

We wish to welcome you and your family  
to Lindsay Centre for Preschool  
Enrichment, commonly known as  
Lindsay Montessori Preschool.

Our Parent's Manual will provide you with information that relates to our program and its policies. If you have any additional questions, please speak with one of our staff.

We are looking forward to a wonderful school year filled with laughter, curiosity, growth, and discovery.

Sincerely,

The Montessori Staff

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## **PHILOSOPHY STATEMENT**

Every child is a strong and unique individual capable of learning through his/her own curiosity and experiences.

In a loving, calm, and safe atmosphere, we support the children in their own discovery and facilitate their growth on an individual basis in all areas of development.

We believe that it is our role, as Early Childhood Educators, to offer a stimulating environment that provides children with an opportunity to express their creativity, curiosity, and adventurous nature. It is also our role to facilitate and assist each child in a way that encourages self-esteem, independence, and a love for learning. As educators, we must also value a love of learning, as we continue to grow both with the children and as individuals.

In order to help children reach their full potential, we have adapted many Montessori materials and methods, into our own contemporary approach.

## **MISSION STATEMENT**

The goal of our Montessori Program is for each child to reach fully his or her own unique potential by allowing and encouraging the child to develop independence, self discipline, concentration, motivation and sensitivity to the environment.

*“The secret of good teaching is to regard the child’s intelligence as a fertile field in which seeds may be sown to grow under the beat of flaming imagination.*

*Our aim therefore is not merely to make the child understand, and still less to force him to memorize, but so to touch his imagination as to enthuse him to his inner most core.”*

**Maria Montessori,  
1948**

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## **MARIA MONTESSORI AND HER PHILOSOPHY**

**Maria Montessori was an Italian physician, educator, and the first woman to receive a medical degree in Italy.**

**In the early 1900’s, she developed her unique approach to education:**

**Early training in an environment geared towards the child’s individual interests and needs.**

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**The Montessori Method is a science of observing young children in an effort to satisfy their minds when they are most sensitive and absorbent.**

**The teaching materials are designed to lead the child subconsciously from the simple to the complex, and from concrete perception to abstract conception. They are self-correcting, allowing the child to manipulate and discover the correct solution without the aide of an adult.**

**In a Montessori Classroom, the teacher is the facilitator, observer, and maintainer of the environment. The teacher carefully prepares the environment by including stimulating objects, demonstrating new activities**

**that are appropriate and interesting to each individual child and encouraging the child to explore each experience.**

## **OUR PRESCHOOL PROGRAM**

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PLAYING AND LEARNING ARE ONE-IN-THE-SAME AND EQUALLY IMPORTANT.

The learning acquired in the classroom is reinforced by the learning acquired during free play; and vice versa.

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Our preschool program has both a Montessori Classroom and a Playroom (gym). We encourage students to take what they have discovered in one area and apply it in the other. In doing so, the social, emotional, academic and physical aspects of learning come together to benefit the whole child. Children choose their own activities while encouraged to participate in all aspects of our program.

In the **Montessori Classroom** we encourage hands-on investigations in five subject areas:

- Practical Life Skills
- Sensorial Development
- Language
- Mathematics

The **Playroom** provides ample space for children to learn through valuable open-ended play.

New materials are provided to encourage and build upon children's interests, creative ideas

We continue our play-based approach to learning **outdoors**, where children are encouraged to explore and investigate their surroundings.

*Please check the Weather Network to determine if we will be outside. In the winter, we will be playing inside if the temperature is below -10° C with the wind chill.*



## **AGE & OTHER REQUIREMENTS**

We offer our program to children between the ages of 2 ½ and 6 years of age. Our Full Day Program is offered to school age children who are between the ages of 4 and 5 on December 31<sup>st</sup> of that school year.

All children must be toilet trained, with the exception of children who are not able to because of medical reasons. In considering a child's emotional needs when starting preschool, we will allow a 30 day grace period.

## **DATES AND SCHEDULE OF OPERATION**

Our preschool program operates Monday through Friday from September to June. We typically start the week after Labour Day in September, and end the second last week in June.

Morning	Partial Day	Full Day	Afternoon
Drop off:			
8:30–9:00 am	8:30–9:00 am	8:30 – 9:00am	1:00 pm
Pick Up:			
11:30 am	2:00 pm	3:30 pm	3:30 pm

Although the program ends at 11:30 a.m., 2:00 p.m. and 3:30 p.m., we do allow a *grace* period of 15 minutes. After the grace period, a \$10.00 late fee will be charged, in addition to a fee of \$1.00 per minute until arrival of the parent or caregiver.

## **Holidays**

We are closed for the following holidays: Thanksgiving Day, two weeks at Christmas, Family Day, one week at March break, Good Friday, Easter Monday and Victoria Day.

We also close for up to six Professional Activity days spaced throughout the school year. We use these important dates to partake in professional development activities, conduct Parent / Teacher Interviews, host Registration Day, etc.

## **CANCELLATION OF SCHOOL**

Any necessary closing of our school due to weather will be broadcast on radio station Y92 – 91.9 FM on the morning in question. Staff will try to contact parents by phone the morning of the cancellation.

## **ORIENTATION**

We welcome you and your family to visit our school for orientation on Registration Day, or during a scheduled visit before your child's first day of school.

## **YOUR CHILD'S FIRST DAY OF SCHOOL**

To ensure that your child receives special attention on his or her memorable first day, we stagger start dates throughout the first two weeks of the term.

## **ARRIVAL AND DEPARTURE**

For your child's safety, always accompany him or her into the school and make sure a teacher is aware of your child's arrival before leaving.

When your child leaves the school, a teacher will shake his/her hand and say good-bye. Please drive slowly when entering the parking area, watching carefully for children. Please be respectful of any restricted parking spots at the school.

## **Authorization of Pick-Up**

No child will be released from the school to anyone other than his/her parents unless authorization is given, *in writing*, in advance. In the case of a car pool, please state your arrangements in writing at the beginning of the school term. It is also important to make your child and staff aware beforehand of who will be picking him/her up. A book is located in the hallway to indicate if someone who does not typically pick your child up will be on that day. If the staff is not familiar with this person, they will ask for photo identification. This person's name must also be written on the consent to release form.

If a child is to be picked up by a Taxi, notification must be given to the staff in advance. It is the parent's responsibility to ensure that car seats are provided, otherwise children will not be permitted to leave with the Taxi and a parent or emergency contact will be contacted to pick the child up. Photo identification will be required to prove employment with the Taxi Company

## ENROLLMENT AND TUITION POLICIES

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### REGISTRATION

Registration begins returning students in after Parent / Teacher Interviews in January. New children will enroll at Registration day in the spring. Children may be enrolled throughout the year, provided space can be accommodated. Upon registering, you will be asked to complete administration forms and provide us with your child's up-to-date immunization record. In order to reserve your child's space, we ask for a deposit of your first month tuition instalment.

### Registration Refund Policy

If you wish to withdraw your child from the program prior to their first day of school, provide written notice as soon as possible. Your deposit may be refunded as follows:

Registration – June 30<sup>th</sup> :

a refund less an administration fee of

### FEES

Annual tuition rates are approved by the Board of Directors on an annual basis for the school year from September to June. We charge an annual tuition that can be paid in full, or in 10 equal monthly installments by submitting post-dated cheques for the first of each month. Please address cheques to "Lindsay Montessori Preschool".

**Fee subsidies are available;** please speak with the Supervisor upon registration for more details.

A \$25.00 charge will apply to any NSF cheque.

Tax receipts will be issued once a year in January.

As a non-profit organization, we are financially dependent on a full enrollment and full tuition, so we are unable to offer any refunds for absences of any kind.

### NUTRITION

#### Snacks

Our snack time is a relaxed, social period when the children take pride in

getting their own snack. Each child is assigned one day of the week to bring a snack, so several children supply snacks each day for the group. A few nutritious suggestions are crackers and cheese, a few fruits or vegetable sticks. We avoid “sugary” snacks and we prefer to avoid juices, as there is water available at all times.

**\* Due to allergies and for the safety of some of our children, any food items brought to the school *must not contain any peanuts, peanut oil, any type of nut or nut oil, or any nut bi-products*. Also, to avoid the risk of cross-contamination, all food will be prepared at the school. Therefore, please bring snack items sealed in their original packaging, and kept whole. Thank you for your support!**

## **Lunches**

For children attending our **Partial & Full Day Programs**, a hot lunch will be provided by the school, the cost of which is included in your tuition. A menu is created to accommodate the requirements of Canada’s Food Guide. This menu will be posted in the hallway, and a copy will be provided to you to take home as well.

## **BIRTHDAYS**

We celebrate your child’s birthday with songs and a special birthday badge. If you wish to send a treat, we encourage you to be practical as to nutritional value and serving simplicity.

## **CLOTHING AND PROCESSIONS**

Please dress your child appropriately for school activities (playing, painting, and outdoor play) and for the weather. Layers work well to ensure that your child is comfortable throughout the day.

Sunscreen will be applied when there is a high UV rating. A form will be sent home to let us know if you will be sending your child with their own sunscreen, or if he/she will be using the sunscreen provided by the school for a small fee.

Please provide a **change of indoor shoes as well as a change of clothing** for your child to wear. We recommend velcro shoes to allow your child to transition from outside to inside independently. Extra clothes may be kept in the upper box above the child's own hook.

**Please label all indoor and outdoor clothing and footwear to help the teachers assist your child.**

Your child may bring in a comfort item from home. Please label these items; we are not responsible if they are lost or broken.

## **QUIET TIME**

During quiet time in our **Partial & Full Day Programs**, children participate in quiet individual activities on a cot. During this time, children are able to sleep, if they choose to; however, they are not required to do so. To help your child be comfortable, please

provide a blanket to keep at the school. The school provides a variety of activities; children are also welcome to bring quiet activities from home, if they wish. We ask that children do not bring in electronic toys.

## **PARENT INFORMATION**

We urge parents to become familiar with our early education program. In the fall, the teachers will host an Open House and Annual General Meeting. We welcome all families to attend.

Twice a year, we hold Parent-Teacher Interviews: one in January, another in June.

If you would like any additional information regarding our program or your child's curriculum, or if you have an issue of concern, please make an appointment **at any time** with either your child's teacher or the supervisor.

## **Parent Participation**

*Yes, we can use your help!* There are several ways in which parents can contribute to our school. Every parent is invited to become a member of the corporation that operates the school. The Board meets once a month during the school year. Child care is provided at these meetings.

You may wish to participate occasionally in our program by sharing a talent, craft or activity with the students. We welcome your ideas. The teachers occasionally post notices for supplies that you might contribute or for drivers and supervisors on field trips. Some parents who are available may be interested in becoming a volunteer teacher's assistant.

*Your interest and involvement in whatever capacity  
will always be appreciated.*

All volunteers must first register with the school, as per our licensing agreement with the Ministry of Education. A Volunteer Registration session will be held in the fall, or upon appointment. Volunteers will not

have unsupervised access to children at any time.

## **NEWSLETTERS**

The Montessori Newsletter is sent home with your child four times during the year to keep you informed about upcoming events.

**Please** read these carefully and mark your calendar!

## **FIELD TRIPS AND OFF SITE ACTIVITIES**

Each year, field trips are planned for the children to participate in. We value the educational opportunities that these fun trips can offer. Permission Forms will be sent home prior to any field trip, asking for your written consent. Often volunteers are needed on these trips. If you wish to volunteer, please attend our Volunteer Registration session offered in the fall.

### **Spontaneous Outings**

The children often express an interest in the nature surrounding them. In order to provide valuable learning experiences, the class may explore their surroundings outside of the playground area. Upon attending our program, we ask parents to give permission for their children to explore the nearby environment on these special occasions.

### **Off-Site Activities**

At the end of the school year, we invite all children and their families to celebrate with us at Memorial Park. This special day is filled with planned activities, a picnic and other fun events.

Throughout the year, additional off-site activities may be organized. Please read your newsletter and watch for letters to come home to parents to notify you of these events.

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## **GUIDING CHILDREN'S BEHAVIOR**

At our school, children's behavior is guided in a positive manner, appropriate to their actions and their ages, in order to promote self-discipline, to ensure health and safety, to respect the rights of others and to maintain equipment.

Individual situations are dealt with in a positive and supportive manner. Teachers use discussion to help the child become aware of the problem and all involved work together to arrive at a solution. Our goal is for the children to learn and grow from conflict situations.

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## **ILLNESS**

In consideration of others, all sick children should be kept at home until fully recovered and symptom free for 24 hours, or longer if recommended by the Health Unit.

Staff monitor the children's' well-being regularly, and will look for general signs and symptoms such as:

- Elevated temperature (over 38°C or 101°F), flushing, pallor or listlessness;
- A severe cold, which could include nasal discharge or coughing;
- Vomiting or diarrhea;
- Red or discharging eyes or ears;
- Undiagnosed skin rashes or infections; and/or
- Unusual irritability, fussiness and restlessness.

Should your child become ill at school and exhibit these symptoms, the staff will contact the parents, and send the child home where they can rest comfortably. If the parents cannot be

reached, we will contact the alternative name on the registration form to be used in case of emergency. Please keep your information up-to-date.

In the case of communicable diseases, we will report any cases at our school to the Health Unit, and follow their direction.

### **IMMUNIZATIONS AND RECORD OF ILLNESS**

Prior to admission, each child must be immunized as recommended by the local medical officer of health. Please notify the school of any additional vaccinations that your child receives while enrolled.

Due to Ministry regulations, we are also required to keep a record of your child's illnesses. As a result, we ask that you report all illnesses for these records.

### **SMOKING POLICY**

This is a non- smoking environment. Smoking is prohibited both inside the building and in the surrounding outside area.

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## *OUR CORPORATION*

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Our school was founded in September 1979, organized by a group of parents who wanted a Montessori preschool available for their children. The school was originally located at St. Paul's Anglican Church on Russell St. where it remained for 19 years. In 1998, the school moved to its present location at the Salvation Army Church on Eglinton Street. We are a non-profit organization and continue to be operated by a volunteer group of parents.

Our membership is made up of parents who express an interest in becoming a member of the corporation. Each year the Board elects a minimum of five directors to manage the affairs of the school. These directors consist of: President, Vice-president, Secretary / Treasurer, Fundraising Chair, and Members at Large. Volunteers are needed for assisting subcommittees; even if you can only give a small amount of time.

*Fundraising:* Because we are a non-profit organization with charitable status, we depend on fundraising and donations in order to buy new equipment and improve the school.  
*Social:* The social committee helps organize various social events throughout the year. *We encourage all interested parents to support our school by joining the membership!*



**Lindsay Centre for Preschool Enrichment**

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