

School Policies

Mutual respect and tolerance are among the conditions essential for a harmonious life in the heart of our community at *Une École Pour Tous*. Oral or written communication between students, parents, and the school personnel is done with respect for each individual. The following school policies will ensure the efficient administration of the school and everyone's well being.

1) Enrolment

- 1.1 Registration forms must be completed and signed by parents or guardians and returned to the secretariat with the full deposit and post dated checks prior to admission a child.
- 1.2 Parents with several children must pay the deposit for each child.
- 1.3 We require a minimum of 4 days of attendance per week.
- 1.4 Admission is on a first come, first served basis according to availability. If you did not get a place for your child, you may register on the waiting list.

2) Waiting List

- 2.1 We add children to the waiting list when we do not have space available. When space becomes available, Une École Pour Tous Ltée will make an offer of admission to the first eligible child on the waiting list.
- 2.2 Priority is given to families who want a full-time place and families with a brother or sister enrolled in the school.

3) The Child's File

- 3.1 Parents are responsible for notifying the school of any change of address, telephone number and any other information provided during the registration of the child (e.g., new allergies, change of designated persons to drive or pick-up their child, new contact numbers, etc...).

4) Schedule and Punctuality

- 4.1 Children need to follow a regular schedule to feel safe. **It is important to call Une École Pour Tous Ltée (613-548-4138) if your child will be absent or late for school.**
- 4.2 If you are late please bring your child to the kitchen (Portsmouth St.) door to minimize disruption of the program. A staff member will then accompany your child to his or her class.
- 4.3 The school is open Monday to Friday from 8:00am to 5:00am.
- 4.4 Students enter and exit by the main entrance.
- 4.5 Lunch is served from 12:00 to 12:45
- 4.6 When leaving the school, the parent/guardian must inform and ensure that the educator on duty has noted the departure of the child. Parents/guardians are responsible for notifying the school in writing of the name of the any person authorized to pick up their child, Une École Pour Tous Ltée requires a piece of identification before letting a child leave with a person not their parent/guardian. This person must be over the age of 16 years old.

5) Before-School and After-School Care

- 5.1 Offered every school day from 8:00am to 8:30am and from 4:00pm to 5:00pm.
- 5.2 Occasional morning or afternoon care is available for \$5.00 for the morning or \$10.00 for the afternoon.
- 5.3 After-School Care starts at 4:00pm and children that are still present as of 4:00pm are automatically enrolled in After-School Care. The full fee of \$10.00 per child will be billed to the parent for late pick-up between 4:00-5:00pm
- 5.4 **A late fee will be applied for all departures after 5:00pm. The fee is \$10.00 for the first 5 minutes and \$3.00 per minute for each subsequent minute and must be paid immediately to the teacher in cash. Parents who have two or more children have to pay late fees FOR EACH child.**

6) Absences

- 6.1 If your child will be absent, please notify Une École Pour Tous Ltée specifying the reason for absence: personal, vacation or illness (in this case, please describe the disease, it will allow us to monitor the spread of the latter).

7) School Calendar

- 7.1 Please refer to [the calendar](#) for holidays, professional development days, etc.

8) Professional Development (PD) Days

- 8.1 P.D. Days are working days for the teachers. These days are reserved for professional development, planning, workshops, and lectures.

9) Learning Progression

- 9.1 Children are individually evaluated each month to determine which material will be most suitable to present to them at that time.
- 9.2 Numerous observations are made and documented in the child's 'life book', which can be made available to the child's parents.
- 9.3 Your child's days will be enriched by numerous activities including: playing, singing, theatre, history, and special cultural celebrations.
- 9.4 Parents are welcome to make an appointment to discuss their child's progress after school hours.
- 9.5 Should you desire to observe a class, please make an appointment and we will be happy to accommodate you.
- 9.6 We prefer to give our utmost respect to the children by not talking about them or any issues they may be experiencing in their presence. We will call you as soon as possible to discuss.
- 9.7 The learning cycle for the Montessori environment is three years. Children are in a delicate process of creation that takes time and consistency. They build upon their previous experiences in order to meet milestones within the three-year cycle.

10) Behaviour and Discipline

- 10.1 The Montessori approach to education calls forth the inner discipline of the child.
- 10.2 On the rare occasions when a child endangers himself/herself or others, or is destructive to class materials, the behaviour will be interrupted and the child will be redirected towards another activity. If there is a persistent problem we will work together with the parents to create a personalized action plan for that child.

11) Dress code

- 11.1 Please ensure that your child has a pair of comfortable indoor shoes, outdoor footwear and clothing appropriate for the season, as well as changes of clothing, **all clearly labeled with your child's full name.**
- 11.2 We also ask parents to provide diapers and wipes.
- 11.3 To gain functional independence, the child needs to be dressed in comfortable clothing that they can manage themselves.
- 11.4 Une École Pour Tous Ltée is not responsible for the loss of clothing or soiling caused during activities.

12) Snacks and Lunch

- 12.1 Proper nutrition is one of the highlights of our program. Meals and snacks for children meet the standards of the Ministry of Children and Youth Services and the Canadian Food Guide. Menus are posted for a period of two weeks. All allergies and special dietary provisions will be respected in accordance with the written instructions of the parents. Dietary restrictions and allergies are posted in the kitchen and in the premises.
- 12.2 Children are encouraged to "taste" all the dishes although they are never forced to eat. An additional portion will be available for those who wish. Food is not used as a means of control or punishment.
- 12.3 Due to the possibility of allergic reactions, **it is forbidden to bring any food from home to school.** Breakfast should be eaten at home before arriving at the school. **Parents / guardians are responsible for notifying Une École Pour Tous Ltée at the time of registration of any allergies and for notifying the school in writing of any changes in the child's allergies.**
- 12.4 The school provides lunch and snacks. Une École Pour Tous Ltée is **NOT** a peanut-free environment.

13) Hygiene

At Une École Pour Tous Ltée we follow the following hygiene practices:

- 13.1 Shoes must be worn at all times;
- 13.2 Hands are washed before and after each meal and snack;
- 13.3 Tables are disinfected before each meal;
- 13.4 Montessori materials and practical life are disinfected daily

14) Health

14.1 Medical Records

The requirements for immunization in licensed childcare centers have been formalized since the implementation of new standards by Public Health Ontario. Because of these new standards, Public Health must verify information on immunizations for all children

who attend day care or licensed day care centers. The Day Nurseries Act allows the officer in charge of health to require that all participants are up to date before they can attend a licensed home daycare or day care center. The following immunizations must be up to date:

- Pedicel or equivalent (diphtheria, tetanus, polio, whooping cough and meningitis haemophilia)
- MMR (measles, mumps and rubella) or equivalent
- Varicella
- Vaccination against meningitis
- Pneumococcal vaccine

These requirements will ensure that all licensed childcare centers are as protected as possible from communicable diseases. If parents decide not to immunize their children, whether for religious reasons, medical contra-indications or if they are opposed for any other reason, they must provide certain documents. You can obtain these documents by contacting the immunization team at KFL & A Public Health: 613-549-1232 or 1-800-267-7875 ext. 1451.

14.2 **Illness**

Une École Pour Tous Ltée reserves the right to refuse a child if he or she has one or more of the following symptoms, as directed by [KFL & A Public Health](#):

- **Fever:** greater than 101° F. temperature or 38.5° C. It is advisable to keep the child at home for a period of **24 hours** after the last episode of fever;
- Rash or infection;
- Respiratory disease, thick mucus, asthma;
- Infectious disease (e.g. chickenpox, impetigo, influenza, measles, rubella, strep throat, scarlet fever, conjunctivitis): Parents / guardians must notify the center when a child develops such an illness;
- **Vomiting or diarrhea**, the child may return to day care **48 hours** after their last episode;
- If one of the diseases or symptoms mentioned above, were to present during the day, parents / guardians will be notified and will have to pick up their child as soon as possible. Parents / guardians will be notified and required to pick up their child as soon as possible if their child shows the above mentioned symptoms during the day. In cases where a child shows any of the above-mentioned symptoms before arriving at the school, he or she must remain at home for their welfare and for the protection of other children and staff at the school.

14.3 **Lice**

Une École Pour Tous Ltée will occasionally check children for lice.

If a child has lice or nits, we will isolate that child from the other children and ask his or her parents to pick him or her up as soon as possible. Parents will be responsible for the complete treatment of lice / nits.

Children may return to school after a minimum of 24 hours after treatment. All lice eggs

must be removed from the hair. A member of our staff will examine the child's hair before the child is allowed to be readmitted to the school.

To prevent the spread of lice, we ask you to check your child's hair regularly and notify Une École Pour Tous Ltée of any indication of lice by calling (613) 548-4138

15) Medicines/Drugs

- 15.1 Only medicines prescribed by a doctor, showing the child's name on the original label from a pharmacy will be given to children. Parents / guardians are responsible for informing the teacher at morning reception, completing each day the medication information and consent form, including all information requested (dose, frequency), affixing their signatures, and giving the medicine to the teacher.
- 15.2 The administration of any over the counter drug must follow the same rules. In this case, a note signed by an attending physician is required and the product should be in the original container and / or packaging and labeled with the child's name. **It is forbidden to leave a drug where it could be accessible to children, such as in a child's bag, locker or cubby.**

16) Emergencies

- 16.1 A fire drill will take place once a month to familiarize children with the emergency procedures. The staff is trained in these procedures. In an emergency, the premises will be evacuated and the children will be taken to a place of refuge near the school until the arrival of the parents or any other authorized person.

17) Unforeseen closures

- 17.1 In the event of a situation beyond the control of the school (broken heating, severe storm etc...) that requires a closure, parents will be notified immediately by the administration.

18) Withdrawal

- 18.1 **You are required to give two months written notice to the Director of your intention to withdraw your child from the school and after receipt of this notice, we will return the fees for the months following the notice period. In the absence of notice, you must pay the full fee of 2 months following the month of withdrawal.** We cannot guarantee a permanent place if you temporarily remove your child, it may be necessary to register your child on a waiting list. Une École Pour Tous Ltée. may terminate its services if you do not follow these guidelines or fail to pay the required fees.
- 18.2 The management of Une École Pour Tous Ltée reserves the right to remove a child from the school if it is determined that said child poses a risk to the safety and welfare of other children or school staff after corrective action has been tried without improvement to the child's behaviour.

19) Library

- 19.1 The students have free access to the library books.
- 19.2 If a book is damaged or lost, you will be asked to replace it.

20) Birthdays

- 20.1 You are invited to bring cut flowers that your child can arrange and place on the tables to embellish the environment.
- 20.2 Parents may choose to mark their child's birthday by presenting *Une École Pour Tous* with a book for our library. Whenever this book is read, the inscription in the front will also be read as an acknowledgement.
- 20.3 Be on the lookout! Your child will receive a nice surprise in your email inbox! Une École Pour Tous will send an electronic birthday card.
- 20.4 Home birthday parties must be kept separate from the school to avoid hurt feelings for those children excluded. Please do not ask the staff to distribute invitations.