

Philosophy and Program Goals

Help me, to help myself
- Maria Montessori

At Radiant Way Montessori School, we create an environment that feels like a home away from home. It is intentionally a small preschool providing children with traditional Montessori education which continues Dr. Maria Montessori's life time work.

When children enter our environment for the first time they feel immediately comfortable. This is because our school is intended to feel like a school and a casa dei bambini, house for children, as outlined by Dr. Montessori in her writings. Our warm, intimate, nurturing environment makes it possible for your child to make a smooth transition from home to school in their early years, while still communicating the importance of learning. Every child has a right to a safe and healthy environment, to individual attention, to respect and love and to a stimulating and enjoyable learning experience. Based on this philosophy, we help our children to develop a sense of self respect and love of learning, which will endure for the rest of their lives.

We know that each child's development is unique in the way he or she grows, learns and matures. While all children advance through different stages physically, emotionally, socially and cognitively, how and when they develop in each area is an individual matter. While some children are ready to walk at eight or nine months of age, others may not be ready till fourteen or fifteen months. Each child has individual strengths and each is entitled to support and stimulation to foster his or her growth.

The program at Radiant Way Montessori School is a child centered rather than an adult directed program. The planning of the daily schedule is based on children's development and individual needs. We believe an effective program for your child requires joint cooperation between parents and staff. We also consider communication as one of the most important aspects of our relationship.

Radiant Way Montessori School is dedicated to quality education. Our Montessori program encourages children to learn at their own pace, regardless of age. Lessons are given individually, and circle times are in groups. In this way children learn to take turns, listen to others and share. All this is done under the guidance of qualified and accredited teachers.

Program Statement Radiant Way Montessori School

Radiant Way Montessori School offers a quality private Montessori education based on the principles of Dr. Maria Montessori's philosophy which is closely tied into the four foundations of learning outlined in the document How Does Learning Happen: Ontario's Pedagogy for the Early Years. It reflects a view of children as being competent, capable, curious and rich in potential. Radiant Way Montessori School's mission is to provide an authentic Montessori education in a prepared environment, which fosters a child's natural curiosity, love of learning, confidence and emotional wellbeing. The carefully planned, self-motivating environment and

highly trained teachers helps each child develop naturally at his or her own pace. The Radiant Way Montessori School environment promotes a child's discovery, growth & development and is dedicated to the development of the whole child: academically, emotionally and socially.

BELONGING:

Our goal is to plan for and create positive learning environments and experiences in which each child's learning and development will be supported. We ensure that each child and their family are greeted every morning with a smile and a handshake. At the start of every school year in order to build healthy relationships with our families we shall put together a family tree or a quilt of belonging as suggested in the document, How Does Learning Happen. Families play a large role in our community. To promote a sense of belonging we hold an annual BBQ, celebrations for Mother's Day and Father's Day, and invite parents out to special days such as birthdays and as special visitors.

Our goal is to involve local community partners and allow those partners to support the children, their families and staff. Throughout the year the children participate in various charity events such as the Terry Fox Run, and food drives/collections for Women and Children's shelters. Community workers are invited to come to school to speak to the children. We regularly share print material and online resources to both parents and staff to educate and offer support.

Our goal is to support staff and provide ongoing professional learning. Staff is encouraged to attend various workshops and seminars from the Ministry of Education, CCMA, and Health department. PA days are scheduled throughout the year to give staff the opportunity to attend these workshops. Regular staff meetings provide ample opportunity for open discussions for children and their development. Staff self-evaluations are issued for open discussion and for self-improvement.

WELL BEING:

Our goal is to promote the health, safety, nutrition and wellbeing of the children in our care. We strive to connect the child to his environment and encourage being aware of his body and his needs. We offer a well-balanced catered hot lunch. We ensure that food served follows Canada's Food Guide and help children understand the importance of making healthy choices. Teachers eat with the children, role modelling healthy eating and offering the children a home like environment. Lunch is served in porcelain bowls with stainless-steel cutlery. We offer an open snack table where children are encouraged to enjoy a healthy snack whenever they feel the need to.

Our goal is to offer indoor and outdoor play mornings as well as afternoons. We also incorporate a rest/quiet time on rest mats/cots after lunch. We have a peace table in our classroom, where a child can go and sit quietly if he or she needs some alone time. We also offer opportunities like nature walks, as well as gardening and sports days. Every care is taken to ensure that our

program provides growth and development for the brain as well as the body. We offer a weekly Yoga session for both Toddlers and Preschoolers to promote healthy living.

ENGAGEMENT:

Our goal is to foster the children's exploration, play and inquiry. Our classrooms have Montessori trained teacher guides that ensure the children have freedom of movement in a well prepared self-motivating environment, rich in materials that encourage independence, open ended learning and growth. By offering a minimum two-hour work cycle the children have plenty of time of exploration and reflection.

Our goal is to provide child initiated and adult supported experiences. Our Montessori materials and trained teachers ensure that children have plenty of opportunities to ask questions and make observations to foster their curiosity. The teachers are trained observers which allow them the opportunity to provide the child with additional material to satisfy their curiosity.

Our goal is to foster engagement of an ongoing communication with the parents about the program and their children. Our open-door policy allows parents to schedule observations and to participate in school events. We regularly plan information nights and curriculum workshops for parents. Regular updates are sent via email and notices are posted on our parent board. We also hold annual BBQs, concerts and special events.

EXPRESSION:

Our goal is to create and support positive and responsive interactions among children, parents and staff. We encourage children to express themselves freely and offer plenty of opportunities for role play in order to provide children with the necessary vocabulary. Through grace and courtesy activities, the children in our environment foster respect for one self, each other and the world around them. We also have an open-door policy and encourage parents to come and observe their child's classroom and to speak to the teachers in person, phone or email. Our staff is encouraged to have open dialogue with parents and both the Supervisor and Principal are always readily available. Our goal is to encourage children to interact and communicate in a positive way and support their ability to self-regulate. We feel that respect for one self, each other, and the environment is very important. The children are taught about differentiating between good and poor choices, to acknowledge their own feelings and feelings of others and about necessary social skills. Through books and lessons and role playing the children are given opportunities to develop social skills and to put them into practice.

The impact of the strategies set out in our Mission Statement above on the children and their families will be reviewed by staff and volunteers twice a year.

What is Montessori?

Our aim is not merely to make children understand, and still less to force them to memorize, but so to touch their imaginations as to enthuse them to their innermost core.

- Maria Montessori

Dr. Montessori (1870-1952) was first an Italian physician-educator. In the early part of the 20th century, Maria Montessori began her work with the underprivileged children of Rome. Through extensive scientific observations and insight, she developed an approach to child education that revolutionized educational thought. Her method placed emphasis on the potential of the child and preparation for life.

Maria Montessori believed that children are born with a natural curiosity and desire to learn about the world around them. She believed in the period of the “Absorbent mind” i.e. from birth to 6 years of age, where a child has miraculous powers to absorb effortlessly anything from their environment. Our role as adults is to provide them with tools and environment to let them explore and learn.

The Montessori classroom is a carefully prepared environment that allows children to interact with the materials to maximize independent learning. The Montessori materials respond to the child’s natural curiosity and desire to learn. Working with the Montessori materials, the children are able to associate an abstract concept with concrete sensorial experience. This enables the Montessori child to truly learn, and not memorize. Young children need to touch, feel, see, hear and move through their world to gain understanding and experience. The Montessori experience allows them to do this and is designed for children to learn at their own pace.

The Goals of Montessori Education

- To nurture a positive attitude towards learning
- To develop self confidence
- To develop concentration
- To foster natural curiosity
- To develop initiative and persistence
- To foster inner security and sense of order
- To develop sensory - motor skills
- To encourage creative thinking

Through her many years in working with children in her Casa Dei Bambini (Children’s house), Dr. Montessori developed numerous exciting activities for young children. She organized these exercises into five avenues: Practical life, Sensorial, Language, Mathematics and Culture.

Practical life: The practical life activities enable the Montessori child to improve and refine his fine motor skills. They satisfy his desire for independence and self help. Care of person, care of environment, development of social relationships and grace and courtesy are all part of practical life activities.

Sensorial: Exercises assist the child to develop, broaden and refine his/her sense of perception through colour, shape, size, form, sound, touch, taste and smell. The clear and simple construction of the sensorial materials appeals to the child.

Mathematics: The Montessori materials in the Mathematics area allow the child to experience mathematical concepts concretely. The materials help the child to make the transition from concrete to abstract with ease.

Language: In Montessori we follow the phonetic approach. Reading and writing skills are developed through sounds of which speech is made. “I Spy” games, sand paper letters, puppet shows, stories, talking stick, and logical puzzles are all used to make the child interested in language and broaden his vocabulary.

Culture: The culture activities encompass history, botany, zoology and physical science. Materials such as puzzle maps, leaf cabinets, and animal classification puzzles enable the child to explore, classify and understand our wondrous world.

Languages: The Casa children will be exposed to French, Mandarin and/or Cantonese. The emphasis of the Casa language programs is to make the study of languages interesting and enjoyable. This is achieved through songs, games, and pictures that expand the child’s vocabulary and encourage conversation.

Yoga: Children are introduced to Yoga in a fun, playful and engaging way through stories and music.

Music and Movement: Music is introduced through the Montessori Bells as well as through identifying different instruments and learning to make music with rhythm stick, bells, shakers etc. Movement activities include dance, play acting, movement games etc.

Art: Children explore various art mediums such as clay, paint, pastels etc. while creating individual and group projects. Famous authors are also studied.

Taekwondo/Mandarin/Teddy Toddler Gym: Aftercare programs for Casa and/or Precasa children are optional and are offered at an additional cost, if there is sufficient demand.

The Three-Year Cycle

The Montessori Casa program for children 3-6 is designed on a three-year cycle. Parents are strongly advised to allow their child to participate in the entire three-year program. This allows your child to work in all areas of the curriculum and gain full advantage of his or her time in the Montessori learning environment. It is not until the third year of the program that children begin to synthesize and apply all the knowledge from the previous two years.

The most sensitive, most delicate of instruments: the mind of the little child.
- Maria Montessori

Discipline Philosophy and Behaviour Management

Our aim is to discipline for activity, for work, for good; not for immobility, not for passivity, not for obedience.

- Maria Montessori

Behaviour Management

At Radiant Way Montessori School we respect the dignity and worth of every human being in the school. The philosophy of the school is based on love and respect. We believe that an adult must be a role model of behaviour they wish to elicit from the children. We want children to develop a positive self-image, and respect for themselves, others and the environment. We believe that by treating children with fairness and respect they will learn to react in the same manner.

Prohibited Practices

In accordance with the Child Care and Early Years Act as set out by the Ministry of Education Radiant Way Montessori School will not engage in nor shall we permit our staff, students, volunteers to engage in any of the following:

- (a) corporal punishment of the child;
- (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her 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.

The performance of a prohibited practice, as specified above, will justify immediate for-cause termination of employment in the case of a teacher, or immediate cessation of a volunteer or student privileges.

Staff members will sign off on this understanding during the hiring process.

Preferred Discipline Techniques Include:

- Redirection - substituting another material or suggesting another activity.
- Modifying environment to meet the child's needs.
- Explaining consistent, clear rules to the child.
- Maintaining realistic developmentally appropriate expectations of child's interest, skills and behaviours.
- Phrasing things positively rather than negatively. That is, say "please walk" rather than "don't run".
- Acting as role model for appropriate and acceptable actions.
- Offering a breather, inviting a child to sit apart from the classroom, either with a teacher or alone.

Behavioural Concerns

When a child's behaviour becomes a concern, the following action will be taken.

- Teachers will observe the child to recognize patterns or changes in behaviour that may be cause for concerns endanger the safety of the other children, display persistence resistance to authority or non-response to efforts to modify his behaviour.
- Teachers will notify the Supervisor.
- Parents are notified of any behaviour concerns and a meeting is arranged between the parents, Principal, Supervisor, and Teachers to consult on next steps

Actions and next steps may include:

- Hiring extra classroom staff (at parent's expense)
- Requesting that the parents contact the service of an independent professional
- Requesting parents to find alternative schooling that is better suited to the child

Staff

Our staff are trained and certified as Early Childhood Educators and/or MACTE certified Montessori trained teachers or Early Childhood Assistants. They maintain valid standard first aid and CPR and whenever possible food safe handling certification. Many of our staff have worked in the child care field for many years and come with a great deal of experience and knowledge. Staff continuously upgrade their education through workshops, conferences, and independent study.

Anahita Faroogh

Ms. Anahita is the Supervisor and Principal and is a MACTE accredited Montessori Directress who graduated from the Canadian Montessori Teachers' Education Institute in 2003. She is also a certified Children's Yoga instructor.

With a keen love and respect for children, Ms. Anahita started her Montessori teaching career with a belief that early childhood education is a critical stage of development in a child's life. She strongly believes that the development of personal dignity and ability in each child, no matter how young, is one of the most valuable and permanent benefits of a Montessori education. This is the gift she strives to give to each one of her Montessori children.

Ms. Anahita has been teaching the Montessori method to children since 2003. Eager to pass on the Montessori torch to new teachers-in-training, Ms. Anahita is also a Master Teacher Trainer with the Canadian Montessori Teachers' Education Institute since 2010.

Ms. Anahita also owns two other Montessori schools in Markham by the names of **Montessori North School** and **Ovida Montessori School (opening soon)**.

Naomi Faroogh

Ms. Naomi is a CASA Directress and follows in her mother's footsteps at Radiant Way Montessori. She is a Registered Early Childhood Educator who enjoys working with children of all ages. She is a MACTE accredited Montessori Directress who graduated from the Canadian Montessori Teachers' Education Institute in 2012. She also graduated with a degree of Bachelor of Applied Sciences in Early Childhood from the University of Guelph in 2016. Ms. Naomi has a passion to see each unique child reach their full potential using the holistic approach of the Montessori philosophy.

Programs Offered at Radiant Way Montessori School

- > **Toddler/Pre-Casa Program (18 months to 3 years) Ratio 1:5**
Our Toddler/Pre-Casa program is a special place for our young children where they enjoy a blend of Montessori material and early childhood toys. This is a stimulating nurturing environment for play and learning. Music, dancing, painting, crafts, and storytelling are all a part of the program.
- > **Casa Program (3 years to 6 years) Ratio 1:8**
Our casa program is based on the Montessori philosophy of learning with all the five avenues of Montessori i.e. practical life, sensorial, language, mathematics and cultural subjects blended with yoga, dance, drama, music and movement, languages and arts and crafts activities.
- > **Before & After School Extended Care (Optional and at additional cost)**
- > **March Break & Summer Camp (Optional and at additional cost)**

ADMINISTRATIVE POLICIES

School Hours

Regular attendance is important for your child's understanding and appreciation of the Montessori method. Our regular full day hours are from 8:30 am to 3:15 pm. Please refer to our fee schedule.

Extended Hours

Our building opens from 7:30 a.m. and closes promptly at 6:00 pm. Fees paid for extended hours shall be added to your income tax receipt.

Arrivals and Departures

All arrival and departures should be punctual. Late arrivals disturb the continuity of a class already in progress. It is important for young children to maintain a routine and the school day is carefully planned to take advantage of their natural rhythms. Your cooperation in ensuring your child's punctuality every day is important and appreciated.

Upon arrival, you must accompany your child to his or her classroom and take the child to the teacher in charge who will record the attendance promptly. If the children are in the playground, please come there. When picking up your child, you must let a staff member know that you are leaving, by making voice or eye contact. We teach and encourage the Montessori child to shake hands and say 'good morning' or 'good bye' to the teacher when arriving at or departing from the school.

School Fees

All fees are listed on the Radiant Way Montessori School fee schedule.

Registration & Tuition Fees

There is an admission fee of \$200. We require 9 post-dated cheques made to Radiant Way Montessori School dated the first of each month. The last month fees are paid in advance, dated the day of registration and are Non-refundable. Please write the name of your child clearly on the cheques. This will guarantee your child's admission at Radiant Way Montessori School.

NSF cheques

An administration and re-processing fee of \$50 will be charged for every cheque returned by the financial institution. Radiant Way Montessori School will have the option to refuse any future cheques and request payment by cash, certified cheque or money order.

Late Fees

Except in severe emergency cases, if you are late in picking up your child, late fees will be charged. The fee is \$1 for every minute. Remember after a long day at school we would all like to get back home for some rest!

Withdrawals

A minimum of 2 month written notice is requested should you decide to withdraw your child from the program. The last month deposit is **NON-REFUNDABLE** as well as **NON-ADJUSTABLE**. The remainder of the cheques will be returned to you.

Dismissals

Radiant Way Montessori School reserves the right to dismiss a child (in our sole discretion) for unsatisfactory or inappropriate behaviour, if we do not have adequate expertise or resources for the child's educational, medical or other needs, for violations of our policies, for failure to abide by our tuition agreement or if any reason we determine it to be in the best interest of the school.

Waitlist

Radiant Way Montessori School does not maintain a waitlist.

Health Records and Student Information

Student information and health records are kept in the student's file. Emergency information forms are maintained in the school for emergency purposes. It is the responsibility of the parents and/or legal guardians to notify the school of any changes to their personal information.

GENERAL SCHOOL INFORMATION

Your Child's First Day Experience at Radiant Way Montessori School

The beginning of a new school year is a very exciting time for you and your child. Being away from each other, maybe for the first time, meeting new people, buying new clothes and starting a new routine, can be exciting for some and a cause of anxiety for others.

A day or so before your child's first day at school, talk about going to school without elaborating on the activities your child may or may not be doing. This is so your child does not develop inaccurate expectations.

We ask that you bring your child to the classroom door, introduce yourself and your child, to the teacher greeting you and leave. If you feel hesitant or anxious about leaving, please be assured that our total aim is to make your child feel welcome, happy and self-confident in the Montessori environment. The less anxiety you express to your child the better. The teachers are trained and well experienced with attending to the care and needs of new children.

Things to Bring on/before the First Day of School

Toddlers Checklist

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS!

Milk Bottle (if needed for naptime). [We serve homogenized milk. If your child drinks another kind of milk please send your child's special milk in his bottle with special instructions on how to serve it for your child]. We encourage the children to drink milk from a glass at lunch time.

Pacifier (if needed for naptime). **Special Stuff Toy** (if needed for naptime).

Small blanket for naptime

Water Bottle (All toddlers need a water bottle for school. Please buy one that your child is independently able to use. Sippy cups for younger toddlers are perfect. Please make sure the water bottle does not drip or leak.)

Diapers / Pull-ups. (Pull-ups must be able to open and close from the side). Please send a whole pack of diapers/pull-ups for the month.

Wet-Wipes & Diaper Cream (Please send wet wipes in a proper **WETWIPES PLASTIC CONTAINER** so that they do not dry out).

Closed Indoor Shoes (Soft Velcro Shoes Work Best! **NO LACES ALLOWED. NO CROCS PLEASE. NO SQUEKY/LIGHT-UP SHOES PLEASE.**)

Closed Outdoor Shoes (Running Velcro shoes are best for outdoors. **NO LACES ALLOWED. NO CROCS PLEASE. NO SQUEKY/LIGHT-UP SHOES PLEASE.**)

Please send weather appropriate shoes like Rain boots/Winter boots on wet days in Fall.

1 Extra Sweater that stays on your child's hook for school.

Extra Clothes which goes in your child's bag provided by the school. (3 T-shirts, 2 Pants, 3 underwear (if potty trained/training), 5 sets of socks). Please do not dress your child in clothes which have Cartoon/Disney/Pixar characters. Thank you!

1 Kleenex box please

Casa Checklist

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS!

Extra Clothes which goes in your child's bag provided by the school. (2 T-shirts, 2 Pants, 2 underwear, 2 sets of socks). Please do not dress your child in clothes which have Cartoon/Disney/Pixar characters. Thank you!

Blanket for naptime

Closed Indoor Shoes (Soft Velcro Shoes Work Best! NO LACES PLEASE.)

Closed Outdoor Shoes (Running Velcro shoes are best for outdoors. Please send weather appropriate shoes like Rain boots/Winter boots on wet days in Fall.

1 Kleenex box please

Illness

Communicable Diseases

If your child has contracted a communicable disease and you are unsure of the proper procedure, please call York Region Health Department Contact at 1-800-361-5653. The school requires a written note from a doctor stating that the child is no longer contagious before the child will be admitted back to the class.

If your child is too ill to attend school, please phone to inform the school on the day of absence or send an email. Please leave a message on the answering machine if we are not able to take your call.

Radiant Way Montessori School will not allow any child to attend classes who exhibit the following:

- Fever within the last 24 hours
- Severe or phlegm-producing cough
- Thick colored nasal discharge
- Sore throat with fever and swollen glands
- Within 24 hours of beginning antibiotic treatment
- Three or more watery stools in 24 hours
- Vomiting two or more times in 24 hours
- Body rash, especially with a fever
- Thick mucus or pus draining from the eye
- Head lice
- HFM – Hand Foot Mouth Disease

When in doubt, look objectively at your child who isn't feeling up to par and ask yourself, if the situation was reversed and another child was ill, ask yourself, "would I like my child to catch this?" Then make the decision whether or not you should bring your child to school.

Absences

We ask that parents telephone the school before classes begin to inform the school of your child's absence or late arrival. As a convenience, parents may leave a message on our answering machine either in the evening or early morning or send an email to radiantway@rogers.com.

Please also note that the enrolment of your child is for the whole academic year. There is no reduction or refund of school fees or extended hours during your child's absence from school due to illness, vacation or any other reason. Our fees for the year are calculated keeping in mind all the holidays and then divided into 10 equal payments.

Administration of Medication

Although ill children are directed to stay at home, children whose illness is not infectious may return to school when they are feeling well. Some children require routine medication/treatment over a period of time. At Radiant Way Montessori School we will administer **prescription** medicine ONLY, provided it can be done safely. Non-prescription medication will only be administered if accompanied with a doctor's note with the child's name, name of medication and dosage. Parents are required to complete an authorization form for the administration of medication and must include the name of the child, name of the medication, dosage, signs and symptoms, and a schedule of when to administer. Forms are available from your child's teacher. All medication should be hand delivered to your child's teacher in the original container along with the device for accurate dispensing.

Illness/Injury While at School

Should a child become ill while at school, we will first contact the parents at home or at work. If no one can be reached, the child will be made as comfortable as possible at school. Please use your discretion when sending a sick child to school. The school cannot accommodate sick children to stay indoors during daily outdoor recess. They will be required to go outdoors.

When minor accidents occur at school, such as a scrape or a nose bleed, first aid will be administered. Should a serious injury occur, the parent will be contacted and informed of the need for emergency medical attention. If we are not able to contact the parent in the case of a real emergency requiring medical attention, we will call for the ambulance service and send the injured child to the hospital.

Incident reports will be filled out and parents will be notified. A copy of the report will be given to parents.

Serious Medical Conditions including Allergies/Anaphylaxis

It is important that we are aware of all serious medical conditions including allergies, so we can plan how to keep your child safe.

We are required to develop and maintain an Individual Emergency Plan outlining steps to avoid and/or treat each child with a medical need. The plan needs to be filled in by a parent and may need to be signed by your family doctor. Please make sure you let us know ASAP if your child has a medical condition which requires special knowledge or treatment. Some examples of this might be an anaphylactic allergy, asthma or a history of febrile seizures. If your child suffers from anaphylactic allergy, we require **two Epipens**. If your child suffers from asthma we require **Ventolin**.

Emergency Closures

Please call the school regarding school closures in case of extreme snow storms. Our policy is to remain open if possible. In cases of unavoidable closures due to weather, power failure etc., an email will be sent out immediately and parents will be called to inform them of the situation and to pick up their children.

Evacuation Shelter

If the school has to be evacuated for any reason, the children will be taken to the evacuation shelter at **ANYTIME FITNESS 9580 MCCOWAN RD**. Parents will be notified via email, text, and/or phone call to pick up their children immediately.

Emergency Management Procedure

Emergency procedures are in place for:

- Lockdown
- Hold & Secure
- Bomb Threat
- Disaster Requiring Evacuation
- Disaster External Environmental Threat
- Natural Disaster – Earthquake, Tornado
- Snow & Ice Storms

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: **PARKING LOT DIRECTLY ACROSS SCHOOL PLAYGROUND**

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: **ANY TIME FITNESS 9580 MCCOWAN RD**

Leaving the School Property

Once students have arrived at school, they are not allowed to leave the property without permission. Any unknown or unauthorized persons appearing at the school requesting to take a student out of the school will not be permitted to do so without advanced consent (verbal or written) of the parent or the legal guardian. Please advise the adult picking up your child that they will be required to present a picture ID for verification. If our staff has any doubt, it is our policy to NOT release your child.

School Holidays

The Radiant Way Montessori School calendar shall be given to parents on admission of their child. We shall be closed for Winter break, March break and PA days according to the calendar. The monthly fees are calculated taking into account all holidays.

Summer Camp

A fun filled summer camp for the months of July and August will be available to Radiant Way Montessori School children.

Clothing

Children's clothing should be practical and comfortable. To encourage independence, please send your children to school in clothes they can manage themselves. We are trying to raise self-reliant children. Younger children should wear simple elastic waist pants. Overall, belts and pants with difficult fasteners merely frustrate the children when they have to go to the washroom and often cause unnecessary accidents. When buying footwear for your child please purchase a style which enables him/her to manage independently. PLEASE AVOID shoes with laces.

We do not have a uniform, however we request parents to avoid sending your child to school with any Disney/Pixar/Superhero character clothing. This clothing is distracting to the children as it causes children to focus on their clothing rather than their activity. We also encourage children to be grounded in reality rather than the fantasy world of princesses and superheroes.

The children are required to have a full set of extra clothing (underwear, socks, track pants and T-shirt) at school in case of spills, accidents and weather. Please label your child's clothes. They will be kept in a bag at school. Parents are able to monitor the contents of the bag whenever they wish. If clothes are sent home soiled, please send a new set of clothing the next day.

Winter Attire and Policy

Children will be going outside daily. They need to be dressed warmly for cold weather. Please dress your child in layered clothing. Warm jackets, snow pants, neck warmers, hats, and mittens are all part of appropriate winter attire.

Children will stay indoors when the temperature is below -10 degrees Celsius with wind-chill included. Outdoor play time will also depend on our playground condition. At times, our playground may be too icy or wet. If the Supervisor deems it unsafe to go outdoors the children will remain indoors. The children's safety and well-being are of utmost importance to us.

Indoor Shoes

All children must have a pair of indoor shoes that stay at school. These must be non-skid running shoes or slip on shoes. NO open toe sandals or laces, please.

Toys and Personal Belongings

Please do not send your child to school with toys or items that may be distracting, both for your child or others. While toys may provide temporary security for your child, they often become ways of holding back the child from doing valuable activities at school. Toys can also become objects of competition or conflict among children. Additionally, your child's valuable possession may be broken or lost. If a toy is brought to the classroom, the teacher will put it aside and send it back with the parent/guardian.

Food – Hot Lunch Program

In keeping with the Montessori goals of giving only the best in education and experience we believe that only the best in nutrition should be offered to your child. Children can learn to enjoy healthy food if they are introduced to them during their early years.

At Radiant Way Montessori School, we offer a "Hot Lunch" program. Our caterers are Healthy Kids. The children are provided hot and nutritious lunch each day. The menus incorporate a vast array of food items that are dietician approved and prepared in accordance with the Canada Food Guide. Individual diets are accommodated. Should your child develop an allergy or food sensitivity throughout the year please let us know. The current menu shall always be posted on our bulletin board, and parents will be notified of any change in the menu. All lunches are nut free.

Sharing and Caring Snack Program

In the spirit of sharing, we have a sharing and caring snack program where each child brings a morning and afternoon snack for their classroom once a month. This encourages children to think of their peers and to choose healthy food options to share during snack time. It is also a good way to introduce children to different food items and to allow families to shop with their child for snack items. For healthy snack ideas please see your child's teacher.

Radiant Way Montessori School is a NUT free, sugar free, pork free, and shellfish free environment.

Nap and Rest Time

After lunch there is an opportunity for the children to nap or rest. Cots/mats and sheets are provided for any child who needs to rest. We request the parents to send a SMALL, LABELLED blanket from home so the children may nap with comfort. The blankets shall be sent home every weekend for laundry. The toddlers nap/rest for 2 hours. The younger casa children are encouraged to nap for 45 minutes. Well rested children enjoy a pleasant dinner time and evening at home. Radiant Way Montessori conducts regular visual sleep checks on children who nap.

Communication with Teacher/School

Notes from parents are always welcome. If you have any questions or concerns please do not hesitate to get in touch with us via email at radiantway@rogers.com. The Supervisor is also available to address any concerns or questions you may have. We will contact you promptly. We are always willing to discuss your child and your concerns with you and help in any way that we can. Questions and concerns will be dealt with in a timely manner. We truly enjoy keeping the lines of communication open.

Parent Concerns Policy

The ability to resolve issues of serious concern through constructive conversation is the ultimate desire of the Supervisor and staff at Radiant Way Montessori School. If you have a concern or complaint about the program or staff, please discuss this with the Supervisor. If you feel that your concerns are not being addressed or resolved, or your concern involves the Supervisor, please contact the Principal, Anahita Farooq at radiantway@rogers.com or at 416-953-0391.

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster ongoing communication with parents/guardians about the program and their children. Our staff are

available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by the Supervisor and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 1-2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Supervisor and/or Licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within 10 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 1-2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Radiant Way Montessori School
Helping Children Help Themselves

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Principal/Licensee.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

<p>Contacts: Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcareontario@ontario.ca</p>
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[Licensee: Anahita Farooq 416-953-0391](tel:416-953-0391) or radiantway@rogers.com

Observing the Classroom

To understand the Montessori classroom better, we feel it is important for parents to visit the classroom at least once a year. We request that observations do not begin until the sixth week of school as this gives the child the opportunity to adjust to the new environment.

Arrange a time with your child's teacher. Mornings between, 9:30 and 11:00 AM is the best time to observe the educational programs in process. The last date to schedule an observation is April 30. There can be no observations in May and June.

How to observe: This is a time to sit back and watch the class, not to participate. Feel free to take notes and sit quietly in the location the teacher indicates. The length of the observation is 20-30 minutes; afterwards if you have any questions the teacher will be pleased to answer them at a mutually convenient time.

FACEBOOK

Our goal is to foster parent engagement by an ongoing communication with parents about our program and their children. We have created a FACEBOOK page (www.facebook.com/radiantwaymontessori) to help us meet this goal. If you would like to have your child's pictures/videos displayed on our FACEBOOK page, please sign the consent form included in the registration package.

Parent Workshop / Information Nights

Information nights/workshops on the Montessori materials will be given throughout the year by the teachers for the parents. These shall cover the Montessori philosophy and the activities of practical life, sensorial, language, mathematics and culture subjects. Dates shall be given well in advance. All the workshops will be held in the evenings around 6:00 pm. We encourage parents to come as they will get first-hand knowledge of how the children use the Montessori material in the classroom.

Progress Reports

Written progress reports will be sent out in January and June.

Parent/Teacher Interviews

Interviews will be held in January. If at any time during the year you have any questions or concerns please make an appointment to meet the teacher for an interview, or send an email to radiantway@rogers.com

Children's Work

All children's work will be put into their baskets/take home bags. Please keep in mind that much of the work done by the younger children is with the Montessori materials.

School Photographs

During the school year we take pictures of the children at work and play to display around the room. If you are uncomfortable with this please speak to the Supervisor.

Once a year we have an official school picture day. Parents shall be notified in advance of the exact date.

Birthday Celebrations

Birthday celebrations are an exciting time for your child. Each birthday child is honored with a special birthday circle celebrating his/her life. Children may contribute a special book to share with their peers. A "cake" (watermelon, cantaloupe, pineapple) can be sent in to cut with their peers. If you would like to celebrate your child's birthday at school in a special way (examples: having a magician/clown etc. come in) please talk to the Principal.

Birthday party invitations should be handed to the classroom teacher for distribution at dismissal. This will avoid any hurt feelings for uninvited children.

Field Trips/Special visitors

Parents shall be informed of these trips through a letter well in advance. We shall also arrange for special visitors to visit children throughout the year. There will be an extra cost for these events.

Fire Regulations

Smoking is prohibited at any time in school buildings or on school property. Fire drills are held monthly.

Tax Receipts

Tax receipts will be issued in February each year.

Student Teacher and Volunteer Policy

At Radiant Way Montessori School we welcome volunteers and placement students from Montessori Training Institutes as well as Early Childhood Educators from training colleges. In addition, we host high school students as volunteers for their community hours. They provide valuable support to our team and enrich our program with their enthusiasm.

We value the contribution required from schools to provide a learning environment for students in training for early childhood programs. By providing opportunities for students we as teacher/early childhood educators are giving back to future teachers in training. In compliance with the Ministry of Education regulation, we ensure that every child in attendance at Radiant Way Montessori School is supervised by an employee of the school. All volunteers/placement students will provide a current vulnerable police check.

Radiant Way Montessori School Responsibilities Regarding Student Teachers/ Volunteers

The Supervisor/Principal will ensure the following:

- No volunteer/placement student will have direct unsupervised access to our students
- No volunteer/placement student will be counted in ratio for staffing purposes
- Every volunteer/placement student will be assigned to a staff member of Radiant Way Montessori School for mentorship and supervision
- Each mentor will supervise each volunteer/placement student to ensure that they are in compliance with our discipline and safety policies
- All volunteers/placement students will provide current vulnerable police checks before starting

Inclusion & Diversity

Parents, staff and community partners are integral to a successful individualized support plan for a child with special needs. A child with special needs is one who, due to familial, physical, behavioural, developmental, cognitive, communicative or emotional factors, is at risk of not maximizing their potential. Special Needs encompass children who require support and assistance with daily living, whether formally diagnosed or not, and whether a diagnosis is short or long-term in nature. We at Radiant Way Montessori School welcome all children regardless of ability.

Radiant Way Montessori School welcomes children and families from around the world. Our program reflects this diversity and connection to the world as children have an opportunity to learn and explore about different cultures, people, traditions and religions. Through music, crafts, stories and celebrations we enjoy bringing the world to our classroom. We have culture baskets in our classrooms and encourage parents to contribute to it by bringing a small souvenir from their travels.

As a Montessori school we celebrate many cultures and religions and children learn about Thanksgiving, Halloween, Eid, Remembrance Day, Christmas, Channukah, Kwanzaa, Chinese New Year, Martin Luther King Jr., Valentine's Day, Family Day, Nooruz, St. Patrick's Day, Easter, Diwali etc. Children will be taught in an age appropriate way. Should you prefer your child to not participate in any of the above mentioned holidays please speak to the Supervisor.

Parent Handbook

This Parent Handbook will be reviewed annually. If any revisions are made a new handbook will be issued to all parents/guardians. Parent/guardians must review the Parent Handbook before your child's first day of school. Please **SIGN** the enclosed acknowledgement and **RETURN** it to your child's teacher.

We are happy to have you as part of our Radiant Way Montessori School family and wish you and your child a wonderful school year!

“One test of the correctness of the educational procedure is the happiness of the child.”

Maria Montessori

PARENT RESOURCES

Parenting is a challenge, and there are many insightful books that you might find helpful. Here are some suggestions:

Montessori Madness	Trevor Eisler
Punished by Rewards	Alfie Kohn
The Five Love Languages	Gary Chapman & Ross Campbell
The Gift of Failure – How the Best Parents Learn to Let Go so their Children can Succeed	Jessica Lahey
The Absorbent Mind	Maria Montessori
Positive Discipline for Preschoolers	Jane Nelson
The Rules of Parenting	Richard Templar
Children Learn what they Live	Dorothy Law Nolte

Some of our favourite Montessori quotes:

“Montessori is an education for independence, preparing not just for school, but for life.”

“Everything you do for me, you take away from me.”

“Children are as independent as you expect them to be.”

“The goal of early childhood education should be to activate the child’s own natural desire to learn.”

“To assist a child, we must provide him with an environment which will enable him to develop freely.”

“Help me to do it myself.”

“A child is both a hope and promise for mankind.”