



*Odyssey Montessori School*  
A JOYFUL JOURNEY OF DEVELOPMENT

# **PARENT**

## **HANDBOOK**

**Odyssey Montessori School**

V.7

Welcome to Odyssey Montessori School! This handbook will serve as your guide to our school policies and procedures. Please review it and become familiar with its contents. We appreciate your cooperation in abiding by the policies stated in this handbook.

### **School Hours & Programs**

The Montessori Program runs five days per week from September to June. A Summer Camp program is available as noted below.

Half day morning program	8:30 am - 11:30 am
Extended half day program	8:30 am - 1:15 pm
Full day program	8:30 am - 3:30 pm
Toddler Program	8:30 am – 3:45 pm

### **Before School Program**

8:00 am – 8:30 am- Advance registration is necessary.

### **After School Program**

3:30 pm to 5:45 pm- Advance registration is necessary.

### **The Toddler Program**

Children from 18 months to 2.5 years old attend the full day program five days a week.

### **The Casa Program ( 2 1/2 – 6 years old)**

**Three and four year old** children attend the half day or full day program five days a week. In their third year of the three year cycle children **turning five** attend a full day program. It is important that the children remain in their program for the three year cycle in order to complete and fully benefit from the **three year curriculum**. Children who do not turn three years old by December of their first year will graduate after a four year cycle.

## Summer Camp Program

Half Day Camp:	8:30 am – 11:30 am
Full Day Camp:	8:30 am - 4:00 pm
After Care:	4:00 pm – 5:00 pm

- Sorauren campus offers a licensed Summer Camp for the month of July.
- Christie Campus offers a licensed Summer Camp in July and two weeks in August  
(Summer Camp begins on the Monday after the last day of school.)

## School Closing Due to Inclement Weather

In the event of extreme weather conditions, it may be necessary to cancel school for the day or school may have to close early. The decision to cancel school will be made by 7:30 am and a message will be left on the school's answering machine. Parents are advised to listen to **680 NEWS** or watch **CP 24** for up-to-date information and announcements of school closures due to bad weather. If a decision is made *to close school early* all parents will be notified and a message will be left on the answering machine.

## Arrival and Dismissal

The morning session begins promptly at 8:30 am.

**Arriving at school by 8:30 am** gives the children enough time to change and start the program. Arriving late is disruptive to the class routine. In order to give the children a sense of independence, parents are asked to say a brief goodbye with an assurance that you will be back for pick up. Parents must drop off and pick up the children in the waiting area. Please remain outside the cubby area. During the warmer months we may dismiss the children from the

playground (with the exception of rainy days). Parents will be advised when this changes.

### **Dismissal times**

-Half day morning: **11:30am**

-Extended half day: **1:15pm**

-Full day: **3:30pm**

-Toddler full day: **3:45 pm**

At dismissal time parents are asked to wait in the waiting area at the front entrance. The teacher will call the child, shake the child's hand, say goodbye and dismiss the child to the parent. Please do not call out your child's name.

Your child will not be released to anyone other than the person(s) listed on the written Permission to Pick Up Forms. These forms are available at the office. **We will ask for photo identification.**

### **Clothing**

Children should wear manageable and practical clothing to school. To aid the child in his/her independence of going to the bathroom, we suggest clothing that the child is able to undo and fasten on his/her own. Avoid overalls, belts and shoes with laces.

Outdoor footwear should be easy for the child to put on and take off independently. All children must have a pair of soft soled indoor shoes that may be left at school for the year. The shoes should be labeled with the child's name.

All children require at least one change of clothing (seasonally appropriate) that has been labeled with the child's name. This consists of socks, underwear, season appropriate pants and shirt. These items are to be placed in a small bag provided by the school.

Children play outdoors throughout the school year and should be dressed appropriately for the weather. In summer children must have a hat and sunscreen at school. Please label all belongings.

Please **do not allow** your child to bring toys to school. If a child brings a toy to school it will be kept in the office.

### **Parent Participation**

At Odyssey Montessori School we believe that parents and teachers need to support each other, in the distinct and essential role that each has in providing experiences and opportunities from which the child can learn.

To fully support your child's education and to foster this relationship between child, family and school we will provide parents with opportunities for observations, parent education as well as participation in organized social gatherings.

**Parent Education Evenings** are planned throughout the year. These are wonderful opportunities to learn more about the developmental needs of the child as well as the Montessori philosophy. Questions will be answered and discussion is encouraged. Parents are welcome to **observe** in their child's casa. This can be arranged with the teacher throughout the school year.

**Parent- Teacher interviews** are held twice a year. Parents are always welcome to call the school with any questions or concerns they may have.

### **Parent - Teacher Communication**

Please do not hesitate to contact your child's teacher if you have any questions or concerns. You are always welcome to speak to the Principal if at any time your concerns have not been addressed appropriately. You may either

- leave a note with a brief message on your child's casa's notice board at the entrance of the school
- call and leave a message for the teacher to call you back
- email the teacher directly

### **Sharing talents & Parent Month**

The month of April is the month that we encourage parents and Grandparents to sign up to come to school to share their talents!

If a parent has a particular interest or talent- dancing, singing, playing an instrument, art, is a policeman-woman, nurse, dentist etc., please let us know and we can arrange for you to come and share this with all of us at school any time during the year.

### **Absences – Illness – Communicable Diseases**

#### **Absence**

Please notify the school if your child is to be absent from school. If the absence is due to illness, please be specific about the nature of the illness. This allows the school to track the incidences of illness in the school.

#### **Birthdays**

Children enjoy sharing a special snack with their friends on their birthday. You are welcome to send in a special birthday snack, such as muffins, cookies, fruit or vegetables.

**NO peanut butter or nut products . Odyssey Montessori School is a nut free environment.**

You may also bring photos of your child. (one photo, for each year - new born, one year old, two years old etc.) For further information please speak to the directress of the class. Please post birthday invitations on the Birthday Invitation Board at the entrance.

**Outings** We will inform parents regarding outings and will require a trip authorization form to be filled out for the child to participate. We may leave the school for occasional walks in the neighborhood.

### **Safety**

When a child receives minor injuries at school, an accident report is filled out and a copy is given to the parent to sign.

- if it is a head injury, the parent is always contacted, even if the injury is deemed a minor one
- if the school feels the injury is serious enough to have the child seen by a doctor, the parent is notified immediately
- if the injury requires emergency treatment, 911 is called and the parent is contacted immediately

**Approaches to discipline:** There are certain guidelines, outlined in the Behaviour Management Policies in CCEYA (Child Care Early Years Act) that are followed in dealing with problems that may arise in the classroom. The Prohibited Practices (No corporal punishment, no harsh or degrading measures, no locking exits or use of lockable rooms). It is the school policy to have **positive approaches** to misbehaviour.

### **Student Withdrawal**

Our school environment should always be a positive one for all our students. In situations where a student repeatedly rejects the guidelines of the school, is having difficulty adjusting to the environment or is disturbing the peace of other classmates, the parent may be asked to withdraw the child. We do our best to work with parents to find the best way to help the child through a difficult time however if this fails to be effective a written notice will be given. There are **no refunds or deductions in fees** for days the school is closed, holidays, sick days or mid month

withdrawal. Post dated cheques will be returned with the **exception** of the two month deposit.

### **Snack**

There will be a nutritious morning snack provided for the children.

There will also be a snack provided for children in the after school program.

### **Lunch**

**We provide a catered lunch for the children.** For more information about the catered lunch please call the office at 416- 535- 9402.

### **Illness**

The parents of the children who have a communicable disease or who display signs of fever, are vomiting, have diarrhea, severe cough, skin rash will be notified and asked pick up their child from the school. Children must be free of all symptoms for 24 hours before returning to school.

### **Administration of Medicine**

The staff at Odyssey Montessori School will only administer medication that has been prescribed by a physician.

#### **Non-prescribed medication**

Non-prescribed medication will be given to the child only if accompanied by a doctor's note. A Medicine Administration form must be filled out, specifying the amount of medication to be administered with a schedule that sets out the time of administration.

#### **Prescribed Medication**

If you require the administration of any medication prescribed by a doctor, a Medicine Administration form is

to be filled out and the medicine bottle is to be labeled with your child's name and dosage information.

All medication must be in its original container, clearly labeled with the child's name, name of medication, dosage and the instructions for storage and administration of medication. All medication is to be given to the Classroom Directress for proper storage away from children. It is the parent's responsibility to pick up the medication at the end of the day by asking the Classroom Directress to retrieve it from the storage container.

All parents **must** adhere to these policies and **must sign a Medical Authorization Form** before the staff will be allowed to administer any medication to a child.

Any staff member, student or volunteer bringing any medication into the school must lock the medication in the designated area.

It is the policy at Odyssey Montessori School that if a child has an **anaphylactic allergy** or is at risk of an anaphylactic allergy an individual plan and emergency procedure must be provided to the by the parent/physician that includes:

- A description of the child's allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic allergy
- Action to be taken by day nursery staff in the event the child has an anaphylactic reaction.
- Parent/ guardian consent that allows the school to administer the allergy medication in the event their child has an anaphylactic reaction.
- Emergency contact information

Staff must be provided with training from the parents or physician of the child on the procedures to be followed in the event of the child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis.

The school must be notified if the child outgrows an allergy, requires medication, different treatment or any changes to the individual plan are necessary or if there is a change in the emergency contact numbers.

### **Child Care Supervision for Volunteers and Students**

Effective September 6, 2011

It is a policy at Odyssey Montessori School that:

- direct unsupervised access is not permitted for persons who are not employees of Odyssey Montessori School
- placement student may not be counted in staffing ratio
- volunteers may not be counted in staffing ratios

### **Serious Occurrences Policy**

The new requirement, effective November 1, 2011 supports and is an addition to the Serious Occurrences reporting procedure requirements set out under The Day Nurseries Act and the Ministry of Education. It is the policy of Odyssey Montessori School that all Serious Occurrence will be posted for 10 business days.

**We welcome you to Odyssey Montessori School.**

**Sorauren Campus**

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**Christie Campus**

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