Inappropriate Verbal Practices:

- Humiliation:
  - Threatening.
  - Swearing.
- Harassment:
  - Yelling.
  - Sarcasm.
  - Discussion of a child within any child's hearing.

Lack of Supervision including:

- Diverted attention for frequent or extended periods.
- Leaving children unsupervised, child unaccounted for.

Admission, Withdrawal and Attendance

If your child is going to be away or late on any day, we will require notification no later than 8:00 am.
The school will be closed for all Statutory Holidays. Statutory Holidays are not deducted from the tuition fees.

The Montessori "Academic Year" includes the months September through June.

Statutory Holidays

- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Labour Day
- Canada Day (July 1st)
- August Civic Holiday
- Thanksgiving Day
- Christmas Eve (early closing)
- Christmas Day
- Boxing Day
- New Year's Eve (early closing)
- New Year's Day

PA DAYS

AVMS will be closed on the regional school board's designated PA days. AVMS uses those days for parent teacher interviews, staff training and development and for our building maintenance.

School Closed

School Closed for 3 weeks annually. The school is closed for two weeks over the winter holiday (December/January) and one week in March or April, aligning with the regional public-school calendar.

Camps

AVM has three Annual Camps: Spring break, Summer, and Winter break camps. Camps are available at additional costs and subject to enrollment requirements. If you require care for any of these weeks, please contact the office for more information. AVMS camps are filled with interesting hands-on activities with visits from special visitors and exciting field trips. Activities differ from one AVM school to another and subject to change, please contact the office for details prior to registration. Summer camp at AVM Uptown offers weekly camp throughout the summer, ending one week prior to the beginning of the local Public School Year. The centre is closed for teacher preparation the last week of August.

Waiting List Policy

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.
The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.
This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.
Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.

General

A waitlist will be formed when an Angus Valley Montessori School program reaches full capacity of enrolment based on our campus location license.

- Angus Valley Montessori will strive to accommodate all requests for the enrolment of a child at any AVMS location.

- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.

- There is **no fee or deposit required** to have your child placed on Angus Valley Montessori Waiting list.

Receiving a Request to Place a Child on the Waiting List

The licensee or designate will receive parental requests to place children on a waiting list via; online application, telephone request, in person meeting after tour of AMVS campus.

1. School Tour

   In order to have your child added to our waiting list, parents/guardians and child(ren) must first complete a tour of the school.

2. Complete Waiting List form

   Forms include: Date of the Tour, Parents Name, Telephone, Email, desired enrolment Date and Child's current age.

3. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received with complete waiting list form.

4. Once a child has been placed on the waiting list, parents may request the place of their child(ren) on the list at any time and the AVMS campus will share that placement with the parents/guardians.

Determining Placement Priority when a Space Becomes Available

- In an event where a particular program reaches capacity a waitlist will be formed for that program. Siblings of our current students, who wish to enroll in an AVMS program at the same campus, will be given priority status over the “new” students on the waiting list.

- Children who are on the waiting list will be accepted into the program on a first come first served basis as spots become available.

- Once these children have been placed, other children on the waiting list will continue to be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. Parents of children on the waiting list will be notified via email that a space has become available in their requested program.

2. Parents on the waitlist will be informed that they have a 24-hour period to accept the placement in said program.

3. In an event that the parent has not responded back during the 24-hour period, AVMS will contact the next student on the waiting list.

Responding to Parents who inquire about their Child's Placement on the Waiting List

1. Parents/guardians are welcome to call the campus office for an update on their child's status on the waiting list at any time.

2. Administration staff or the campus Supervisor will only advise the number where the child is placed on the waiting list.

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.

2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Tax Receipts

An official tax receipt for the previous calendar year will be issued by the school on the last business day of February.

Admissions Policy

- A child will be considered for acceptance into the school only after the Application for Admission if fully completed, signed and all necessary documents required have been submitted together. Any outstanding documents will result in delay in admission to the school.
- Angus Valley Montessori Schools will not accept a registration fee without complete enrollment forms and signed Admission Agreement, nor will they accept signed agreements without the Registration Fee.
- AVM Schools will confirm with families via email, the completion of enrollment of their child(ren).
- A mandatory Registration Fee of $250 (CWELLC Reduction $131.88) Parent Contribution $118.12 is required upon completing the Application of Admission. This fee is not refundable for any reason after submission. I/We understand that there are no prorated refunds for mid-month withdrawal.
- The school is closed for two weeks over the winter holiday (December/January) and one week in March or April, aligning with the regional public school calendar.

- In the event my child's information changes during the school term, I/we are required to submit in writing any changes that have occurred to administration office.
- Angus Valley Montessori School reserves the right to accept or reject an Application of Admission and/or request the withdrawal of a child, if it is in the opinion of the Supervisor and/or Teacher that the action is beneficial to the child or the children in the classroom as a whole.

Fees during Admission

- Registration fees, prepaid tuition complete Direct Deposit forms or all post-dated cheques are required upon registration and confirmation of placement within AVMS.
- These fees are due and payable within 24 hours notice of availability, before the space is offered to next child on the wait list.
- First and last months tuition fees are deposited immediately upon registration and confirmation of placement with AVMS.
- Prices subject to changes: As part of the on-going implementation of the Canada-Wide Early Learning and Childcare program all mandatory fees (including childcare and registrations fees) will continue to be reduced as per the requirements of the program.

Refund / Withdrawal Policy

Withdrawal of a child, at any time, affects decisions and commitments regarding staff and class ratios that have already been established with great care. Therefore, once a child is enrolled or re-enrolled at AVMS, the parents/guardians are expected to make a financial commitment for the full year. However, serious or unforeseen circumstances may occur that cause a parent/guardian to permanently withdraw a child.

- A child is considered enrolled with an AVM School when the office receives a minimum of a complete and signed Admission/Re-Admission agreement, complete enrollment forms along with the Registration Fee. A school will not accept an Admission form without the Registration fee, nor the registration fee without a complete and signed Admission form.
- The School will confirm your child's admission after receiving and confirming completion of the required documentation.
- A School Year, Academic Session or time commitment on an Admission/Re Admission form is September through June of the upcoming school year.
- The months of July & August are considered Summer camp and require separate Admission documentation.
- Parents/guardians who withdraw a child at any time after enrolment/re-enrolment must provide a minimum of **two** calendar months written notice, to be received no later than the first day of the month.

- If withdrawal occurs prior to the intended start date/beginning of the school year the parent/guardian forfeits their Registration Fee, 1st months tuition and last months tuition, in full.
- If withdrawal occurs after the intended start date/beginning of the school year the parent/guardian forfeits their Registration Fee and last months tuition fee.
- If withdrawal occurs of Summer Camp, after any time after successful enrollment, or during the period of care (July & August) the parent/guardian forfeits two months (July and August) tuition fee.

- If a child has a temporary absence, the parent/guardian is required to inform the school in writing and continue to pay tuition installments for up to two months. After two months has lapsed, and the child has not returned to the school, the School Administrator will notify the parent that the child is withdrawn and no further installments are paid, and the child's space is made available to the next person on the waiting list.
- Should the Supervisor of the program decide that a child cannot adjust to the program, or that the needs of the student cannot be met by the program, the student will be withdrawn after fourteen days written notice from the Administrator of AVMS.

CWELCC, known as the Canada Wide Early Learning and Child Care Agreement is the agreement between Childcare Service Providers and the Federal government with the purpose of providing access to high quality childcare spaces, reduce childcare fees for families, increase childcare spaces, support the childcare workforce and support inclusive childcare.

- Angus Valley Montessori Schools have the choice of opting into a CWELCC agreement. Please see Appendix A in this document to read whether this School has opted in, and what is included in base and non-base fees.
- CWELCC's reduced fees does NOT apply to care that has yet to be provided, if a child has not yet utilized childcare that the 1st and last month's tuition is intended for, the School is NOT responsible for refunding CWELCC's contribution to Tuition Fees
- At the time of admission/readmission, prepaid tuition fees are not subject to CWELCC, therefore families are responsible for paying full tuition fee's, as outlined in the "Monthly Base Fee" column of the tuition fee Cards.

Returned Payments

Returned payments or NSF Cheques returned from the bank are subject to a processing fee of $100. Notice will be sent to the parents to resolve any outstanding payments and will include the processing fee. Should the outstanding account not be settled by the deadline specified in the notice, the parent will have to relinquish the child's or children's space(s) with AVMS.

Late Fee Policy

AVM locations have set hours, that are outlined on Tuition Fee cards. An industry-standard late fee of $1.00 per minute will be charged to the parent and is payable directly to the staff member on duty. The late arrival will be recorded in a logbook; repeated occurrences may be cause for the school to request that your child be withdrawn from the program.

Please respect the school's closing time and remember that staff are on their own time after closing hours. If we have not received notification in advance from the parent(s) of their lateness after the official closing time, the following procedures will be taken:

- For 15 minutes after closing time, the teacher will attempt to reach parent(s) and all other emergency contacts provided by the parent(s) at the time of registration.
- Children's Aid will be notified if the child(ren) remains at AVM schools 30 minutes after closing (1-800-718-3850) and the child will be released into their care.

Hours, Access, and Security

School Arrival

In order that your child receives the greatest benefit from our program, we strongly suggest that they arrive no later than 8:45 am. Staff are required to note each child's arrival and departure time in an attendance book. We suggest you plan to stay for a few minutes with your child in the morning. They may not require you to do so every morning, but, if a few minutes are included in your schedule, then those "special days", when the time is needed, will not become a major problem.

When bringing your child to the school, you are responsible for delivering your child to his/her teacher. It is important that parents/guardians advise the Teacher if their child has any injuries, bruises and possible illness before leaving the child at the school. Please ensure their belongings are in the proper designated place.

Extended Hours

AVM schools are open Monday to Friday, to serve you better. Our school hours are from 8:00 am – 4:00 pm. However, AVMS parents have a choice to select Early and Late extended care, beyond our school hours. For further information, please contact our admin support of your AVM school.

Parking

Parents are asked to park their cars in the designated parking spots while dropping off and picking up students. Parking in the main throughway is prohibited. Parking can be busy between 8:00 am - 9:00 am, please park your vehicle and accompany your child in and out of the school. Please do not park in the handicap spaces unless you have a proper handicap parking pass.

Entering School During Instructional Hours

Other than drop-off and pick-up times, parents/guardians are not permitted to enter the school between the hours of 9:00 am - 3:30 pm. If a parent arrives at the school during these times, for any reason, they need to report to the office immediately to sign in. If you need to drop something off, please go to the office and a staff member will deliver the item to the classroom.

Departure

When picking up your child, please allow a few minutes for your child to finish up an activity and tidy up, or to show you something special they completed that day.

If you have arranged for anyone else to pick up your child:
✓ You must notify the school by phone, or in writing.
✓ The person picking up your child is required to show identification.
✓ Please include any alternate pick-up people on your registration form.

Persons not listed on your child's registration package as authorized to pick up, will not be permitted to pick up your child.

Important Note: If your child is going to be away or late on any day, we will require notification no later than 8:00 am

Key Tag Access Policy

AVMS offers key tag access at the front of the building. Parents are to use the front door only. Upon enrollment, all parents/guardians are given two key tags. The cost of the key tag is $25/each and all tags are the property of AVMS and must be returned upon request. The cost of the key tag is fully refundable should you withdraw from the program. The cost will be paid to you in cash if the tag is in good condition at the time of return. The key tag must be returned 3 days prior to your child's last day at AVMS. Should any tags be lost or stolen, you must report the matter to the Supervisor immediately so they can be voided from the system. The cost to replace lost or stolen key tag is $25. If your key tag is lost or stolen, then your original paid deposit of $25 for your old card is not refundable upon withdrawal from the school. Key tags are not transferable once issued.

You may not give your key tag to anyone else (i.e., grandparents, friends). When visitors or authorized alternate pickups arrive at the school without a key tag, they must buzz in. Staff will then open the door using an internal door release button. This is for visitors only; parents are to obtain a key tag for daily use.

Please Note: For security reasons, all individuals with a key tag must tap in when entering the school. Please do not just follow the individual in front of you to enter the school without tapping in (piggybacking).

Inclement Weather

At Angus Glen Montessori, the safety of our students, families, and staff is our top priority. In the event of inclement weather, our school will follow these guidelines:

1. **Full School Closure:**
    - If the **York Region District School Board (YRDSB) announces a school closure**, Angus Glen Montessori will also be **closed** for the day.
2. **Bus Cancellations, but Schools Remain Open:**
    - If **only buses are canceled** and YRDSB schools remain open, we will notify parents of our decision via the **Procare app no later than 7:00 AM**.
    - On these days, there will be **no early care**, and there may be a **delayed opening** depending on weather conditions.
3. **Snowfall During the School Day:**
    - If inclement weather develops **later in the day**, we may **close the school early** for the safety of students and staff.
    - On these days, **after care will not be available**.

We encourage families to check the **ProCare app** and their email for updates regarding school closures or schedule changes due to weather conditions.

Social Media

You can follow AVMS on Facebook and Instagram.

School Events

AVMS has school events such as: Open House(s), Family Appreciation Day, Annual Holiday Concerts, Community Events. All parents will be notified and will be invited.

Appendix A

Canada-Wide Early Learning and Child Care (CWELCC)

AVM Kleinburg does not participate in the CWELCC program at this time. For reference, please note what is and what is not covered by CWELCC funding, should Kleinburg School participate in the future.

Base Fee – Subject to CWELCC Reduction

- Tuitions Fees based on **Full Day Program Hours of 8am to 4pm** – refer to your AVM school tuition fee cards
- Play materials, equipment, and furnishings; cot, crib, bedding and play materials
- Supervision by an adult during operational hours
- Development and implementation of individualized plans (Medical, special needs, anaphylaxis)
- Registration fee

- Last month's deposit
- Morning snack, Lunch and Afternoon snack
- Stationary and all other work material
- Music class
- French class
- Report cards

Non-Base Fee – NOT subject to CWELCC Reduction

- **Extended early or late care fees** beyond Fully Day Program hours, including hours prior to 8am or after 4pm
- Late pick-up fees for childcare provided beyond operational hours outlined in your AVM locations Tuition Fee Cards
- NSF fees
- Field Trips
- Optional Transportation
- Diapers, sunscreen
- Before and Aftercare fees
- Winter Camp
- Spring Camp
- Summer Camp
- Family Appreciation Day
- Winter Concert
- Facility Access Card (FOB)
- Uniforms + Summer Camp Shirts
- Extra Curricular Activities
- Child Care Software (monthly subscription)

Program Fees

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AVM KLEINBURG

PRE-CASA PROGRAM - AGES 18 MONTHS TO 3 YEARS

2023-2024

FILLABLE REGISTRATION FORMS ARE AVAILABLE FROM **ANGUS VALLEY MONTESSORI KLEINBURG**

PROGRAM	MONTHLY PLAN	TUITION FEE BASED ON FULL DAY PROGRAM
5 FULL DAYS	$1,590.00	8 am - 4 pm Ask about our discount for families with multiple children
Lunch and snacks are included in full day program. Music is included in the pricing. Uniforms required Monday through Thursday		

MONTHLY - EARLY AND LATE EXTENDED CARE		
EARLY EXTENDED CARE	7:00 am - 8:00 am	$100.00
LATE EXTENDED CARE	4:00 pm - 5:00 pm	$100.00
	4:00 pm - 6:00 pm	$200.00
BOTH EXTENDED CARE	7:00 am -6:00 pm	$250.00
Any late pickup that exceeds the time will be charged $1 per minute		

WHAT WE OFFER IN THE FULL DAY PRICE - NO CHARGE
FRESH NUTRITIONAL LUNCH/MORNING AND AFTERNOON SNACKS Fresh Healthy Lunches & Morning and Afternoon Snacks are prepared daily by very own Chef.
MUSIC program is run by the university-educated musicians and teachers. Music session consists of Songs, Instruments and rhythm games that are engaging and focus on child's learning and growth. Music and movement are an integral part of the Montessori curriculum.

learn. grow. achieve.™

AVM KLEINBURG

CASA PROGRAM - AGES 3 YEARS TO 6 YEARS

2023-2024

FILLABLE REGISTRATION FORMS ARE AVAILABLE FROM **ANGUS VALLEY MONTESSORI KLEINBURG**

PROGRAM	MONTHLY PLAN	TUITION FEE BASED ON FULL DAY PROGRAM
5 FULL DAYS	$1,550.00	8 am - 4 pm Ask about our discount for families with multiple children
Lunch and snacks are included in full day program. Music is included in the pricing. Uniforms required Monday through Thursday		

MONTHLY - EARLY AND LATE EXTENDED CARE		
EARLY EXTENDED CARE	7:00 am - 8:00 am	$100.00
LATE EXTENDED CARE	4:00 pm - 5:00 pm	$100.00
	4:00 pm - 6:00 pm	$200.00
BOTH EXTENDED CARE	7:00 am -6:00 pm	$250.00
Any late pickup that exceeds the time will be charged $1 per minute		

WHAT WE OFFER IN THE FULL DAY PRICE - NO CHARGE
FRESH NUTRITIONAL LUNCH/MORNING AND AFTERNOON SNACKS Fresh Healthy Lunches & Morning and Afternoon Snacks are prepared daily by very own Chef.
MUSIC program is run by the university-educated musicians and teachers. Music session consists of Songs, Instruments and rhythm games that are engaging and focus on child's learning and growth. Music and movement are an integral part of the Montessori curriculum.