Please be sure to provide it when filling out the form. We do also post copies in each classroom. A hardcopy can be made available upon request.

PROGRAMING

All themes, activities and experiences are age appropriate and developmentally appropriate as determined by our quality childcare providers through interactions with and observations of the children.

They will be stimulated in the areas of emotional, social, language, sensory, cognitive, fine motor, gross motor and creative development. The classroom centres and activities are arranged to reflect the theme of the week. Weekly plans are clearly posted in classroom.

SCHEDULES

Routine is important for young children and helps develop feelings of security and order. Our classroom has its own schedule which reflects the needs of the class as well as the needs of individual children as required. Schedules are posted in classroom and provided to parents upon registration. Because we strive to meet the needs of all children in our care, there may be times when a classroom schedule may change to suit the needs of a child or the class as a whole. You will be notified of any such changes, and any feedback you may have will be considered. If your child/ren has/have any special needs, please let us know upon registration so we may work together to accommodate their needs while continuing to meet the needs of the class as a whole.

OUTDOOR ACTIVITY

Outdoor play is scheduled once or twice a month. Weather appropriate clothing is imperative for you child’s participation in our outdoor gross motor activities. In order to maintain the safety and well being of your child/ren, please make sure you send appropriate outdoor wear, including foot wear and at least one change of clothing.

We need to maintain safe and licensing regulated staff/child ratios. There may not be extra staff to stay inside with your child/ren while the others are outside. If weather permits we will be outside and we will inform you in advance. Please keep this in mind when dressing and packing for your child/ren.

As per our Arrival and Departure Policy, it is very important that you advise us as soon as possible if your child will be absent or late. Due to staff/child ratios, we need to know how many children will be in care for the day. Your understanding, consideration and co-operation in this policy is appreciated. Thank You.

UNIFORMS

Children should be dressed in school uniform. To help keep everything organized and to minimize losses, please label all of your child’s personal possessions.

We also require that all children have a pair of appropriate indoor shoes to leave at the Centre. We request that they be non-marking soles and due to health and safety requirements, we ask that you do not send your child with flip-flops or backless shoes.

Sunscreen and hats should be provided for the summer months (will inform parents the days they will be going out). Snow pants, winter boots, mittens and winter hat for the winter months. Label all items.

FIRE DRILLS

Fire drills are held once per month, minimum, to prepare children in the event of fire or for any other emergency evacuation. The children are guided out of the nearest, safest exit and the senior educators will check washrooms and corners to ensure all children are evacuated. Attendance boards, child emergency information and first aid kits are brought along.

In the case of a fire drill or practice, the children will meet at the designated location. Attendance will be taken and the amount of time taken to evacuate will be noted and recorded before the children are guided back inside the building.

COMMUNICATION IS KEY

We believe open parent/caregiver communication is extremely important in fostering a partnership which will in turn be beneficial to your child’s overall happiness and well-being. In an effort to create this, our caregivers will speak to you regularly, and we ask that you speak to your child’s caregivers regularly.

In our efforts to promote communication we will:

* Post notices, information and special messages on bulletins
* Provide attendance logs for parents to sign their child/ren in/out. Please make sure you do this daily!
* Provide communication logs so parents can leave written messages for staff
* Provide seasonal newsletters (4 per year)
* Encourage parent involvement and volunteering
* Make ourselves available for discussion
* Address all concerns you may have immediately and appropriately

We are always open to your feedback, positive or negative! If you have a question or concern please feel comfortable to approach one of the Directors, as well as your child’s teacher. There is a suggestion box in the foyer if you would like to make an anonymous suggestion or comment.

SUMMARY OF THINGS TO REMEMBER…

**1)** Please leave all toys at home, with the exception of Show and Share days! We do not permit items such as balloons and small balls for Show and Share, as they may pose a choking hazard to younger children. We cannot be held responsible for lost or stolen items.

**2)** Please send your child to school in school uniform, a bag pack, healthy snack (fruit or veggies) and we will provide a drink.

**3)** Please provide a pair of indoor shoes for use at the centre (No flip flops or backless shoes). We suggest children have a comfortable pair of shoes that they can get on and off independently, or fitted slippers with a sole to stay at the centre (non-marking soles). They must have something on their feet in case of fire.

**4)** Please inform us as soon as possible if your child will be absent or late.

**5)** Children are not released to any person other than those indicated on the authorized pick-up list on the registration form without notice from a parent. Advise us a.s.a.p. if someone else will be picking your child/ren up. The full name and relationship to the child is required. Please advise any new pick-up persons they will be required to verify their identity through government issued picture identification.

*\*We know this is a lot of information and can seem overwhelming. Please don’t hesitate to reach out for clarification or assistance. We wish to be a support to your family. Thank you for letting us be a Scholastic Academy in your child reaching their full potential\**

***Scholastic Academy***

Please initial each item, sign, date and return with completed application, Policies & Procedures checklist, and registration fee. We will witness it upon enrollment. Thank You

Our Vision\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our Mission\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our Philosophy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of Operation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrollment and Staff Ratio\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees and Payment Policy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Late Payment Policy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Receipts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Withdrawal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Involvement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Evaluations & Group Meetings\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Newsletters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programming\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedules\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sample of Daily Routine \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Drills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communication is Key\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of Things to Remember\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Handbook Checklist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that I have read, fully understand and agree to the above-noted information as stated in the Scholastic Academy Parent Handbook.

Furthermore, I understand that I/we are required to give at least 30 days written notice to a Director of withdrawal of the program or I/we will be responsible for the next month’s fees in full.

Name/s of child/ren: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/s of Parent/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/s Signature/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_