

**Creative Children's Montessori School**

**BOLTON CAMPUS**



**Creating a world of unlimited possibilities and exploration**

**Parent Handbook  
Academic Year of 2025-2026**

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### At Creative Children's Montessori School we believe:

- In providing an education system that acquires the interest and concentration of each child by responding to his/her individual needs at every new stage of development.
- In providing a welcoming environment that offers students a world of unlimited possibilities and exploration.
- In providing a safe and fun place that is rich in warmth, respect and independence.
- That Maria Montessori's concept of providing an environment of "freedom within limits" is implemented throughout the school: an experience that fosters independence and confidence within children.
- In providing a rich curriculum, interwoven and interdependent, enabling the child to develop a deep appreciation and respect for humankind and the world around him/her.
- That parents, faculty, and students work in harmony, forming a vital team to ensure the best education for our students and to provide a nurturing learning environment in every corner of CCMS.

### The Montessori Philosophy

The Montessori philosophy is a set of principles about the human being from which Dr. Maria Montessori drew an educational pedagogy. As a physician, Dr. Montessori came to be involved with young children. Through scientific observation, she came to see how children interact with their environment and the human beings within it. She had great interest in observing how they learn as they used the materials she created.

**Dr. Montessori discovered** that the child's own psyche has specific needs and dispositions which determined the pace and direction of his/her inner development.

It is the child who creates his/her unique personality through exploration with materials and activities. This occurs with the interaction of his/her peers. It is only in an individual's community that one can realize his/her fullest potential.

**Education** plays an indispensable role in the development of individuals from birth into adulthood. It should be an aid, a support, and an experience, an adventure and guidance for the child in the task of self-development. This development occurs in stages, which correspond, to what is called infancy, childhood, adolescence, and adulthood. These stages show specific needs and psychological characteristics, which distinctly separate an infant from a child, a child from an adolescent and an adolescent from an adult.

**The Montessori philosophy of education** not only deals with the appropriate and opportune use of developmental stages in children, an updated and rich curriculum, and dynamic and brilliant interactive and autodidactic materials, but also encompasses an approach to and a preparation for life itself; seeking to bring all components into balance.

**The stages of development** are pertinent in the Montessori philosophy, as they represent the difference between the child and the adult. This is the foundation of the Montessori pedagogy.

**Children** are continually changing and developing. Adults have already reached the norm of society's demands. Education must compliment the changes and development with each child as he/she enters each new stage of development.

**Educators** must be aware of and prepare to deal with new sensitive periods and the specific characteristics as they become evident. Montessori, therefore, organizes for the child the means that are necessary for his/her own internal development, in accordance with the child's disposition and the characteristics of his/her specific age. Through this means, the child's interest and concentration are obtained, so that education does not become an external imposition, but a response to the internal needs and demands of the child.

**Dr. Montessori's philosophy** also concerns itself with a development of wholeness through the combined involvement of hand and mind, body and spirit. Manipulative play a large role in the development of the intellect, and in Montessori education, it is unacceptable to develop one at the expense of the other.

***The philosophy of Montessori is to release a spirit in the child that is unique to humankind, which, through love and education, should bring this generation to a peaceful, interdependent world.***

### HOW DOES LEARNING HAPPEN (HDLH)- Ontario's Pedagogy for the Early Years (Bill 10) Quotes from (Ontario.ca/childcare):

The New Child Care and Early Years Act: What Providers and Parents Need to Know

#### GENERAL

- ✚ What is the child care and early years act?
- ✚ Together, we have been working hard to ensure child care in Ontario reflects the realities of our modern world. Our overarching goal is to build a child care and early year's system that better supports parents and gives children the best possible start in life. Extensive consultation with parents and early year's partners was key to developing this modernization plan.
- ✚ To support our ambitious goals, the Child care and Early Years act, 2015 (CCEYA) came into effect August 31, 2015. This legislation replaced the outdated Day Nurseries Act (DNA) and establish new rules governing child care in Ontario.
- ✚ Many of the new provisions will strengthen compliance and health and safety in child care settings, and help parents make informed choices about their options. Many of the provisions that existed under the regulations under the DNA are unchanged and will be carried forward under the CCEYA.
- ✚ The implementation of the CCEYA will be a compliment to CCMS and we look forward to incorporating the family's involvement and the new beliefs into our philosophy. Many of the conversations and ideas are a compliment to the Montessori Pedagogy and should fit in seamlessly to our daily work with the children.

*The vision for the early year's program is;*

*"Ontario's children and families are well supported by a system of responsive, high-quality, accessible and increasingly integrated early year's program and services that contribute to healthy child development today and a stronger future for tomorrow."*

How Does Learning Happen sets out a shared understanding of children, families and educators.

Reflecting on these views about children, families and educators in the context of early years environment is a starting point for developing programs and practices to support learning.

**The four fundamentals of HDLH are:**

- **Belonging** - refers to a sense of connectedness to others, an individual's, experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.
- **Well-being** – addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.
- **Engagement** – suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking, and innovating, which are essential for learning and success in school and beyond.
- **Expression** or communication – (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials support creativity, problem solving, and mathematical behaviors. Language-rich environments support growing communications skills, which are foundational for literacy.

**A focus on these foundations throughout all aspects of early years programs ensures optimal learning and healthy development.**

**Program Statement**

Creative Children's Montessori School, Bolton Campus INC. (CCMS) is dedicated to supporting children's learning, development, health and well-being through caring and responsive to the Montessori Pedagogy complimented by the Early Childhood Educators, who focus on active learning, exploration, play and inquiry, and who see children and their families as competent and able, and as active participants in all aspects of the program.

A key feature of the Child Care and Early Years Act, 2014, is the focus on strengthening childcare programs and ensuring high quality experiences for children. The CCEYA authorizes the Minister of Education to issue policy statements regarding programming and pedagogy for the purpose of guiding operators of childcare and early year's programs. *How does learning happen?* Ontario's pedagogy for the Early Years (2014) is the document used by Creative Children's Montessori School, Inc. The document has a strong pedagogical focus, indicating that the pedagogy is not a prescriptive formula that lays out a specific curriculum or activities but instead challenges the status quo and explores how learning happens for children. "*How Does Learning Happen?*" is organized around four foundational conditions that are considered essential to optimal learning and healthy development for children:

**Belonging** refers to a sense of connectedness to others, an individual's experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.

**Well-being** addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.

**Engagement** suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking, and innovating, which are essential for learning and success in school and beyond.

**Expression** or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials support creativity, problem solving, and mathematical behaviours. Language-rich environments support growing communication skills, which are foundational for literacy. The four foundations apply regardless of the child's age, ability, culture, language, geography, or setting. Unlike a structured curriculum, the conditions are high states of being that children naturally seek for themselves and should not be viewed as separate elements.

**CCMS Goals & how they will be met**

Faculty will promote the health, safety, nutrition and well-being of each child by providing a clean and safe environment, nutrition based on the Canada's Food Guide, access to drinking water throughout the day, limited transitions, eliminating any environmental issues that may cause undue stress to the child, unnecessary disruptions to play and reducing hazards that may cause injury. Educators will familiarize themselves with all information concerning any medical conditions, exceptionalities, allergies, food restrictions, medication requirements, and parental preferences in respect to diet, exercise and rest time.

🌈 Faculty will support positive and responsive interactions among the children, parents, and childcare providers. Administration will support this through the hiring of qualified, responsive, and well-trained Montessori Directors and RECE who support families in their role as primary caregivers, and understand the needs of each child as an individual.

🌈 Faculty will encourage children to interact and communicate in a positive way, and support their ability to self-regulate; acknowledging that each child is competent, curious and rich in potential. Educators will support self-regulation in children (defined as the child's ability to gain control of bodily functions, manage powerful emotions and maintain focus and attention) Self-regulation in early development is influenced by a child's relationship with the important adults in that child's life, including the Educators in the program. All staff will provide the experiences, support and encouragement that help young children learn to self-regulate, which is a crucial component of quality care.

- ✚ Faculty will foster the children's exploration, play and inquiry by providing a variety of activities, and an environment rich in content, that encourages choices, and active play, supported by qualified, attentive and interactive Educators
- ✚ Faculty will provide child-initiated and adult supported experiences. The RECE & Montessori Educators will observe the children and use that information to plan and create a positive learning environment that is based on the interests of the child and supported by all the adults in the school's environment. Educators will be responsible for introducing new ideas, interests, facts, concepts, skills and experiences to widen the child's knowledge and life experiences.
- ✚ Faculty need to be reflective practitioners who learn about children through listening, observation, documentation, and discussion with others, families in particular, to understand children as unique individuals. They will observe and listen to learn how children make meaning through their experiences in the world around them, and use this to have meaningful interactions, and engage children on a daily basis.
- ✚ Students will experience indoor and outdoor learning (weather permitting) daily, as well as a time to rest and sleep if needed, quiet and active times, always being mindful of each child's needs.
- ✚ Communication with parents is an important component of the day. Communication may be in person, by phone, e-mail or through written and posted communication tools.
- ✚ Parents will be directed to resources outside of the center if necessary, and community partners such as PIRS, early year's services, speech therapists, support services, occupational therapists, counsellors, etc., this will be an important part of the center's support to all children and their families.
- ✚ Our community is a valuable resource and our educators plan learning opportunities to engage the community in our programs. We seek out opportunity to share our knowledge and to learn from others in the community.
- ✚ CCMS will provide ongoing opportunities for educators to engage in critical reflection and discussion with others about pedagogy and practice, to support continuous professional learning.
- ✚ Faculty will build an environment of trust, honesty and respect in the workplace, working collaboratively in order to provide a safe, secure, healthy and inviting environment for all children and their families, building and maintaining healthy professional relationships that encourage growth and offering support and mentorship.
- ✚ All staff, students and volunteers will read the Program Statement and sign off in the Policy and Procedures Sign Off binder prior to employment and prior to interacting with children, and when the statement has been modified, and on an annual basis.
- ✚ Each classroom will maintain a binder containing observations, plans and documentation to support their understanding of the program statement. Copies of the documentation, relevant to their child, will be shared with all parents or guardians of the children in the program.
- ✚ The Supervisor will meet on a regular basis with each team to establish a clear understanding of the program statement, to support staff in their delivery of the Program Statement and to aid the staff in self-reflection, to be recorded, and added to the binder on a regular basis. The Director will view each staff as competent and able, and give them time to be heard and respected, and to reflect on their own performance and their contributions to the environment and the development of each child in their care. The Supervisor will use all observations, interactions and conversations to monitor all staff.
- ✚ Faculty will reflect on *How Does Learning Happen?* by working through the reflection exercises in the document, by reviewing their observations and engaging children in meaningful activities, by maintaining communication with parents and building trusting relationships with the families, by working with their co-workers to create a safe and healthy environment and by taking the time to engage in self-reflection in a regular basis.

**Creative Children's Montessori School, Bolton Campus INC.** ensures that your children have a safe and positive experience that promotes their growth as a learner. In efforts to ensure this occurs the Administration or designate will observe staff interactions with the students ensuring that they align with our program statement and beliefs in adult-child interactions. The following practices are not supported by our facility:

- ✚ Locking the classroom exits of our facility from the inside
- ✚ Using a lock or lockable room or structure to confine a child that has been withdrawn from the group
- ✚ Abusing a child physically, verbally or emotionally
- ✚ Depriving a child of basic needs including food, shelter, clothing or bedding
- ✚ Using corporal punishment

✚ Using deliberate harsh or degrading measures that would humiliate the child or undermine his or her self-respect

In the event that the Supervisor or designate observes, is made aware of any practice that is not supported, they will address the issue with the faculty member according to the strategies outlined in the Behaviour Policy.

### **Faculty Credentials**

All Montessori directors/directresses must possess a current, recognized, Montessori teaching certificate (AMI or MACTE approved) with a Directors Approval. A copy of this document must accompany the signed contract. All RECE's must remain in 'good standing' with the College of Early Childhood Educators and have a copy of their transcripts or diploma handed in upon hiring.

### **Canada Wide Early Learning Child Care (CWELCC)**

Creative Children's Montessori School has chosen to opt into the CWELCC program as of November 1<sup>st</sup> 2022. If at any point we feel that the program approach does not fit CCMS and its values, CCMS will opt out of the program. If CCMS chooses to **opt out** of the program 45 days' notice will be given to parents. At that time parents will be charged the new full monthly tuition going forward.

**Currently** (2025) CWELCC has dictated that all costs to students under the age of 6 years old within a 24-hour day within the operation of CCMS' opening hours of 7am to 6pm are at a base cost of \$22/day.

**CWELCC 2025** has mandated that students who turn 6 years of age within the Calendar year are given grace until the completion of the month of their birth and moving forward will be charged a "FAIR MARKET RATE".

**Closures-** In accordance with the CWELCC guidelines, CCMS is approved for a total allowance of 20 days per year for closure dates (inclusive of statutory holidays). These days are inclusive of your monthly fees. Anything above and beyond the 20 days (excluding those out of our control, such as snow days and inclement weather), parents will be reimbursed \*\*please see the calendar at the end of the Parent Handbook for scheduled closure dates.

**Non base fees** which are not included within the \$22 as follows but not limited to the following:-

Extra curricular fees (field trips, stretch-n-grow, yoga,) which are optional

Returned funds fees:- Returned fees & late fees after 6:00pm.

**Holding Fees** will be invoiced upon enrollment at a cost of \$478.50 (\$22/day \* 21.75 days/month) and are expected to be paid via e-transfer

**Tuitions** will be invoiced monthly and will be taken via Electronic Funds Transfer (EFT) the first of each month

**Withdrawn** children must follow our 60-day written notice policy and funds received there after will be returned via e-transfer no later than end of Academic Year (June 30)

CCMS remains opted in and as a result we our financial operating is fully mandated by the Federal, Provincial and Regional Government and our business operations are largely mandated by above governments as well

It is IMPORTANT to understand that in the event Creative Children's Montessori School, Inc. should feel the need to opt-out of CWELCC in efforts to maintain the business operations fees, hours, and many other possible procedures will be revamped and forwarded to existing families a minimum of 45 days prior to the implementation of such.

\*As of July 1<sup>st</sup> 2025 onwards, a child turning 6 years old are considered part of Cwelcc until June 30<sup>th</sup> of that school year. As of July 1<sup>st</sup>, they will no longer be considered part of Cwelcc and will be charged full fees.

### **Safe Arrival Policy (see end of handbook for form to be signed and returned)**

Children are to arrive at school between **8:20am & 8:45am** daily if not in the Extended morning (BSP) care which is 7am to 8:30am.

*The safety and wellbeing of your children is a high priority. CCMS Safe Arrival Policy requires that parent(s)/guardian(s) call (905) 951 8606 or email [admin@ccmsbolton.com](mailto:admin@ccmsbolton.com) in the event that their child will be absent prior to 9am of the said day.*

The safety of the children attending Creative Children's Montessori School, Bolton (CCMS) is one of our top priorities. We need to work together with parents, guardians, CCMS teachers and administration to ensure all safety parameters are set in place to ensure student safety. In response to increased public service announcements (PSA) regarding children being left in cars, CCMS will be implementing protocols regarding the safe arrival of children. Thorough communication is required in order to ensure all children are accounted for when they are to be at CCMS.

*Forgotten Baby Syndrome (FBS)* refers to accidentally leaving a young child in a locked car, often with tragic results. One of the prevention strategies, identified in research, is to ensure that child care programs have a system in place to connect with parents should a child not arrive in care when expected. A CCMS faculty/admin will contact parent/guardian of any student, each morning no later than 10:30am, should a child not come in as scheduled and no message from the parent/guardian has been received.

If a child's absence cannot be confirmed by contacting parent/guardian, emergency contacts will be contacted. Please support our team and do your best to ensure that we are advised of the absences of your children as soon as you are aware they are not going to be in attendance. As always email is the best source of communication [admin@ccmsbolton.com](mailto:admin@ccmsbolton.com).

**Arrival Procedures:** Children's Dropoff is at the front door in the mornings. A member of staff will be there to meet and greet you and receive your child. Please do not linger, it is harder for all involved. A quick kiss goodbye, let your child know they are going to have a great day and that you will be there at the end of the day to pick them up. Parents are always welcome within the facility, however, discouraged to be around the students in efforts to ensure calm is kept with all students.

### **Dismissal Procedures**

Parents are to contact the office in advance (905) 951-8606 and/or send a written note to advise the school if someone on the authorized pick-up list will be picking a student up after school. If you wish for an approved individual to have the right to pick up your child at any time during the academic year CCMS will approve of this with a letter accompanied by a hand written signature stating the date, the person's name and specifying that this person has the right to do so. This is called a "Blanket Letter"

Students will not be released to anyone other than those specified on the application with a photo of the individual on file, accompanied by a letter or email sent to the school with a hand written signature on it, no later than the morning of the day in question. Upon picking up, the pick-up person will be asked for picture I.D. to ensure it matches the picture on file.

### **Late Arrival & Pick up**

As a safety precaution all entrances of the school will be locked at 9:00 a.m. **Please make all efforts to arrive prior to 8:30 a.m.** for the sense of order of the child, as well as allowing him/her to have a few moments of social time prior to the beginning of his/her workday. (see Safe Arrival Policy above)

**Late pick-ups (after 6pm) will be charged \$1.00 per minute per child for the first 10 minutes, students picked up between 11 & 30 minutes late will be charged \$30, and 31 – 45 minutes late will be charged \$50 payable upon pick up to the faculty member in charge – NOT CONSIDERED FOR CWELCC DISCOUNT.**

\*As of July 1<sup>st</sup> 2025 onwards, a child turning 6 years old are considered part of Cwelcc until June 30<sup>th</sup> of that school year. As of July 1<sup>st</sup>, they will no longer be considered part of Cwelcc and will be charged full fees Children aged out of Cwelcc and are not registered for the before & aftercare program will be charged \$10 per ½ hour occasional use.

In the case of an emergency a parent can contact the school prior to 3:00pm advising the faculty that the child shall be placed in the after-school program. In efforts to ensure ratios are met we ask that all families stick to their expressed time of pick up, as per the CCMS annual application.

Creative Children's Montessori School is always looking out for the safety and interest of the child first and foremost. If at any time a child has not been picked up from school by **6:15 p.m.** and there has been no call received from the parent CCMS will implement the following procedure:

- ✚ The faculty member will call the given phone numbers of each parent
- ✚ If no contact is made after **10 minutes**, they will contact the individuals listed on the "Emergency Pick Up" list on the application
- ✚ If nobody is able to contact the parents or know of their whereabouts, **after 10 minutes** we will contact the individuals listed on the "Emergency Contact" area of the application
- ✚ CCMS Faculty are to log all calls with a time line in the event a Serious Occurrence is required
- ✚ If no contact with family/guardian is made CCMS will follow the Child Abandonment Policy below

### **Child Abandonment Policy:**

- ✚ After implementing the above protocols and if still no one is able to contact the parents or their whereabouts, **after 30 minutes** CCMS will contact the local police, department requesting them to do a drive by of the family home
- ✚ If there is no one at the home, **after 30 minutes** CCMS will have no other choice but to contact the Peel Region Children's Aid Society. At this time, we will follow the instructions of the CAS.

Upon completion of the incident a formal incident report will be written as well as a Serious Occurrence Report

### **Child Abuse Policy** The number to report incidents or speculations to the Peel Region Children's Aid Society is 905 363 6131.

*CHILD ABUSE REPORT: In Ontario, it is the Law that anyone dealing with children in a professional relationship who suspects a child has been abused, whether suggested by the physical condition or from something the child says, is obliged to call Children's Aid for advice and then to follow that advice. The centre does not investigate or lay blame but simply gives the individual privacy to make a call. Similarly, if a parent, staff or other, accuses a staff member of abuse it is the duty of the Individual to report the accusation to the Children's Aid Society and follow the direction given. The role of the Society is to protect children. Most reports to them are followed up if they believe there is substance to them. The Centre may not, under Labor Law, dismiss a staff on an accusation. Abuse would have to be proven through an investigation by the Children's Aid Society.*

It is the responsibility of the faculty and school to report any suspicions of Child abuse encountered in the course of one's professional duties. This responsibility applies not only to individuals involved with the children but to any volunteers, students, or support staff. The person who suspects the abuse must report suspected cases to Children's Aid.

The authorities will notify the supervisor/owner when they feel it is necessary. Therefore, the reporting of, and the incidents themselves must always maintain complete confidential.

### **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 Peel Region Children's Aid Society (CAS) directly (905) 363-6131 and NOT discuss anything with the faculty or admin of CCMS.

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/childremsaid/reportingabuse/index.aspx>

### **Progress Communication**

A Parent Teacher Interview will be offered in October and February. Student Progress Reports will be distributed at the end of the school year in June.

### **Parent Communication**

Communication regarding the progress of your child can be discussed with his/her teacher at a **scheduled meeting** convenient to both staff and parents via phone or in person. Teachers are discouraged from having conversations greater than courteous pleasantries at pick up and drop off times as it takes their attention away from the children. Families are always welcome to email [admin@ccmsbolton.com](mailto:admin@ccmsbolton.com) or write a short note if concerns and forward to drop off person to forward to educators or admin.

### **Student and Parent Volunteers:**

CCMS will ensure that every volunteer or student within our facility is supervised by an employee at all times and is not permitted to be alone with any child.

### **As a parent how can I help?**

In order for you to be a parent volunteer at CCMS you must have given a current year's police clearance letter to CCMS administration. Being a parent volunteer may include some of the following activities:

- **Field Trips:** A Permission form for school field trips will be sent home two weeks prior to the outing. On the permission form there will be a section asking if you would like to volunteer for that specific field trip, respond yes. When the permission form with the funds to your child's teacher and your name will then be selected from a draw. In order to be fair to all parents you will only be able to volunteer for one field trip throughout the academic year.
- **Parent visits:** CCMS encourages parent involvement. If a parent would like to come in and share some cultural or experiential activities with the students it is appreciated. (VSC required) Ideas of such could be: sharing a cultural celebration, family/traditional recipe, stories etc. Please contact [admin@ccmsbolton.com](mailto:admin@ccmsbolton.com) to arrange a convenient time and date.
- **Parent Observations: ALL Parent(s) are encouraged to come and observe within a CASA class for approx. 15 mins to see the daily dynamics.** Let us know your availability and we will set up a visit
- **Material making:** Parents who would like to help in making classroom materials for CCMS can come into the school and assist in preparing Montessori materials: such as coloring, cutting and pasting Classified Cards for language, cutting out laminated Number Cards for mathematic operations, making aprons for the Practical Life water exercises or repairing library books.
- **Flower arranging:** Caring for the environment and making a classroom more beautiful is a key component to Montessori. The children always enjoy receiving fresh flowers for them to arrange. If you would like to donate a bouquet for flowers to your child's classroom, please feel free to do so. Your child will always have an added sense of pride as they see their contribution embellish their daily work environment.
- **Laundry duty:** In each class the students are using mats for their work that need to be placed on the floor and they are also using towel cloths for Practical Life exercises. As a part of our Montessori Pedagogy this is an exercise, we call care of the self and care of the environment. Your child will be assigned a laundry Friday. This means that he/she will be responsible in taking all the classroom cloths and mats home on an assigned Friday to be washed and ready to use in the school the next school day.

### **Students' Birthday Celebrations at School**

We all enjoy celebrating a student's birthday. Due to serious allergies and to implement practical life activities, the child who is celebrating their birthday will choose a small group of friends to assist them in baking a birthday treat to share with their classmates.

Students will celebrate their birthdays in Montessori fashion (learning that each year we get older, the sun has rotated around the earth one time). **NO "goodie bags" or other paraphernalia are to be brought to school.** Parents wishing to invite students to parties outside of the school are welcome to do so. As a reminder this is a time to celebrate and not gossip about other students, educators or facilities.

PLEASE give the teacher the invitations to distribute at the end of the day. This will ensure that the invitations are given and those not invited will not be disappointed. Many children wish to extend an invitation to their teacher. **It is the teacher's choice to attend**, however, often the staff decline, as they are aware of the feelings of other students if they are not able to attend all parties.

### **Holiday Celebrations**

As Montessori includes the study of the many diverse cultures in the world, we have the privilege of becoming introduced to all cultures that our students participate in. As an example, we celebrate Kwanzaa, Hanukkah, and Christmas during the winter. All holidays are welcomed to be celebrated and visitors discussing their beliefs are enthusiastically encouraged. This introduction will provide the children with an understanding of the many cultures their lives are exposed to, thus creating a greater respect and unity throughout their interactive communities. As the children explore the celebrations their learning's are of the history and ceremony involved and NOT the societal marketing that are often attached to a holiday. Such as: Halloween costumes or Valentine's Cards. If you are unclear how CCMS celebrates a specific holiday, please take the time to ask your child's teacher. If you would like the opportunity of visiting and sharing in a celebration, please let your teacher know and they will set up a date for you to visit the school.

### **Severe Weather – School Closures**

In the event of inclement weather CCMS will be closed if the announcement of *Peel District Schools is closed*. Once the administration hears this announcement via radio, or television, admin will first change the message on the school's answering machine, post on Instagram and send out a mass email.

If CCMS remain open and weather worsens causing administration to feel that there is a concern of safety to the students and/or faculty throughout the day, a call chain will begin advising of a school closure. This includes if a weather system moves in throughout the day and after care is required to close, parents will be notified and expected to pick up their children at the end of the ACADEMIC day (3:30 pm).

### **Lost and Found**

Please encourage your child to be responsible for his/her own belongings. Ensure that your child has every item brought to school with his/her name written in permanent ink, so that there are no items lost. Faculty will place the child's name on the garment in a discrete area if it arrives without a label. Anything misplaced will be kept in the foyer until the end of the term and then donated to a family charity.

### **Trips, Outings, and Visitors**

All outings will be announced a minimum of 2 weeks prior to their event. Casa classes will require up to 2 parent volunteers. Volunteers must have an updated **yearly** police clearance in order to participate on any outings or volunteer work with the Creative Children's Montessori School. Volunteer screening requests can be picked up at the office. Those wishing to escort on a trip will have their names placed in a hat and a name will be drawn 3 days prior to the

outing. In efforts to allow all wishing an opportunity to participate, parents will only be permitted to volunteer once per year. Toddler students will not be attending any field trip outings.

**Snacks**

Snack will be offered twice daily and each snack will include at least one Fruit or Vegetable and either one Whole Grain or Protein. **CCMS is a strictly enforced PEANUT & NUT FREE environment. We ensure that all foods that are brought on the premises are peanut free, as per the items listed on the label. Snacks are included in the tuition fee for children under 6 years old. Please see schedule of fees for children 6 years and older**

Prepared foods such as muffins, donuts, burgers, fries, etc., purchased from Fast Food facilities, are not permitted in the school unless it is accompanied by a written nut/peanut free guarantee.

**Lunch**

CCMS provides catered lunches for students within the Toddler & CASA class. **Lunch is included in the tuition fees for children 6 years and younger. Please see schedule of fees for children 6 years and older. Lunch is catered daily by “Real Food for Real Kids”. All meals are pork, peanut and nut free. Specialty meals can be prepared should there be allergies, preference or religious belief restrictions, please request a preference sheet from admin. The meals have been approved by a certified dietician and do follow the Canada Food Guide.** RFRK arrives on a daily basis prior to 10:00 a.m. The food is immediately refrigerated or placed in a hot plate until lunch is served (temp logs are documented upon receipt and before serving). During all meals the children are encouraged to use proper grace and courtesy, use their cutlery appropriately and clean up their spots after they have completed their meal.

**Creative Children’s Montessori School is a strictly enforced PEANUT/NUT FREE environment.**

**Nutritional Guidelines for Bag Lunch allowances**

Children attending the CASA class that are under the age of 44 months MUST receive meals from Real Food for Real Kids. Bag Lunches are approved at CCMS for children 44 months of age and over with a signed Home Lunch Form. The operator must ensure that the following conditions are met.

**BAGGED LUNCHES:**

Bagged lunches must meet the 2019 Canada Food Guide Requirements through the Ontario Dietitians in Public Health (2024 info following).

- + NO FOODS CONTAINING PEANUT OR TREE NUT PRODUCTS ARE TO BE BROUGHT TO THE FACILITY!
- + ALL PRECAUTIONS MUST BE TAKEN TO ENSURE ALL PREPARED FOODS ARE NEVER WITHIN A CONTAMINATED AREA OR A PREPARATION SURFACE OR CUTLERY or hands preparing!
- + Bagged lunches must be brought to school in a Thermal type bag to ensure accurate temperatures are met
- + All home lunch bags should be labelled with the child’s name.
- + A frozen ice pack is required to ensure contents remains at an appropriate temperature for the cold
- + Food that is to be served warmed must be brought in a thermos that maintains the heat at time of preparing.
- + Parents must have an annual signed waiver stipulating they choose to opt out of the catered meal program and choose the Bagged Lunch program agreeing to the requirements of the Bagged Lunch program.
- + If the operator feels the bagged lunch is not meeting 2019 Canada Food Nutrition Guidelines the operator is required to contact the parent requesting them to review the guidelines and requesting the family to follow the guidelines or the child will be removed from the Bagged Lunch Program. If the bagged lunch is not meeting Canadian Food Guide (CFG) Regulations, a RFRK meal will be provided to the child for the day in question and a note/call/email will be forwarded to the parent(s).

+ **Examples of Bagged Lunches created by following the CFG:**

When creating a bagged lunch to be brought to school with the children, please use the provided 2019 Canada’s Food Guide and Nutritional information to support your choices. NOTE: the following ex. of lunches are made up by operator as suggestions and are only to be used as such.

<b>Example 1</b> An apple, carrot sticks and a ham and cheese sandwich on whole grain bread, water	<b>Example 2</b> Thermos of whole grain pasta with tomato sauce and a whole grain roll, a banana, water
<b>Example 3</b> Banana, wheat crackers, turkey cold cuts, and celery with hummus dip, water	<b>Example 4</b> Clementine, thermos of brown rice and salmon, low fat yogurt, water.
<b>Example 5</b> Thermos of chicken vegetable soup, star fruit & a whole grain roll, water	<b>Example 6</b> Thermos of chili with kidney beans, low fat cheese, Mixed berries, water.

**CASA Students’ Essentials**

- ☉ Underwear for those students still not 100% with toileting. (Minimum of 5 pairs on hand), **Pull-up’s are not to be worn throughout the day.**
- ☉ 3 complete sets of LABELED extra clothing e.g. shirt, pants, socks, & underpants, in a Ziploc these should be kept at the school at all times.
- ☉ Weather appropriate clothing:
  - ☼ Summer – sun-block, mosquito repellent, sun-hat, & sweater (ensure forms are filled out)
  - ☼ Winter - hat, gloves, scarves, snow pants, boots and jacket
  - ☼ Autumn - nylon pants, sweater, jacket, rain boots, and cap
  - ☼ Spring - nylon pants, nylon jacket, cap & rain boots
- ☉ One pair of indoor shoes, to be kept in school (NO SLIPPERS).
- ☉ Pillow, blanket and sheet for cot (only for students that are still napping) ensure that the child's name is labeled with on all items

CCMS encourages independence within the children, we request:

- ✓ The children are clothed in items that allow them independent dressing. An example of this would be loose fitting pants that the child is able to pull up and down on his/her own; making toileting more successful.
- ✓ Weather appropriate clothing is essential. **The children have daily outdoor time during the entire year.** They become very comfortable and familiar with the seasonal elements and are able to enjoy the seasons if dressed appropriately.

Creative Children's Montessori School discourages:

- ❖ Toys brought to school
- ❖ Diapers and Pull-up's- Training pants encourage a greater independence
- ❖ Clothing that does not allow the children to dress independently
- ❖ Backpacks and Knapsacks

**Toddler Students' Essentials (children 15 – 32 months)**

- ☉ Diaper Wipes & Diapers **OR** 5 pair of cotton training pants or underwear.
- ☉ **5** complete sets of extra clothing e.g., shirt, pants, socks, and underpants, these should be kept at the school at all times. Please have each complete set of clothing in a labeled zip lock bag, allowing quick and easy changes for the child. This is most important to children who are toilet training, so when and if they have an accident there is no feeling of shame or discomfort.
- ☉ Weather appropriate clothing:
  - ☼ Summer – sun block, mosquito repellent, sun-hat, & sweater
  - ☼ Autumn - nylon pants, sweater, jacket, rain boots, and cap
  - ☼ Winter - hat, gloves, scarves, snow pants, boots and jacket
  - ☼ Spring - nylon pants, nylon jacket, cap & rain boots
- ☉ One pair of indoor shoes, to be kept in school (NO SLIPPERS).
- ☉ Pillow, blanket and sheet for cot Please ensure that the child's name is labeled with permanent marker on all items: shoes, backpacks, outdoor garments, mittens, hats, bedding, etc.

CCMS encourages independence within the children, we request:

- ✓ The children are clothed in items that allow them independent dressing. An example of this would be loose fitting pants (track pants or elastic wasted garments) that the child is able to pull up and down on his/her own (often in a hurry); this will make toilet training much easier and with more successes.
- ✓ Weather appropriate clothing is essential. **The children have daily outdoor time during the entire year.** They become very comfortable and familiar with the seasonal elements and are able to enjoy the seasons if dressed appropriately

Creative Children's Montessori School does not allow: Bottles & Pacifiers, Toys brought to school, Pull-up's! Training pants encourage greater independence & success and Clothing that does not allow the children to dress independently (overalls, suspenders, belts, etc.)

**Permission Form for Cream application:**

All students must have an annual permission form signed by the parent/guardian allowing CCMS faculty to apply cream to their child. Creams are to be supplied by the families and will be asked for replacement as required. Creams include diapering cream and sunscreen. The forms are part of the enrollment application form. It is the parent responsibility to ensure that they request a new form to fill out if the replacement cream is a different brand from the original supplied. If one has not been filled as part of the enrollment procedure, please ensure you request. One will be forwarded to families the first week of attendance and expected to be brought back no later than the following week. We ask that parents apply sunscreen in the morning before coming to school and if you wish to leave a bottle of sunscreen here, we will happily re apply for the afternoon recess.



**CCMS Bolton CONSENT FORM FOR SUNSCREEN & DIAPER CREAM APPLICATION (see application to sign and return doc)**

As parent/guardian to \_\_\_\_\_ I give the faculty of Creative Children's Montessori Schools, Bolton Campus permission to apply sunscreen and/or diaper cream and/or moisturizing cream to my child as an "as need basis". I agree, Sunscreen should be applied every morning of the warmer months before attending and understand that the faculty will apply prior to afternoon outside time. It is understood that the products to be used on my child/ren are to be supplied by our family and if not supplied CCMS will not be applying. Any product provided must be recorded by Brand and DIN. This form is to be used as a blanket letter and is considered a policy and procedure of Creative Children's Montessori School.

The Brand submitted for diaper cream is: \_\_\_\_\_ DIN/NPN \_\_\_\_\_

The Brand that submitted for Sunscreen is: \_\_\_\_\_ DIN/NPN \_\_\_\_\_

The Brand that submitted for Moisturizing Cream: \_\_\_\_\_ DIN/NPN \_\_\_\_\_

Parent's Name Submitting "cream": \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Toilet Learning Policy and Procedures:**

During this process, your child is learning about their body, the sensations, what is happening and what to do when they need to urinate or have a bowel movement. Toileting is just as important as any other area within the environment.

During the toilet learning process, the child is developing physically and psychologically.

• Physically: Myelination helps provide the foundation for brain connectivity and supports the emergence of cognitive and behavioral functioning; hence the child can control their sphincter muscles.

• Psychologically: The brain is making new connections and they learn when they are wet or not and what to do.

The body and mind are working together to make these connections through the trial and error of toilet learning.

**Why do we choose cloth underwear?** Children wear cloth underwear because it is important for the child to gain awareness of when they are dry or wet. Disposable diapers and pull-up move the moisture away from the skin so they cannot feel the sensation of being wet or soiled.

**How can we (parents/guardians/caregivers/teachers) help a child during the toilet learning process?**

- Be confident you can do this, and your child can do this!
- Create a plan and schedule. a. Break down the process into small steps to avoid being overwhelmed.
- Purchase or acquire required items.
- Prepare the environment at home and at school.
- Clothing choices are important: machine washable, thin loose clothing.
- Be patient and consistent. If the adult is consistent, the child will learn to be consistent and will learn faster.
- Use calm and neutral tones when speaking. Use positive and supportive language.
- Acknowledge the attempt; avoid rewards.
- Avoid entertaining the child when they are on the toilet.
- Clean potty and/or toilet seat after each use so it is ready to be used every time.
- **Do not** revert to disposable diapers or pull-ups.

**What items do I need to be prepared for successful toileting at home?**

Bathroom:

- Potty seat and/or toilet seat.
- Steps for the toilet
- A small laundry basket for wet and soiled clothes.
- A step to reach the sink.
- A small chair for the child to sit and change their clothes.
- A small basket with 2 pairs of pants and underwear so the child can reach their clothing to change

**CCMS Students Daily Schedule**

**effective as of 01/09/2025**

Classrooms	Student Ratios	Family Grouping	Playground	First playground	Snack	LUNCH	NAP/Quiet time	Second playground
Orange Toddlers Playground A	5:1 15 students	7 – 8:45 4:30 – 6	Toddler	8:15-9:15	9:30 & 2:30	11:00 – 11:30	11:45 (1-2 hrs)	2:45-3:45
Green Pre CASA Playground B	8:1 24 students	7 – 8:45 4:30 – 6	Pre CASA	8:15-9:15	Individual	11:00 – 11:30	11:45 (1-2 hrs)	2:45-3:45
Blue CASA Playgrnd A & B	8:1 24 students	7 – 8:45 4:30 – 6	CASA	11-12	Individual	12-12:30		3:45-4:45
Yellow CASA Playgrnd A&B	8:1 24 students	7 – 8:45 4:30 – 6	CASA	11-12	Individual	12-12:30		3:45-4:45
Purple CASA Playground C	8:1 24 students	7 – 8:45 4:30 – 6	CASA	12-1	Individual	11:30-12		3:45-4:45
<b>FYI</b>	As our playground is an "L" shape and has 3 separate areas, it has been our practice to leave the internal gates open, allowing children access to the entire playground area. Staff are evenly disbursed throughout the playground ensuring they have visibility of the students at all times.							
<b>Independent study</b>	Students begin independent work immediately upon entering the class after greeting their teachers.							
<b>Please Note:</b>	On days where numbers are lower in the CASA environment, children from all 3 CASA classrooms will go out together at a maximum capacity of the playground requirements.							

**CCMS Smoke Free Ontario Act Policy:**

Creative Children’s Montessori School is a totally Smoke and Vape Free environment. Signs are posted on all entrance and exit doors and in every bathroom within the facility. There is no smoking or handling a cigarette/vape pen permitted by faculty, parents, or volunteers within the indoor and playground area of the school at all times in a day whether or not children are present.

**Allergy and Epi-Pens**

Students with allergies must have an Allergy Sheet filled out by the parent at the beginning of each year. The Allergy form must be filled out in full, including symptoms and as much detailed information as possible. (Administration in the office will provide upon request). The child’s current picture must be on form. The original form will be posted on the outside of door of the brown cupboards in each class; a copy will be placed on the walls/cupboard in the kitchen. Ensuring all staff is aware of allergies and therefore, will be able to respond in an appropriate and expedient fashion.

If your child should have a food allergy, it must be written on your child’s application form where space is allocated. Real Food for Real Kids accommodates all food sensitivities, allergies, and cultural preference. If an allergy emerges throughout the school year you must email us at [admin@ccmsbolton.com](mailto:admin@ccmsbolton.com) to tell us of the allergy or preference change in your child’s diet immediately.

If the child’s allergy is life threatening, we ask that you provide the school with a current dated epi-pen and fill out the Emergency Allergy & Medication form. The Parent/Guardian of the Child will demonstrate to the Principal of CCMS on how the EpiPen is to be used. A form will be provided at that time that must

be signed by the parent that the demonstration took place. All forms must be filled out exactly as the ordering physician specified, inclusive if 1 epi pen is needed on premises or 2.

Epi-pens and puffers are to be provided by parents at the beginning of the year with a picture of the child taped onto the outer packaging. The epi-pen will be in the possession of the faculty member overseeing the supervision of child. When the child goes to recess the epi-pen will be kept in the "outside bag" and when in class "outside bag" will be kept on the Teachers Shelf, and the epi – pen bag will be placed on a hook near the front of the classroom. It will never be kept in the Medication Lock Boxes as this could cause too much of a delay.

A list of all food restrictions, allergies and medical conditions, will be posted in each classroom, kitchen area and the windows in each classroom facing the playground.

Once the Safe Arrival policy has been completed in the morning (beginning at 9:30), any children who are absent for that day and have emergency medication on site i.e. (epi pen, puffer, prescribed Benadryl, Tylenol etc.), the teachers will put their medication in the lock box within the back room beside the kitchen, as it will not be required during the child's absence. The following morning at 7:00am, it will be returned to the classroom epi-pen bag. The same procedure would be followed each day and at the end of every day.

### **Anaphylactic Policy**

Creative Children's Montessori School, Inc. has developed and implemented an anaphylactic policy in accordance with section 137/15 under the CCEYA. Creative Children's Montessori School, Inc endeavors to provide a peanut/nut free environment, enriching experiences for the children in its care. To assist in accomplishing our goal, our school is required to follow the standards set by the Ontario Ministry of Community and Social Services.

Each faculty member is required to review this policy annually and sign a form stating that they understand and will follow the requirements of the policy.

**This policy and all completed parental anaphylactic plans must be available for inspection at all times of operation. The individual plan for a child with anaphylaxis and the emergency procedures in respect of the child must be kept by administration in the school office as well as by the teacher in the classroom on the front of the brown cupboards and in the kitchen on the cabinet fronts.**

Shireen Ali/admin of Creative Children's Montessori School, Inc is responsible for ensuring that all faculty members are knowledgeable that the epi-pens are kept in a pouch and hung on the classroom window next to the front door. Each EpiPen is to have the picture of the prescribed child on it to ensure easy addressing in the case of an emergency. When the students go on an outing, walk or during recess the epi-pen is to be kept in the outing's bags with the emergency card. It is the responsibility of the lead teacher to ensure the epi-pen is placed in and taken out of the bag immediately before and after each outing.

- A strategy to reduce the risk of exposure to anaphylactic causative agents. We at Creative Children's Montessori School, Inc assure that all food products brought into the school are accompanied by a list of ingredients to assure there are no nut products or by-products. Caterer/parents and other are always notified of any food allergies our children may have.
- A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies. All staff will review the posted list of children and their allergies in the staff room.
- Development of an individual plan, with input from the child's parent or guardian and the child's physician, for each child with an anaphylactic allergy that includes emergency procedures in respect of the child.
- Training from a physician or a parent on procedures to be followed in the event of a child having an anaphylactic reaction.
- The individual plan for a child with anaphylaxis and the emergency procedures in respect of the child shall be reviewed by all employees before they begin their employment and at least annually afterwards.

"Anaphylaxis" means a severe systemic allergic reaction, which can be fatal; resulting in circulatory collapse or shock, and "anaphylactic" has a corresponding meaning.

### **Immunization Policy**

- Mandatory **immunizations are** required to attend a **child care** center in Ontario. The Child Care and Early Years Act (CCEYA) requires parents to provide proof of **immunization** (or appropriate exemption documents) for certain diseases if their child attends a licensed **child care** center in Ontario. Creative Children's Montessori school will not register any child without this record. If your child receives additional immunizations after they have started, updated copies of the new immunization records must be provided to the school. For more information on the immunization schedule please visit [www.immunizepeel.ca](http://www.immunizepeel.ca) or call Region Of Peel - Public Health Vaccine and preventable Disease at 905-791-7800 and ask to speak to a Peel Health Nurse.

- **Any children/staff without the required immunization information under section 22 of the health and protection and promotion act (HPPA) will be excluded from the program during an outbreak or the risk of an outbreak of a communicable disease. Children who are not able to get immunized can have a Notarized Statement of Conscious or Religious Belief form completed and forwarded to admin. All discretion from Creative Children's Montessori School admin, will be taken.**

1. Increased cleaning and disinfection of high touch surfaces with effective sanitizers is recommended. A solution of water and household bleach is an effective disinfectant against many common viruses and bacteria.
2. Suspend communal activities such as sensory play or baking activities
3. Review toileting and diapering routines, including the proper use of gloves
4. Remove washable fabric toys
5. Ensure that change tables are disinfected after each use, and infant/toddler's hands are washed regularly
6. Visits by outside groups, such as entertainers, tours etc., are not permitted

### **Illness and Injury**

Creative Children's Montessori School has a commitment to ensure that all children and staff are provided with a high level of protection during our hours of operation.

If your child has an elevated temperature of 100.4 degrees Fahrenheit (38 C) or more s/he should not be attending school. Should your child be ill and not attending school, please call/email and advise the office that he/she will not be in attendance. This will ensure that all are accounted for. If your child has not been at school for 3 consecutive days, it is likely that the teacher will call to see what the concerns are by the 3<sup>rd</sup> or 4<sup>th</sup> day. Any child returning to school should be fever free for a minimum of 24 hours.

If a student should have an elevated temperature of 100.4 degrees Fahrenheit (38 degrees Celsius) at anytime during the school day, a parent will be contacted to pick the child up as soon as possible. This is to ensure that any illnesses brought to the school be kept to a minimum.

Any child with a **communicable disease**, such as chicken pox, scarlet fever, pink eye etc., will be asked to remain home until the disease is free of its contagion stage. Peel Public Health has provided us with guidelines and expectations on how to handle communicable diseases. **If you should suspect that your child has a disease/illness we ask that you report it to the school as soon as possible, so we can ensure that all parents are aware of the illness being in the school and their child's exposure to it.** As soon as a parent informs admin that a child is contagious, we will forward literature and awareness to the CCMS parent body, so that all can look out for any onset of the disease.

Children showing signs of illness (e.g. fever, excessive fatigue, vomiting, diarrhoea, and discharge from the eyes, etc.) must remain at home for their own well-being and that of others. Children may not return to school until they are clear of symptoms. A physician's note can occasionally at times be requested to ensure that the child is free from infection before returning to school.

Communicable or prolonged illnesses must be reported immediately to the school administration. Staff members with communicable illnesses are encouraged not to attend work until they are better. Supervisors can organize for supply staff to cover the staff member who is ill.

All outbreaks will be reported to peel public health, and this will also be communicated to parents through the use of email.

If an outbreak should occur, any children who have been exempted from being vaccinated (with proper documentation on file), will be asked to stay home until the outbreak has been lifted from Peel Public Health.

If a child gets hurt at school, an accident written report will be completed and shown to the parent to sign in acknowledgment and this will then be placed in the accident report binder, a copy will also be sent home. If there is a serious accident that results in the need for medical attention, Creative Children's Montessori School will contact the parent. The centre has a serious occurrence policy that states we are required to post information about serious occurrences that happen at the centre. To support increased transparency and access to information, a "Serious Occurrence Notification Form" will be posted at the centre on the parent information board.

#### **Daily Health Check Procedure/Policy**

The Daily Health Check is a quick way for parents and child care providers to check for a change in a child's health and well-being. A Daily Health Check on all children entering the program helps the teachers establish what is normal for each child and what is abnormal for each child. The sooner sick children are identified, the sooner their health needs can be addressed. Early identification of illness in children can also reduce the spread of illness or disease.

A Creative Children's Montessori School faculty member performs the Daily Health Check when a child first arrives at the child care facility during the greeting time in the classroom/play ground. All illness, health concerns, accidents and injuries are recorded on the classroom attendance sheet.

During this time if there is concern parents and teachers can decide together on a plan of action to support the child's health.

If the child needs to be excluded from care the parent can leave with the child and tend to the child's health needs. The teacher will document it on the attendance and also on the illness tracking form.

If the child becomes ill during the day, the teacher should notify admin who will then notify the child's parents, for plan of action. If there is reason of concern where a child may have to be excluded from school that day due to health, the parents will be called to pick up their child. Children who are ill or contagious must be excluded from the program as stated in the policies and procedures manual. Any time child abuse or neglect is suspected, a report must be filed with CAS immediately.

#### **Exclusion, Re-admission of Ill Children Policy**

If a child becomes unwell while at the Centre the parents/guardians will be notified and asked to take the child home. Parents are asked to pick up their child as soon as possible for the health and well-being of the child and in consideration to others at the school. The child will be made comfortable until the parent/guardian arrives. Staff will consult with a public health inspector if unsure of situation or if additional help is required. Any equipment the child uses will be disinfected immediately to help prevent further cross-infection.

In addition these children must remain home for the recommended period by Peel Public Health (Respiratory symptoms such as cough and sneezing for at least 24 hours, Gastrointestinal symptoms such as vomiting and diarrhea for at least 48 hours.) all other communicable diseases can be found at [Managing illnesses and outbreaks in child care - peelregion.ca](#) and [Health conditions and treatments | Caring for kids](#)

The child must be well enough to fully participate in the daily activities indoor and outdoor upon return. The supervisor reserves the right to request a physician's note for any questionable symptoms or conditions before re-admission is allowed.

#### **CCMS Head lice policy and information sheet for families**

**What is head lice?** Head lice are tiny insects that live on the scalp where they lay their eggs. They have three stages: the egg (nit), the nymph and the adult. Head lice do not spread diseases and cannot be spread between animals or pets and humans, only through direct contact between people.

Head lice spread easily, especially where people are in close contact. They are very common among school-aged children or children attending child care, where they spread through direct hair-to-hair contact or directly by sharing things like hats, combs, hair brushes or headphones.

One of the first signs of head lice is an itchy scalp. However, children can have head lice for several weeks with no symptoms. If you think your child has head lice, check their hair for nits right away, and continue checking daily for the next 14 days.

#### **What are the school guidelines when lice are found on my child?**

- The family will be notified live lice /eggs were found
- Child will be sent home for treatment
- Immediate treatment is necessary (natural or chemical)
- **Student will be examined when they return to school and will only be allowed entrance if no eggs or lice are present**

#### **What to do if your child has lice**

Parents are advised to keep their child at home until they have been treated for lice. Students may only return to school if they are "nit-free." If your child has live lice, ensure that they avoid head-to-head contact with other children until the lice are gone. Children should not share combs, hairbrushes, caps, hats or hair ornaments. You should also check all family members for head lice. Be sensitive to your child's feelings and let them know that having head lice does not mean they are not clean.

#### **Head lice can be treated with the following approved insecticides:**

- pyrethrin (found in R&C Shampoo + Conditioner)
- permethrin (Nix Creme Rinse or Kwellada-P Creme Rinse)
- lindane (Hexit Shampoo or PMS-Lindane Shampoo).

#### **When can my child return to school?**

- A child can return to school as soon as she/he is treated for head lice and nothing has been observed for 24 hours
- After a treatment, the parent/guardian must check their child's head to be sure there are no live lice and recheck frequently for a minimum of 2 weeks.
- **TIPS:**
- Lice require the environment of human scalp to survive and quickly become dehydrated when they fall from their host.
- Only ordinary house cleaning, vacuuming, and washing bedding and clothes in hot water are needed **BUT HOMES MUST BE CLEANED DAILY FOR A FEW DAYS**
- No special effort or sprays are needed to clean your home
- Teach children not to share hats, combs, brushes, hair decorations, or any other headgear.
- **LINKS** for further information:
- [Head lice infestations: A clinical update | Canadian Paediatric Society](#)
- [Student Health - Peel Board Office Site](#)
- **CCMS RESPONSIBILITIES:**
- CCMS will continue to do a full disinfection of the entire facility for 3 days once a child has been sent home with Lice
- All bedding and outdoor clothing will be sent home for 3 days
- This procedure will continue upon each child's confirmation of lice
- CCMS will continue to do periodic checks on the students during this high season of headlice

#### **Medication policy**

If a child requires medication during their time at school, their parents must complete a Scheduled Medication Form to administer prescribed medication only. Creative Children's Montessori School does not administer over the counter medication unless prescribed by a Doctor, with a prescription label on it. This includes medication such as Advil, Tylenol and Benadryl. The medication label must include the following:

- |                      |  |  |
|----------------------|--|--|
| • Name of Medication | • Dosage   | • List of dates, times and dosage for each day of administration |
| • Name of Child      | • Time of administration/administer instructions | • Parent / Guardian Signature                                    |
| • Date of Purchase   | • Start Date and End Date                        |  |
| • Place of Storage   |  |  |

All prescribed medication must:

- Be in the original container
- Have child's full name on it
- Have the name of the drug, dosage to be given, date of purchase, instructions for storage
- Parents must provide a syringe, chamber etc. to administer the medication

The lead staff member who administers the medication must make sure to document the administration on the "Scheduled Medication Form". There must also be a witness to acknowledge the appropriate administration of each dose.

Any discrepancy of the information provided by the parent and the information on the label/form must be clarified by admin via a phone call to the parents before any medication is administered.

**No over-the-counter medication is permitted to be given to children without a personal prescription label on it.**

Any expired medication must be returned to the parent. It is the parent's responsibility to ensure that any medication is not expired. All medication must be locked in a medicine box and placed out of the reach of children.

### **Management and Reporting of Communicable Diseases and Outbreaks to parents and Public Health**

Creative Children's Montessori School is committed to providing a safe and healthy environment for children, families and employees. We will take every reasonable precaution to prevent the risk of communicable and infectious diseases.

Communicable disease: an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges or by indirect means (contaminated counters, hands, toys, doorknobs)

Infectious disease: a disorder caused by organisms such as bacteria, viruses, fungi or parasites.

An outbreak is when a "greater than" expected number of children and child care staff have similar symptoms (e.g., fever, diarrhea, vomiting, rash, respiratory symptoms) and are sick or absent due to illness in a given period of time. A warning signal is when 10% of the children are sick with a similar illness. Creative Children's Montessori staff will use the Illness Tracking Form to help determine this.

Some diseases (e.g., measles) should be treated like an outbreak even if there is only one case. If you are unsure whether one case of an illness is an outbreak, call Peel Public Health at 905- 799-7700 and ask to speak to a public health inspector.

### **Procedures for Communicable Diseases and Suspected Outbreaks**

Signs and symptoms of potential communicable diseases

- Severe irritability
- Lethargy
- Runny nose
- Cough
- Difficulty breathing
- Vomiting
- Diarrhea
- Change in skin colour
- Rash
- Fever

We will refer to the [Canadian Pediatric Society](#) or further details on suggested exclusions and readmissions for various communicable diseases.

### **Medication(s)**

If a child is prescribed medication from a medical doctor, it can be given to the student during school hours as long as the parent fills out a "Medications Chart". **The medication must be received in the original pharmacy labeled bottle stipulating the child's name, drug name, dosage, expiry date, date of purchase and frequency to be given.** There will be locked boxes for medications kept in each classroom cupboard above the sink and one in the kitchen refrigerator for medications with cool storage requirements. Epi-Pens and inhalants will be kept in a lock box in the back kitchen when a child is absent and every end of day once child leaves. CCMS is not permitted to give students Tylenol, aspirin, antihistamine, or decongestants, unless they are in a medically prescribed package.

### **Medical /Emergency Information**

Communicable Disease – During the year, it is sometimes necessary to contact parents/guardians and have them take their child home because he/she is ill or suspected of having a communicable disease. If your child complains of feeling ill before school, we request that he/she stays home.

The Region of Peel Public Health gives the Director(s) the authority to exclude students who are suffering or are suspected of suffering from a communicable disease. In addition, these children must remain home for the recommended period by Peel Public Health (Respiratory symptoms such as cough and sneezing for at least 24 hours, Gastrointestinal symptoms such as vomiting and diarrhea for at least 48 hours.) all other communicable diseases can be found at [Managing illnesses and outbreaks in child care - peelregion.ca](#) and [Health conditions and treatments | Caring for kids](#)

If the family doctor feels that the preceding periods of exclusion is not necessary, then it will be required that the doctor writes a certificate to this effect. All decisions still remain to the discretion of the administration of CCMS.

Bill 142 – Immunization of school Pupils Act (1990) is now being implemented by the Region of Public Health Department. The Act legislated that all pupils in school be fully immunized against Measles, Mumps and Rubella (German Measles), Diphtheria, Tetanus and Polio. Any student without up-to-date immunization cannot be admitted to the school, unless a Statement of Conscience or Religious Beliefs Affidavit has been signed and Notarized.

***Any children/staff without the required immunization information under section 22 of the health and protection and promotion act (HPPA) will be excluded from the program during an outbreak or the risk of an outbreak of a communicable disease. All discretion from Creative Children's Montessori School admin, will be taken.***

### **Accident Reports and Serious injury**

As per the MEDU "all parents must be notified when any accident or incident occurs that could affect the health, safety or well-being of their child and be provided with a copy of the report. Any child that has an accident at school (scraped knee, cut on finger, bump on head, etc.) will have an "Accident Report" filled out by the staff who observed the accident immediately. The staff will report the accident to the Supervisor who will call the parent (if a head injury) or other emergency service that is needed. *The parent will be asked to sign the report at the time of pick up. In the event of the parent not picking up the child a copy of the report will be sent home with the child asking for them to sign and return to the school the following day. The report will be kept in a binder in the office and a copy of the report should be given to the parents.*

Should the unfortunate incident of a serious injury occur while a child is under the care of CCMS Bolton, we have requested in the application of enrolment for a "Release, Indemnity Agreement and Declaration" to be signed. This provides Creative Children's Montessori School the permission to: **authorize**

**recommended treatment, order injections, or provide any treatment prescribed by a physician caring for your child, arrange transportation to the Emergency Department of the nearest hospital, with no liability on the part of the drivers or the mentioned school including the employees of.**

In the event that a parent is unable to be contacted, the above contract will allow us permission to provide the recommended care to your child to best fulfill his/her needs. In the event of your child needing to go to the hospital, the admin faculty of the school will stay with him/her until one parent arrives.

### **CCMS Serious Occurrence Policy**

The purpose of this policy and the procedures within is to provide clear instructions for staff, students and volunteers to follow or how to identify, respond to and report a serious occurrence. It ensures that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and those working directly with children, and that these serious incidents are reported, tracked and followed up on. This policy requires that an annual review be conducted of serious occurrences that took place over the last calendar year for an opportunity to reflect on the incidents that took place and consider approaches that will be implemented to minimize the chance that the incidents will occur again in the future. This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures with respect to serious occurrences for CCMS Bolton.

#### **Identifying a Serious Occurrence**

Under the *Child Care and Early Years Act, 2014*, serious occurrences are defined as:

- the death of a child who received care at CCMS
- abuse, neglect or an allegation of abuse or neglect of a child while receiving care at CCMS
- a life-threatening injury to or a life-threatening illness of a child who receives care at CCMS
- an incident where a child who is receiving care at CCMS goes missing or is temporarily unsupervised
- an unplanned disruption of the normal operations that poses a risk to the health, safety or well-being of children receiving care at CCMS

### **Guidelines for Discipline and Expectations of Behavior**

The goal of every teacher is to build from and improve a student's abilities and strengths. Building a child's self-esteem is a teacher's highest priority with the objective of teaching self-control.

- ♥ Teachers must be responsible for the development of the student's will to manage them well. Examples of this could include the student learning to tie their own shoes, ensuring the child has their shirt tucked in and clothing worn with pride. All attempts should be made for students to be commended for proper or outstanding care of the person. We realize that outward appearance, in many instances conveys what may be going on inside the person. Staff needs to be aware of possible reasons for behavior, deemed "good" or "bad" being displayed. It is very important to understand that the behavior the child is displaying is appropriate or inappropriate, not that the child be deemed "good child" or "bad child".
- ♥ When there is a need for direct discipline to be applied, the staff member must remember not to scold, humiliate or annihilate the personality. Staff must remember we are teaching behavior by also behaving ourselves in an appropriate manner at all times. Explanations at the appropriate developmental level will also be needed throughout the school year individually, in a small group (ex. Two children involved), or the class as a whole to help with the situation at hand.
- ♥ *Ground rules need to be set up at the beginning of the school year. The rules are to be stated in a positive form, so that the students know "WHAT TO DO", as opposed to "WHAT NOT TO DO". The 3 fundamental rules should be: Do not DISTURB, Do not DESTROY, & Do not DISRESPECT; always incorporating the 3 R's Respect yourself, Respect others and Responsibility of consequence (your actions).*
- ♥ *Teach children specific skills for getting along with others, solving conflicts and acting cooperatively.*
- ♥ Give children many chances to make decisions, be leaders, make real choices and be responsible. Set as a goal, as teacher, that the children will be eager and interested in learning on their own in a class that almost runs itself, thus providing the children the opportunity to develop inner-discipline.
- ♥ Tell children often and enthusiastically what they are doing well and how they are competent. Be specific.
- ♥ Always keep in mind that a teacher's ultimate goal in helping young children with behavior problems is to get them to control their own actions and reactions.
- ♥ Before a problem occurs, discuss choices children can make about how to act.
- ♥ Remind the children of the reasons behind any rule or consequence to a behavior, at the time the rule is being enforced.
- ♥ If a child is given a consequence – such as having to choose a solitary activity because of hitting another child – tell the child that he/she can join the other children when he/she feels able to use his/her voice to express his/her feelings. Respect the child's own internal time clock even if it lasts only a few seconds. Repeat the consequence if child repeats the negative behavior.
- ♥ Remember that rewards (stickers, stars, etc.) for good behavior or negative reinforcement for bad behavior (taking privileges away) does not teach children self-control.

### **Ministry of Education (MEDU) - Contravention of Behavior Management Policy**

The MEDU stipulates that harsh punishment is not allowed. The following forms of discipline will not be used and may result in dismissal depending on the severity of the infraction.

- ❖ Corporal punishment, including but not limited to the following:
- ❖ Striking a child, including spanking directly or with any physical object
- ❖ Harsh, humiliating, belittling or degrading responses including verbal, emotional or physical
- ❖ Restriction of food, clothing, bedding, shelter
- ❖ Isolation (locked or forcible confinement)
- ❖ Any of the above infractions may result in the following; A verbal warning, A written warning and Dismissal

**CCMS Parent Issues and Concerns Policy and Procedures (see back pages for Parent Code of Conduct to be signed and returned)**

**Purpose**

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.

**General**

Parents/guardians are encouraged to take an active role in our facility 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 the engagement of and 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 at an arranged time.

All issues and concerns raised by parents/guardians are taken seriously by CCMS 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 three (3) 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**

CCMS, 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.

**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><b>Program Room-Related</b> E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to the classroom staff directly Or the supervisor or licensee.</p>	<p>Address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within three (3) business days.</p> <p>Document the issues/concerns in detail on an Incident Report. Documentation should include:</p>
<p><b>General, Centre- or Operations-Related</b> E.g.: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to the supervisor or licensee.</p>	<ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<p><b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b></p>	<p>Raise the issue or concern to the individual directly Or the supervisor or licensee.</p> <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 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 [insert number] business days or as soon</p>

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:
<b>Student- / Volunteer-Related</b>	Raise the issue or concern to the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. - 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.	as reasonably possible thereafter. Document reasons for delays in writing.  Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

**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 Ministry of Education's Child Care Quality Assurance and Licensing Branch.

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.

**Contacts:** CCMS Admin: 905-951-8606 or [admin@ccmsbolton.com](mailto:admin@ccmsbolton.com)  
 Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)  
 Peel Region Children's Aid Society: 905-363-6131  
 Peel Public Health: 905-799-7700  
 Bolton Police Department: 905-584-2241  
 Town of Caledon Fire Department: 1-888-225-3366

### CCMS Monitoring Compliance and Contraventions Policy

#### Purpose

This policy sets out the process that will be followed to monitor the implementation of our policies, procedures and individualized plans on an ongoing basis. The policy sets out how compliance and contraventions (non-compliance) with the policies, procedures and individualized plans listed below will be monitored, recorded and addressed.

This document is intended to fulfill the obligations set out under Ontario Regulation 137/15 for written policies and procedures for monitoring, recording and addressing compliance and non-compliance with policies, procedures and individualized plans for CCMS Bolton.

#### Policies and procedures required under the *Child Care and Early Years Act, 2014*:

- Playground Safety
- Anaphylactic policy
- Sanitary Practices
- Sleep Supervision
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers and Students
- Program Statement Implementation
- Staff Training and Development
- Police Record Check
- Fire Safety and Evacuation
- Waiting List
- Parent Issues and Concerns
- Emergency Management

#### Individualized plans required under the *Child Care and Early Years Act, 2014*:

- Anaphylaxis
- Special Needs
- Medical Needs

#### Other policies and procedures developed by CCMS Bolton:

- |   |                      |                             |
|---|----------------------|-----------------------------|
| Inclusion Policy                            | Health Policy        | Behaviour Expectations      |
| Confidentiality Policy                      | Prohibited Practices | Suspected Child Abuse Polic |
| Employee Agreement regarding Staff Policies | Social Media Policy  | Alcohol and Drug use        |
| Lock Down Procedure                         | Whistle Blowing      |                             |

**The above Policies and Procedures are put in place to make sure that children's time in our school runs smoothly, securely, and safely and is filled with appropriate learning experiences.** The written policies and procedures are posted in the faculty handbooks and must be adhered to by all

employees. Upon employment, each staff member will examine and understand these policies. On agreement, the staff will sign with the Principal/Designate present confirming understanding and compliance with the policy. Each staff member will sign and review the policy once a year as stated in the CCEYA. All individuals with interactions within the CCMS Bolton are expected to be familiar with and adhere (at all times) to the Centers policies and procedures. Failure to do so may result in verbal warning, written warning, and/or discipline of the faculty

### **Prohibited Practices:**

#### **The programs shall NOT permit:**

1. Corporal punishment of a child by any employee or by another child or group of children.
2. Deliberately harsh or degrading measure to be used on a child that would humiliate a child or undermine a child's self-respect.
3. Deprivation of a child of basic needs including food, shelter, clothing or bedding
4. Locking or permit to be locked for the purpose of confining a child
5. Use of locked or lockable room or structure to confine a child who has been withdrawn from other children

### **EXCESSIVE PROHIBITED PRACTICES**

From time to time, there may be an individual who exhibits behavior that conflicts with the goals and beliefs of Creative Children's Montessori Schools Programs. Behaviors that cause disruption to the program, harm to others, or harm to the property of the program, may be considered an excessive prohibited practices issue.

### **Emergency Management Policies and Procedures:**

CCMS has Emergency management policies and procedures in place, in the event of that one should take place, parents will be notified via email and phone calls when safe to do so. Examples of an emergent situation can be: Lockdown, hold and secure, bomb threat, disaster requiring evacuation, disaster-external (environmental threat), natural disaster (tornado/tornado warning), natural disaster-earthquake etc.

### **Lockdown Policy**

In the event of an emergency at CCMS, the Supervisor or Designated Supervisor will make the decision as to whether or not to perform a lock down in the school.

A lockdown is defined as: The restriction of movement during the time of a potentially serious violent incident that would endanger the lives of students and staff. CCMS has a lockdown policy which is reviewed by faculty annually.

### **The Provision of Goods and Services to Persons with Disabilities**

CCMS will make every reasonable effort to ensure that it's policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by: Ensuring that all customers receive the same value and quality; allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;

using alternative methods, when possible, to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner; taking into account individual needs when providing goods and services; and communicating in a manner that takes into account the client's disability.

Persons with disabilities may use their own **assistive devices** as required when accessing goods or services provided by CCMS. In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. A customer with disability that is accompanied by a **guide dog, services animal or service dog** will be allowed access to premises that are open to the public unless otherwise excluded by law. "No Pet" policies to do not apply to Guide dogs, service animals and/or service dogs. The client that is accompanied by a guide dog, service dog and/or services animal is responsible for maintaining care and control of the animal at all times. If a health and safety concern present itself for example in the form of a severe allergy to the animal, CCMS will make reasonable efforts to meet the needs of all individuals. If clients with a disability is accompanied by a **support person**, CCMS will ensure the both persons are allowed to enter the premises together and that the client is not prevented from having access to the support person. There may be times where seating and availability prevent the client and support person from sitting beside each other. In these situations, CCMS will make every reasonable attempt to resolve the issue. In situations where confidential information might be discussed, consent will be obtained from the customer, prior to any conversation where confidential information might be discussed. CCMS shall provide customers with the opportunity to provide **feedback** on the services provided to clients with disabilities. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or (hand written, delivered or email), will be available upon request.

Clients can submit feedback to: Kimberly Redhead or Shireen Ali, 16 Parr Blvd, Bolton, On, L7E 4H1, 905 951 8606, admin@ccmsbolton.com

Clients that provide formal feedback will receive acknowledgement of their feedback, along with any resulting action based on concerns or complaints that were submitted.

### **CCMS Sleep Room Check Policy**

The Sleep Room Check is a visual check to ensure the ongoing safety of the children while they are sleeping. The guidelines are designed to ensure the safety of the children while they sleep. They provide staff members with clear expectations of their role within the school during nap time.

Each staff member, volunteer and student must review this policy and the attached document entitled "Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada" at the beginning of their employment, annually and whenever changes have been made to the documents.

Each child will be assigned their own labeled individual cot. Parents will be consulted at time of enrollment respecting a child's individual sleep schedule. Early riser programs are in effect for children who do not sleep. Parents will be advised of any significant changes in a child's sleeping pattern or behavior.

Each child is to be placed in their own cot with only a fitted sheet, blanket and pillow provided by their parent.

Under no circumstances may a stuffed toy, extra blanket or any other item be placed in a child's cot at sleep time.

### **Visual Checks**

All staff will ensure that there is sufficient light in the sleeping areas or room to conduct visual checks.

A visual check of each child will be made by their cot side every ½ hour for Toddler children and recorded on the Toddlers sleep attendance sheet.

A visual check of a child consists of standing over their cot and ensuring that the child is still breathing by watching the rise and fall of the chest.

A visual check for signs of overheating including flushed skin colour, body temperature by touch and restlessness.

There must be a visual confirmation that the child's face is not discolored or covered by the blanket.

### **Parent Consultation**

The Supervisor will ensure that parents are consulted in regards to individual student sleeping arrangements. If sleep monitor staff observe any significant changes in a child's sleeping pattern or behaviour during sleep time, the information will be immediately communicated to supervisor and parents. If necessary, arrangements will be made to adjust the manner in which the child is supervised during sleep.

### **Fee's & Enrolment Requirements:**

***As of 2023, CCMS has implemented a wait list policy.***

There will be no registration fee or holding fee collected from the families. If a spot should become available, the families will be contacted in order. CCMS will only accept fees from a family when there is a spot available. Once a spot is available, we will ask for the holding fee and the application in entirety. Once received, only then will the spot be guaranteed.

*All students enrolling at Creative Children's Montessori Schools' Bolton Campus must have all current dated documents forwarded to CCMS no later than the end of the first week of the Academic School year or the child will be asked to remain at home until documents are ALL forwarded.*

Required documents are:

- Current & complete Application
- Non-Refundable & Non-Transferable Holding Fee
- Current and up to date Immunization Records
- Certified letter for anyone NOT having up to date immunizations or the choice of not immunizing
- Current and Accurate Emergency Cards
- Current photos of the student, parent(S) or guardian, and anyone listed on the pick-up lists
- Safe Arrival Policy Signed
- Parent Code of Conduct signed
- Parent Handbook acknowledgement signed
- Blanket note for anyone able to pick up the child on a frequent basis (parents excluded)
- Allergy forms completed for those with epi-pens and/or puffers
- A Signed copy of the Diaper & Sunscreen permission form
- All payment and/or postdated cheques received for the entire Academic year

***Parents acknowledge that with the acceptance of an application they are aware and understand all policies and procedures and expectations of Creative Children's Montessori School, Bolton Campus, Inc. As well, CCMS has the privilege to change, update or alter policies and procedures, student placements and calendar dates with a minimum of 30 days written and posted notice of the affected change.***

CCMS Faculty will make every effort to meet the individual needs of each child enrolled in the program. However, there may be situations where we may not be able to meet these needs. Parents will be kept informed and capacity-building steps undertaken and documented. Situations in which CCMS may recommend a withdrawal of care include, but not limited to, the following:

- Lack of payment of fees
- Conduct that is injurious to the well-being of others at CCMS
- Behaviour that is a potential safety hazard for children or staff
- Verbal abuse, harassment or threatening of children/staff
- The inability of our program/staff to meet the specific needs of an individual child
- The individual needs of a specific child interfere with the needs of other children and/or puts them at risk

CCMS operates on a 7 am to 6 pm day. Parents have the choice of having their child remain for the entire day, opening to close, or for the Academic period of study which is 8:30 am to 3:30 pm.

The CCEYA allows family grouping ratios to be applied for 90 mins at the beginning of the day and 60 mins at the end of the day. The toddler family grouping ratios are 1:7 and CASA family grouping ratios are 1:12.

For information on Child care Fee Subsidy please visit [peelregion.ca/hsapply](http://peelregion.ca/hsapply) or connect with them on 905-793-9200, for further information.

**Peel Inclusion Resource Services (PIRS)** is a free service designed to support children who need extra support in licensed child care. It aims to ensure that children from birth to 12 years old, including those with special needs, can participate fully in child care environments.

- **Eligibility:** Children must be enrolled in licensed child care or have a confirmed start date within the next two weeks.
- **Support:** PIRS provides resource consultants who develop personalized support plans focusing on the child's strengths and areas of development.
- **Referral Process:** Families can complete a referral form on the Region of Peel's website to connect with a PIRS resource consultant.

For more information, you can visit the official PIRS website or contact the Region of Peel's information services.

### **TERMS OF ADMISSION:**

1. Creative Children's Montessori School Inc. reserves the right to amend the rules and regulations in the operation of the school, as it feels appropriate, and it is a condition of the attendance that these rules and regulations are adhered to.
2. Creative Children's Montessori School Inc. opted into the CWELCC (Canada Wide Early Learning Child Care) program in 2022 and has chosen to remain in the program until December 31<sup>st</sup> 2025. **AT ANY TIME, CCMS HAS THE RIGHT TO WITHDRAW FROM THE CWELCC SYSTEM WITH 45 DAYS NOTICE TO FAMILIES.** If opted-out, all tuitions will be charged at CCMS's 2025-2026 schedule of fees with the exclusion of the CWELCC discount.
3. Creative Children's Montessori School parents will be responsible to provide all necessities for toileting this includes diapers and wipes.  
\*The welfare and safety of your child is of the utmost importance and while he/she is in the care of the school all-foreseeable precautions will be taken. However, CCMS cannot assume responsibility for your child beyond that which would be expected of a reasonable parent. **Parents are responsible for making sure that their child/ren enters the school by 8:30am with a grace of 15 mins (8:45am). Students not at school by 9am each morning, without an exceptional reason reported via email, may be asked to remain home. As a reminder we are liable to follow the Safe Arrival Policy. If the school is not advised of absence or tardiness and no contact is made, we must follow the child abandonment policy act and advise authorities.**
4. **SAFE ARRIVAL** policy must be reviewed and signed with understanding and acknowledgment
5. Creative Children's Montessori School Inc. **PARENT CODE OF CONDUCT** must be reviewed and signed with understanding and acknowledgment

**Should the occasion arise that you wish to withdraw your child without penalty you must ensure that a minimum of 60 days' notice in writing is submitted to administration, otherwise 2 full months tuition is owed.**

6. ALL CHILDREN MUST BE RECEIVED BY A FACULTY MEMBER AND NEVER LEFT UNATTENDED
  - 8:20-8:40am is regular drop off time. 3:20-3:40pm is regular pick-up time. Late pick-ups after 6:00pm will be charged \$1.00 per minute per child for the first 10 minutes, students picked up between 11 & 30 minutes late will be charged \$30, and 31 – 45 minutes late will be charged \$50 payable upon pick up to the faculty member in charge – NOT CONSIDERED FOR CWELCC DISCOUNT. Children aged out of Cwelcc and not registered for the before & aftercare program will be charged \$10 per ½ hour for occasional pre-arranged use.
  - If Extended care is needed for before or after school past the committed time, CCMS must be notified via email with 48-hour notice.
  - **Any long term requests changes to the BASP programs must be made in writing via email to [admin@ccmsbolton.com](mailto:admin@ccmsbolton.com) 60 days prior to needing it.**
7. CCMS has the right to withdraw a child from the school should the principal feel that the Montessori Pedagogy and staff of CCMS are not able to provide what is necessary for the needs of the specific child.
8. The signing of the Enrollment Application is an acknowledgment of acceptance of the conditions set here and on the fee schedule.

#### **TERMS OF PAYMENT:**

1. Enrollment is for the entire academic year from start date to June 30<sup>th</sup>, 2026  
The \$478.50 Holding Fee is **non-refundable, non-transferable** and **unable to be used for a later date**. The holding fee of \$478.50 is due upon registering TO BE PAID VIA E-TRANSFER ONCE NOTICE OF ACCEPTANCE IS MADE. Cost of Holding Fee has been adjusted to reflect the 2025 CWELCC requirements and is reflective in the fee schedule.
2. Fee should be submitted via e-transfer to [admin@ccmsbolton.com](mailto:admin@ccmsbolton.com) upon signing and acceptance of the enrollment package and a confirmation of acceptance has been made. The Holding fee guarantee's a spot at CCMS for the 2025-2026 academic year.
3. The tuition will be withdrawn from clients' account on the 1<sup>st</sup> of every month starting September 1<sup>st</sup> 2025 via EFT (electronic funds transfer). An invoice will be emailed 3-5 days prior to the 1<sup>st</sup> of each month.
4. Should there be non-sufficient funds in the account tuitions must be paid in cash with the additional fee of **\$75 service charge no later than 1 business day after tuitions are due. When the cash is not provided**, Creative Children's Montessori Inc. reserves the right, which is not subject to challenge, in its sole and unfettered discretion, to request the immediate withdrawal of the child.
5. Official Tuition/Childcare tax receipts will be issued prior to February 28<sup>th</sup>, 2026.

## Creative Children's Montessori School's, 2025 Summer Fun in the Sun Program Fee Schedule

Accommodating children from 15 months to 6 years of age

**CWELCC Contribution in effect until August 31<sup>st</sup>, 2025!**

**Academic Day 8:30am – 3:30pm**

**Extended care 7am-8:15am & 3:40pm-6:00pm**

Enrollment Status:	Parent Payment with CWELCC \$22/Day	Lunch	Snack
<b>5 Full Days</b>	\$110/week	Included	\$15
<b>4 Day holiday week (Weeks 1,6 &amp; 9)</b>	\$88/week	Included	\$15
<b>5 Mornings 8:30am-11:30am</b>	\$110/week	N/A	\$15

Week	Dates	Holiday week	Theme of the week	Check chosen week ✓
<b>1</b>	<b>June 30-July 4</b> <i>(July 1<sup>st</sup> Canada Day-Closed)</i>	<b>4 days</b>	<b>The Mighty Jungle</b>	
<b>2</b>	<b>July 7-11</b>		<b>Construction</b>	
<b>3</b>	<b>July 14-18</b>		<b>Penguins and Polar Bears</b>	
<b>4</b>	<b>July 21-25</b>		<b>Wild West</b>	
<b>5</b>	<b>July 28-Aug 1</b>		<b>Under the Sea</b>	
<b>6</b>	<b>August 5-8</b> <i>(Aug 4<sup>th</sup>-Civic Holiday-Closed)</i>	<b>4 days</b>	<b>A bugs Life</b>	
<b>7</b>	<b>August 11-15</b>		<b>Gardening</b>	
<b>8</b>	<b>Aug 18-22</b>		<b>Little Picasso's</b>	
<b>9</b>	<b>Aug 25-28</b> <i>(Aug 29<sup>th</sup>-P.A Day-Closed)</i>	<b>4 days</b>	<b>Yoga and Mindfulness</b>	

**Drop off time: (please stipulate your pick up time)**

- 7:00-7:30am
- 7:31-8:00am
- 8:01-8:30am

**Pick up time: (please stipulate your pick up time)**

- 3:30-4:00 pm
- 4:01-4:30 pm
- 4:31-5:00 pm
- 5:01-5:30 pm
- 5:31-6:00 pm

**\*Due to staffing arrangements, it is imperative that the drop off and pick up times you have signed up for are followed.**

Please note:

- ☀ **ALL CHILDREN MUST BE RECEIVED BY A FACULTY MEMBER AND NEVER LEFT UNATTENDED.**
- ☀ 8:20-8:40am is regular drop off time. 3:20-3:40pm is regular pick-up time. Late pick-ups past 6:00pm, will be charged \$1.00 per minute per child for the first 10 minutes. Students picked up between 11 & 30 minutes late will be charged \$30, and 31 – 45 minutes late will be charged \$50 payable upon pick up to the faculty member in charge
- ☀ CASA and Toddlers will be in separate rooms with ratios set out by the CCEYA

- ☀ Lunches and snacks are included in the fees for Summer Camp, Meals are catered by Real Food for Real Kids Catering
- ☀ Fees will be taken **July 1<sup>st</sup>, 2025** via PAD (pre-authorized debit) for the entire summer camp (July 1<sup>st</sup>-August 31<sup>st</sup> 2025 (No reimbursements for changes)
- ☀ Creative Children's Montessori School Inc. opted into the CWELCC (Canada Wide Early Learning Child Care) program in 2022 and has chosen to remain in the program until December 31<sup>st</sup> 2025. CWELCC current contract is only committed to December 31<sup>st</sup>, 2025. **AT ANY TIME, CCMS HAS THE RIGHT TO WITHDRAW FROM THE CWELCC SYSTEM WITH 45 DAYS NOTICE TO FAMILIES.** If opted-out, all tuitions fees will be charged at CCMS' discretion (with inflationary increase) and the exclusion of the CWELCC discount.
- ☀ Existing families can use the current application & documents on file. New families must complete a 25-26 application form.
- ☀ Once availability has been confirmed via email, there will be no changes made to scheduling.

Student(s) name: \_\_\_\_\_ Toddler \_\_\_\_\_ CASA \_\_\_\_\_

Students Date of Birth: \_\_\_\_\_ Day/Month/Year

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Signing above confirms understanding of CCMS's contractual timelines with CWELCC. CWELCC Contribution in effect until December 31<sup>st</sup>, 2025!



**Creative Children's Montessori School  
CASA & Pre-CASA Fee Schedule (15mo– 6yrs of age)  
\*September 1 2025– June 30 2026\***

**Academic Day 8:30a.m – 3: 30p.m**

**Extended care 7am-8:20am & 3:40pm-6:00pm**

Enrollment Status	Monthly Cost Base Fee (without snack, lunch Am or Pm care)		Lunch/ Snack/ month (Children aged 44 months and older may choose to bring a bagged lunch)	AM Care /month (7am -8:20am)	PM Care /Month (3:40-6pm)	AM & PM Care /Month
	CCMS Fees Pre-CASA / CASA	CWELCC \$22/Day				
<b>5 full days Pre-Casa &amp; CASA</b> \$57.70/day @ 21.75 days avg per month	Annual tuition \$12000.00  Holding fee \$1000.00 Paid at registration  Paid monthly \$1100.00 EFT 1 <sup>st</sup> of each month	10 x \$478.50 = \$4785.00 Less holding fee \$478.50 <hr/> \$4306.50  \$430.65 per month FEE	<u>Lunch</u> <b>\$105/month</b>  <u>Snack</u> <b>\$40/month</b>  CWELCC Included in daily rate	<b>\$100/month</b> \$4.600/day @ 21.75 days (avg per month)  CWELCC Included in daily rate	<b>\$200/month</b> \$9.20/day @21.75 days (avg per month)  CWELCC Included in daily rate	<b>\$275/month</b> \$12.65/day @21.75 days (avg per month)  CWELCC Included in daily rate

**Before and after care time table: (due to staffing arrangements)**

Child's Name: \_\_\_\_\_ Program:  Toddler  CASA/Pre CASA

**Drop off time: (please stipulate your pick-up time)**

**Pick up time: (please stipulate your pick-up time)**

- 7:00-7:30am
- 7:31-8:00am
- 8:01-8:30am

- 3:30-4:00 pm
- 4:01-4:30 pm
- 4:31-5:00 pm
- 5:01-5:30 pm
- 5:31-6:00 pm

<b>5 full days Toddler</b> \$63./day @ 21.75 days avg per month	Annual tuition \$13000.00	10 x \$478.50= \$4785.00 Less holding fee \$478.50	<b>Included in tuitions</b>  CWELCC Included in daily rate	<b>\$100/month</b> \$4.60/day @ 21.75 days (avg per month)	<b>\$200/month</b> \$9.20/day @21.75 days (avg per month)	<b>\$275/month</b> \$12.65/day @21.75 days (avg per month)
	<b>Holding fee \$1000.00</b> Paid at registration  <b>Paid monthly \$1200.00</b> <b>EFT 1<sup>st</sup> of each month</b>	<hr/> \$4306.50 \$430.65 per month FEE		CWELCC Included in daily rate	CWELCC Included in daily rate	CWELCC Included in daily rate

**\*Students turning 6 years of age within the academic year will age out of the CWELCC program and charged the actual CCMS fees the first of the month after their birth day**

**Holding fee is due upon registration and is NON-REFUNDABLE, NON-TRANSFERABLE and cannot be applied for a later year.**

- The holding fee of \$478.50 is due upon registering TO BE PAID VIA E-TRANSFER ONCE NOTICE OF ACCEPTANCE IS MADE. Cost of Holding Fee has been adjusted to reflect the 2025 CWELCC requirements and is reflective in above chart.
- Monthly tuition fees will be paid via Pre-Authorized Debit (form attached to the application) Please provide a Void cheque and completed form. Monthly invoices will be forwarded with the amount to be withdrawn prior to the first of each month. The tuition will be withdrawn from clients' account on the 1<sup>st</sup> of every month via Pre-Authorized Debit starting September 1<sup>st</sup> 2025..
- Fees are for the 2025-2026 Academic year, September 2025-June 2026.
- Creative Children's Montessori School Inc. opted into the CWELCC (Canada Wide Early Learning Child Care) program in 2022 and has chosen to remain in the program until December 2025. **AT ANY TIME, CCMS HAS THE RIGHT TO WITHDRAW FROM THE CWELCC SYSTEM WITH 45 DAYS NOTICE TO FAMILIES.** If opted-out, all tuitions will be charged at CCMS's 2025-2026 schedule of fees with the exclusion of the CWELCC discount.
- Should there be non-sufficient funds in the account tuitions must be paid in cash with the additional fee of **\$75 service charge no later than 1 business day after tuitions are due. When the cash is not provided,** Creative Children's Montessori Inc. reserves the right, which is not subject to challenge, in its sole and unfettered discretion, to request the immediate withdrawal of the child.

**Please note:**

- **ALL CHILDREN MUST BE RECEIVED BY A FACULTY MEMBER AND NEVER LEFT UNATTENDED.**
- 8:20-8:40am is regular drop off time. 3:20-3:40pm is regular pick-up time. Late pick-ups, past 6:00pm will be charged \$1.00 per minute per child for the first 10 minutes. Students picked up between 11 & 30 minutes late will be charged \$30, and 31 – 45 minutes late will be charged \$50 payable upon pick up to the faculty member in charge. **NOT CONSIDERED FOR CWELCC DISCOUNT.** Children aged out of Cwelcc and are not registered for the before & aftercare program will be charged \$10 per ½ hour occasional use.

- If Extended care is needed for before or after school past the committed time, CCMS must be notified via email with 48-hour notice. If the change will be long term, CCMS will need 60 days written notice.
- As a reminder we are liable to follow the Safe Arrival Policy. If the school is not advised of absence or tardiness and no contact is made, we must follow the child abandonment policy act and advise authorities.

**Meals:**

- In accordance to the CCEYA, students under the age of 44 months must receive a hot meal. CCMS caters meals from Real Food for Real Kids.
- CASA meals are listed in the fees above and all receive a catered hot lunch from Real Food for Real Kids. **Children 6 years of age and above will be responsible for the RFRK fees of \$105 per month & Snacks are charged at \$40 per month. Not optional.** All food within CCMS must be PEANUT AND TREE/NUT FREE

Child's Name; \_\_\_\_\_

PARENT SIGNATURE OF ACKNOWLEDGEMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

Signing above confirms understanding of CCMS's contractual timelines with CWELCC 2025. As the CWELCC agreement continues to change, we will give further notice as it appears



**Creative Children's Montessori School Inc., Bolton Campus (905) 951 8606  
2025-2026 Student Calendar**

**September 2025**

- September 1 Labor Day-No School
- September 2 CASA students first day of school (8:30-3:30) \*\*\*No Before or aftercare will be available  
CASA Meet and Greet 3:30-5:00  
Toddler and Pre-CASA students Meet and Greet drop in 10-2- \*\*\*No regular school day for these children
- September 3 1<sup>st</sup> Day of School for Toddler and Pre-CASA students
- September 18 Parent Ed Evening 6:00 – 8:00 pm – CCMS a YEAR in REVIEW
- September 30 Truth and Reconciliation Day
- September 30 Spirit Day-Wear Orange

**October 2025**

- October 13 Thanksgiving Day – No School
- October 15 WORLD Teachers Day
- October 15 **TBD** TODDLER Picture Day – Toddler children to attend regardless of scheduled days
- October 16 **TBD** CASA Picture Day – CASA children to attend regardless of scheduled days
- October 20 Diwali
- October 21,22 & 23 Parent Teacher Interviews 4:30-6:30

October 31 Spirit Day – “When I grow up day...” (dress as what you want to be when grown up)

### November 2025

November 4 **TBD** Yoga (6 weeks schedule if registered) Every Tuesday

November 11 Remembrance Day

November 26 Spirit Day “Wacky Hair Day”

### December 2025

December 23 Spirit Day “PJ Day”

December 23 Last day of school

December 24 Winter Holidays begin-No School

### January 2026

January 5 First day back from Winter Holidays

January 28 Spirit Day “Neon Day”

January 28 **TBD** Stretch – n – Grow (6 weeks schedule if registered) Every Wednesday

### February 2026

February 1 – 28 Black History Month Celebrations

Feb 10,11 &12 Parent teacher Interviews 4:30-6:30

February 16 Family Day-No school for students

February 17 Chinese New Year (until February 21st)

February 18 Family Day Celebration (bring a pic of your family and share)

February 23-27 MONTESSORI WEEK –116<sup>th</sup> Anniversary of Montessori Education!!!

February 25 Spirit Day – Pink Shirt Day

February 26 Parent Night – Montessori Materials at your fingertips 5-7pm

### March 2026

March 16-20 Spring Break

March 17 St. Patrick’s Day

March 19-20 Celebration of Eid

March 25 Spirit Day – “Silly/Mismatch Sock Day” (World Downs Syndrome Day)

### April 2026

April 3 Good Friday- No School (Easter Sunday April 5<sup>th</sup>)

April 15 **TBD** Graduation Picture and and Retakes

April 22 Earth Day

April 29 Spirit Day – “Sports Jersey Day”

### May 2026

May 10 Mother’s Day

May 18 Victoria Day –No school

May 27 Spirit Day – “Friendship Day”

## June 2026

June 17	Report Cards go home
June 18	TBD Graduation Evening 6:30-7:30
June 21	Father's Day
June 26	Spirit Day – "Splash Pad and Picnic Attire"
June 26	Last Day of School – Annual Parent Appreciation BBQ 2-5pm

All to be picked up by 2pm

\*\*\*Autumn & Spring Field Trips to be determined and announced

### Summer Camp 2026:

Week 1: June 29-July 3- "Knights and Princesses"

(Wednesday July 1<sup>st</sup> Closed)

Week 2: July 6-10- "Colourful Wonders"

Week 3: July 13-17- "Beach Bash"

Week 4: July 20-24- "Safari"

Week 9 Aug 24-27- "Super Science" (Fri Aug 28<sup>th</sup> P.A Day)

Week 5: July 27-31- "Music Makers"

Week 6: August 3-7- "Fiesta Fun"

Week 7: August 10-14- "Barnyard Palooza"

Week 8: August 17-21- "Global Explorers"



CCMS 905 951 8606 admin@ccmsbolton.com



**Creative Children's Montessori School-Parent Code of Conduct**

**2025 – 2026 Academic Year**

**Student(s) Name:** \_\_\_\_\_

This document must be signed and returned. This is in efforts to be a safe, welcoming and inclusive environment for all.

Creative Children's Montessori School believes that everyone, children and adults alike, have the right to feel safe and secure in our environment or outside during school events. CCMS Code of Conduct for Parents sets out clear standards of behavior that apply to all individuals involved in our school community including parents and guardians and our teachers, student teachers, administrators and volunteers hereafter referred to as "faculty".

These standards apply whether they are on school property or at school-sponsored events and activities.

**CCMS follows the Human Rights Code and expect that all members of our community are to be treated with respect and dignity regardless of race, creed, sexual orientation or disability.**

All adults have the responsibility to act as models of good behavior. **Foul language (swearing, name calling & shouting) is not an appropriate behaviour.** Individuals engaging in such behavior will be asked to leave the premises. We also expect all adults to follow the rules followed by our children. For example, waiting your turn, soft voices in school and good manners. There is no smoking/vaping within our premises or within 100m of our school.

**Inappropriate behavior or harassment of any kind towards a student, parent or staff member or visitors to the school will result in immediate intervention up to and including the family's expulsion from the school and/or police intervention.** This type of behavior includes but is not limited to harassment or intimidation by written notes, emails, words, gestures and/or body language.

**Under NO CIRCUMSTANCES are any weapons of any kind allowed on our property or at any school events.** The consequence for failure to comply will include but is not limited to the family's expulsion from the school.

**Alcohol, cigarettes and illicit drugs are not allowed on school property or at any of our sponsored events.** The consequence for failure to comply will include but is not limited to the family's expulsion from the school.

**The privacy and confidentiality of our parents, guardians, volunteers, staff and students are of paramount importance.** The faculty of CCMS will use due diligence to ensure that no confidential documents will be accessible to the public. **In turn, we expect parents to respect that and to refrain from asking personal information about any of our children especially the names of children involved in conflicts or accidents.** All concerns and comments should be addressed with the teacher's. Should this discussion not address your concerns, the next step is to review the situation with the Administrator or Director.

**Gossip and public criticism digitally, via posts or verbally are unacceptable.** There should be no discussion of concerns about the school, staff or other students/children or families with other parents in the hallways, the parking lot or via electronic mediums such as FB, Instagram, chats, WhatsApp etc.

**Any pictures taken at the school or during school events are for the private use of the family.** Videoing, taping, recording of any events is strictly for the private use of the family. **PICTURES OR VIDEO TAPING OF OTHER STUDENTS WITHIN THE SCHOOL OR SCHOOL EVENTS MUST NOT BE SHARED ON SOCIAL MEDIA.** CCMS has strict social media policy and we respect those families who do not want to be on any and all social media.

**Professionalism, Dignity and Respect will at all times be granted to students and families from any and all CCMS faculty! CCMS expects the same mannerisms to be received.** Faculty emails, cellular phone, Instagram, FB should not be solicited or used to slander or intimidate at any time.

This Creative Children's Montessori School's Parent Code of Conduct must be signed by any and all adults who will be involved in your child/ren's experience at CCMS

Any breach of this Conduct or of the CCMS Policies and Parent Handbook will be strictly dealt with. Creative Children's Montessori School reserves the right in its sole discretion to discharge any parent, guardian or caregiver who do not abide by this agreement and in turn could result in the withdraw of student(s).

Parent Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_

(Other) Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_



**Acknowledgement of Parent Handbook:**

Parent(s) please forward this page to your child's teacher no later than one week after your child begins at CCMS

Date: \_\_\_\_\_ Student(s) Name: \_\_\_\_\_ Parent/Guardian(s) Name: \_\_\_\_\_

As a parent to a student(s) of Creative Children's Montessori School, Bolton Campus Inc. (CCMS). I acknowledge that I have received, read and understand the policies within the 2025 – 2026 CCMS Parent Handbook.

I also understand that if there are any questions of the content of said handbook that I have the opportunity to speak with administration in person, email or phone for further clarification.

Parent/Guardian(s) Signature: \_\_\_\_\_ Parent/Guardian(s) Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Signature of Administration: \_\_\_\_\_ Date Received: \_\_\_\_\_