

SCHEDULE 4
ORLEANS MONTESSORI CHILDREN'S HOUSE
RULES AND REGULATIONS

1. HOURS OF OPERATION

The school hours will be as follows:

- Morning session - bambino 8 :30 to 11 :30 / casa: 9:00 to 12:00
- Extended Day session - 9:00 to 3:30
- Full Day session - (8:00 to 4:30) or (8:00 to 3:30) or (9:00 to 4:30)

Please check with a teacher in attendance both when you leave and when you pick up your child. If the child cannot be picked up at or before closing time, it will be the parent/guardian's responsibility to make other arrangements unless otherwise arranged; children will not be released to any person other than those specified on admission form. When sessions are in progress, please try not to interrupt, since this can break the children's concentration.

2. OBSERVATIONS: casa

Parent/guardian and visitors are encouraged to observe the program. Observations are from 9:30 to 10:30 in the morning. Observations start after October 31st and go on until June 1st. To schedule an observation time, please call a week in advance. For the bambino class please discuss observation with the teacher.

3. REGISTRATION AND ENROLMENT

Registrations are deemed to be completed only after you meet the following conditions:

- 1) The school registration forms and parent's agreement forms have been completed and signed.
- 2) The registration fees have been paid and all post-dated cheques have been sent to the school or direct deposit.

4. FEE REFUNDS, WITHDRAWAL, DISMISSAL

Please refer to Tuition fee schedule (schedule 3).

5. MEDICAL

Your child is required to have a medical check up before entering the **ORLEANS MONTESSORI CHILDREN'S HOUSE**, and once a year thereafter. A medical form required by the Ottawa Public Health authorities must be completed on line prior to admission. Administration of any medication is the responsibility of the parent/guardian. For administration of medication please fill required form (see class teacher or website). If a child is found to be sick, the school may request that the parent/guardian keep the child at home. This is to be fair to the other children at the school. Emergency medical treatment such as first aid will be provided by the school or at the Children's Hospital and parent/guardian will be advised as soon as possible. The school strongly suggests that you write your child's health card number on the registration form for such emergencies. Regulations require daily outdoor play for each child. Therefore, it is our policy that children too ill to play outside remain at home.

6. SNACKS:

Nourishing snacks for the children are provided by the parents. The school's policy for snack is to have mainly fruits and/or vegetables. Every child is asked to provide some food for different PL activities in the class one or two weeks a year based on a roster drawn up by the directress. Please advise us of any food allergies your child may have.

7. MEALS

Full day children have to provide their own lunch. (See schedule 5 for Requirements from the Ministry of Education and form to be completed).

8. CLOTHING

Please dress your child in sturdy play clothes suitable for the season and the weather. Please tag all garments with the child's name in indelible ink. (Most important the winter wear: mitts, hats, boots, etc...)

Please supply one extra outfit in case of an emergency. This should be put in a plastic bag, bearing your child's name.

9. OFFICE RECORDS

Regulations require that our record must be kept up-to-date at all times. Please notify us promptly about any changes to basic data such as address, telephone number, doctor, marital status, emergency telephone number and update your child's immunisation records as needed.

10. TOYS

We do not encourage the children to bring toys from home. If they absolutely want to bring in something, we ask that the child leave it in his/her cubby-hole.

11. BIRTHDAY:

On your child's birthday, the parent/guardian is encouraged to send some pictures of the child.

12. DISCIPLINE

Children are disciplined in positive manner at a level that is appropriate to their actions and their ages in order to promote self-discipline, ensure health and safety, respect of other children and maintain equipment. You will be notified of any minor or major behaviour problems that occur, so that the consistency between the parent and teacher will be evident to the child. Spanking or other forms of corporal punishment will not be tolerated. The following will not be tolerated: deliberate harsh or degrading measures to be used on a child that would be humiliating or undermining a child's self-respect; deprivation of a child's basic needs including shelter, food, clothing; and using a locked room to confine a child who has been withdrawn from the other children.

13. PARENT INVOLVEMENT:

Daily contact with parents will be supplemented by individual interviews. Parents are urged to attend all school activities and meetings therefore participating as Montessori parents in the progress and development of their child.

14. LATE FEES

School finishes at noon for the half-day children, at 3:30p.m. for the extended day children and **4:30 the latest** for the all day children. A penalty of **\$20.00** will be charged for late pick-up. Please be punctual.

15. STUDENT TEACHERS AND VOLUNTEERS

Student teachers and volunteers are never left alone with the children.

16. SERIOUS OCCURRENCE:

Serious occurrences are incidents at school which are important to mention to all parents. (abuse, death, serious injury, disaster, complaint...) When a serious occurrence occurs at school a notification is posted to inform all parents. The Ministry of Education is also advised of the situation.

17. OUTINGS AND EXCURSIONS: No outing during covid

A parent signature is required on the Parent Agreement Form to authorize OMCH staff to take the children for nature walks outside the school's fenced in area. For any other outing by bus, parents are advised in advance on our monthly calendar and a parent signature is required for each outing.

18. PROHIBITED PRACTICES:

OMCH does not permit any of the following:

- a) corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);
- b) physical restraint of children, including but not limited to confining to high chair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent).
- c) locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision. Unless such confinement occurs during an emergency
- d) use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, scare or frighten the child or undermine their 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.

19. EMERGENCY MANAGEMENT POLICY:

OMCH has an emergency management policy in place and parents will be contacted by phone or email in case of emergency.