

**WE ARE OPEN DURING SUMMER TIME**

DMMPS does not participate in the CWELCC Program



*Dr. Maria Montessori*

***French Immersion***

*Please save it in your Computer before you edit.*

**PARENT'S HANDBOOK**

**Up-dated- July 31st, 2024**

*Bienvenue! Welcome! Bienvenido !Day-Care, Preschool,  
Lower Elementary,*

***Spanish, French, English.***

*Age 30 months (Preschool) to Grade 4*



**Prepared by Alirio Rengifo / Director / Administrator**

Thank you for considering Discovering Minds for your Child Care and Education.

The information in this "Parents Handbook" is only part of our Policies and Procedures, and Program Statement. Program Statement may be attached. Policies and Procedures and are available upon request.

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## **HISTORY**

We were able to draw up the name of “Discovering Minds” from our own experiences. We were able to notice certain effects when we played classical music for our newborns children that they had previously heard while in the womb. Not to say that we were the first of course but we felt as though we had ‘discovered’ something new.

With further training that included of course included the Montessori program.



## **MISSION STATEMENT**

The Montessori method is a distinctive educational approach that is well known for encouraging creative thinking, personalized learning and embracing individuality.

Our mission is to develop young children with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each child: spiritual, moral, intellectual, social, emotional, and physical with exceptional hands- on experiences full of exploration and discovery.

## **LEGAL IDENTITY & OWNERSHIP.**

Discovering Minds Montessori School Inc. is registered with Corporation Canada Number 628290-3 as a Private Enterprise. We are licensed by the Ministry of Education of Ontario as Private International School, **listed as a Private School (BSID) # 886754 on the Ministry website.** and, as deemed necessary Licensed under requirements of ONTARIO REGULATION 137/15 of the Child Care and Early Years Act 2014, **License Number A 57520.** We are an **Accredited** member of The Canadian Council of Montessori Administrators (CCMA), and our teachers are members of The Canadian Association of Montessori Teachers (CAMT).

## **OBJECTIVE**

The foundation for the development of the personality is created during the first years of life. This is the perfect time to offer the children a “Prepared Discovering Environment” where they can reach their maximum potential.

"Discovering Minds" Montessori School is basing its entire philosophy in the freedom, respect and faith of the child.

Our programs are intended for children from 28 months to 9 years old.

## **PRIVACY STATEMENT**

We encourage you to read this privacy statement and to inform us if you have any questions of concerns.

This privacy statement was written for parents/guardians of registered children with “Discovering Minds Montessori School Inc.”

At “Discovering Minds” Montessori School Inc., one of our most important responsibilities to you is safeguarding the personal information you entrust to us and using this information in a responsible manner. We are providing you with this privacy statement to inform you on how we use and protect your personal information.

Parents/Guardians authorize Discovering Minds Montessori School to release personal information to any authority that requires such information for medical or emergency purposes.

Discovering Minds Montessori School is committed to supporting children to grow to their fullest potential in a safe, care and nurturing environment. The Program Statement describes Discovering Minds specific goals for children’s learning and development, and the approaches that will be implemented.



**Application for Registration: Please; CLICK ON the dark boxes TO enter information.**

<i>Starting Date: MM/DD/YYYY</i>	<i>Today's Date: MM/DD/YY</i>
Child Gender: M:                      F:	<i>Child DOB MM/DD/YY</i>

<i>Child's picture</i>	<i>Child's Last Name</i>	<i>Child's First Name</i>
	<i>Special Instructions below</i>	
	<i>Child's address.</i>	
	<i>Suite #</i>	<i>Street #</i>
<i>City</i>		<i>Prov.</i>
<i>Postal Code</i>		

**In the Montessori Program:**

<i>“CASA” Preschool Program (2.5 to 3.8 years at entry)</i>	<i>“CASA” J / K (3.8 to 5 years)</i>	<i>“CASA” S / K (5 to 6 years)</i>	<i>Grade 1</i>	<i>Grade 2</i>	<i>Grade 3</i>

**First Parent / Guardian / Responsible**

<i>Last Name</i>	<i>First Name</i>	<i>Area</i>	<i>Phone</i>	<i>Ext</i>	<i>Area</i>	<i>Cell</i>	<i>Phone</i>	<i>Ext</i>

**Address if different from child**

<i>Suite #</i>	<i>Street #</i>	<i>Street Name</i>	<i>City</i>	<i>Postal Code</i>

**Work Address**

<i>Please insert picture.</i>	<i>Suite #</i>	<i>Street #</i>	<i>Street Name</i>		
	<i>City</i>		<i>Province</i>		<i>Postal Code</i>
	<i>Occupation</i>			<i>Email address</i>	

**Second Parent / Guardian / Responsible**

Last Name	First Name	Phone			Cell		
		Area	Phone	Ext	Area	Phone	Ext

**Address if different from child**

Suite #	Street #	Street Name	City	Postal Code

**Work Address**

<b>Please insert picture.</b>	Suite #      Street #      Street Name		
	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
	<b>Occupation</b>		<b>Email address</b>

	First Responsible:	Second Responsible
Financial Responsibility: Responsible of Annual Fees >>>>>		
Separated / Divorced, which parent we communicate with >>>		

**EMERGENCY CONTACTS (OTHER THAN PARENTS) and AUTHORIZED TO PICK UP THE CHILD**

**1<sup>st</sup> contact**      Must include at least one contact and contact's picture

Last Name	First Name	Phone			Area	Cell #	Ext
		Area	Phone	Ext			

<b>Please insert picture.</b>	Suite #      Street #      Street Name		
	<i>City,</i>	<i>Province</i>	<i>Postal Code</i>
	<b>Email &gt;&gt;&gt;&gt;</b>		

**2<sup>nd</sup> Contact**

Last Name	First Name	Area	Phone	Ext	Cell	Area	Phone	Ext

<i>Please insert picture.</i>	Suite #	Street #	Street Name			
	<i>City</i>		<i>Province</i>		<i>Postal Code</i>	
	Email >>>>					

**CHILD’S PHYSICIAN:** Mandatory fields, Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Area \_\_\_\_\_ Phone # \_\_\_\_\_ Ext \_\_\_\_\_ Cell Area \_\_\_\_\_ Phone \_\_\_\_\_

Suite #	Street #	Street Name	City	Postal Code

**Please; CLICK ON THE   box to enter information.**

**2024 – 2025 Montessori program Fees. Fees are paid in advance. 10 Months, Sep to June, commitment**  
**Discovering Minds does not provide food**

<b>One-time Registration Fee, (new Families only). Non-refundable when a spot has been assigned</b>	<b>\$ 500.00</b>
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Preschool, JK / SK: 28 Months to 5 years Preschool Part time 09:00 - 12:00 If spaces available \$950.00

Full Payment \$ 18,000.00

Full time, Summer Camp Optional Monthly \$1,700.00

10 Payments \$ 1,850.00

Weekly Summer Camp. \$450.00 No Refunds

Grade 1

Grade 2

Grade 3

Grade 4

\$ 2,000.00 Monthly  
 \$ 19,500.00 10 Months

Monthly Payments: Please must provide a voided cheque

Discovering Minds does not provide food

**REFUND POLICY**

Unless otherwise specified, contracts are signed for 10 months and there are no refunds. There are no refunds or credits given if the student chooses to withdraw, if the student is found in violation of school regulations and asked to withdraw from the school, if false medical information was given and conditions were not disclosed, absence, child vacation, parents’ vacation, lateness or for unforeseen closure, unforeseen closure includes, but not limited to, weather conditions, acts of God, flood, and evacuation, or any other circumstances where; the without of Discovering Minds control is forced to close.

**INTENTION TO WITHDRAW**

During the first 2 months of registration / attending, the child may be withdrawn from Discovering Minds at any time without notice. The registration fees and the first 2 months month’s fees are not refundable. After the second month, the annual fees must be paid in full. Discovering Minds may agree partial year. Re: moving etc. must notified at registration.

**RECEIPTS**

A tax receipt for services rendered will be issued by the middle of February, or upon request.

Hours of Service:      7:30 to 5:00                      Office: 8:30 to 4:00 PM

**Montessori Daily Schedule:**

9:00 - 12:00	12:00 - 12:30	12:30 - 1:30	1:30 - 3:00	3:00 – 3:00	9:00 to 12:00
Montessori Program	Lunch	Outdoor time (weather permitting)	Montessori Program May include French / Spanish.	Supervised snack and ready to go home	part-time, if available

**8:30 – 9:00 AM**      Supervised arrival time. Students will be entering the school by the front door where a teacher will welcome them.

Parents are required to keep 2 meters distance from other parents, wear face covering, and to answer the daily questions. Unless necessary, parents, relatives, etc., are not allowed to enter the school. If allowed, then must follow the school’s COVID 19 and the school’s protocols and procedures.

**CHILDREN FILE CHECKLIST**

**Mandatory Documentation: UP-DATED IMMUNIZATION RECORDS: 137/15**

**Parents are responsible of proving up-dated immunization records to the school and to the MOH.**

35. (1) Every licensee shall ensure that before a child who is not in attendance at a school, within the meaning of the *Education Act*, is admitted to a child care centre it operates or to a premises where it oversees the provision of home child care, and from time to time thereafter, the child is immunized as recommended by the local medical officer of health.
- (2) Subsection (1) does not apply where a parent of the child objects in writing to the immunization on the ground that the immunization conflicts with the sincerely held convictions of the parent’s religion or conscience or a legally qualified medical practitioner gives medical reasons in writing to the licensee as to why the child should not be immunized.

**Child illness and accident**

36. (1) Every licensee shall ensure that a daily observation is made of each child receiving child care in each child care centre it operates and, in each premise, where it oversees the provision of home child care before the child begins to associate with other children in order to detect possible symptoms of ill health.
- (2) Every licensee shall ensure that where a child receiving child care at a child care centre it operates or at a premise where it oversees the provision of home child care appears to be ill, the child is separated from other children and the symptoms of the illness noted in the child’s records.
- (3) Where a child is separated from other children because of a suspected illness, the licensee shall ensure that,
- (a) a parent of the child takes the child home; or
  - (b) where it is not possible for a parent of the child to take the child home or where it appears that the child requires immediate medical attention, the child is examined by a legally qualified medical practitioner or a nurse registered with the College of Nurses of Ontario.



- (4) Every licensee shall ensure that when a child receiving child care at a child care centre it operates or at a premise where it oversees the provision of home child care is injured,
- (a) an accident report is made describing the circumstances of the injury and any first aid administered;  
and
  - (b) a copy of the report is provided to a parent of the child.

**PRESS TAB or CLICK ON THE box TO GO TO NEXT FIELD.**

<b><u>IMMUNIZATION RECORDS</u></b>	2 months	4 months	6 months	12 months	18 months	4 – 6 years
<b><u>Birth Certificate</u></b>						

				Comments
Registration Fees \$ 500.00 (No refundable)			PreAuthorize Payment form, or voided cheque	
Registration Form			Agreement of Enrollment	
Payment Options			Outdoor Permission Form	
Sleeping Permission Form			Emergency Contacts Form	
Child 3 Pictures			Parents Pictures 2	
Contact / Emergency 2.			Bedding	
Symptoms of ill (form)			Signatures	

**68.1** (1) In this section,

- (2) Subject to subsection (3), every licensee shall ensure that each childcare centre it operates has written policies and procedures regarding the management of emergencies that,
- (a) set out the roles and responsibilities of staff in case of an emergency;
  - (b) require that additional support, including consideration of special medical needs, be provided in respect of any child or adult who needs it in case of an emergency;
  - (c) identify the location of a safe and appropriate off-site meeting place, in case of evacuation;
  - (d) set out the procedures that will be followed to ensure children's safety and maintain appropriate levels of supervision.
  - (e) set out requirements regarding communications with parents;
  - (f) set out requirements regarding contacting appropriate local emergency response agencies;  
and
  - (g) address recovery from an emergency, including,
    - (i) requiring that staff, children, and parents be debriefed after the emergency,
    - (ii) setting out how to resume normal operations of the child care centre, and
    - (iii) setting out how to support children and staff who may have experienced distress during  
The emergency. O. Reg. 126/16, s. 42.

**RELEASE WITHOUT CONSENT**

Access to a child's records without parental consent may only be given to officials of the following jurisdictions:

- a. Coroner's Office.
- b. Courts in response to a warrant or court order.
- c. Ombudsman.
- d. Authorities vested in provincial or federal statutes.
- e. Minister and officials to whom he/she has delegated the authority;

Also, Parents/Guardians authorize Discovering Minds Montessori School to share information, such e-mail, phone numbers, address with families whose children are attending classes at Discovering Minds for medical, contacts and / or emergency purposes.

**Picture Taken**

Discovering Minds Montessori School recognizes and highlights the significant achievements of our students through a variety of sources, such as front hall displays and school and Board publications as well as in the media. We believe this recognition is essential to enhance our students' self-esteem and to foster a positive school and board environment.

Pictures of the children may be also used to promote Discovering Minds, such as pamphlets, flyers etc.

**To enable us to be in accordance with the freedom of information and Protection of Privacy Act, we request that those parents who do NOT want their picture and or their child's/children's accomplishments displayed, or not to appear on any of our promoting material, nor their photographs taken for this purpose to please click below,**

<b>No pictures allowed</b>	<b>Yes, pictures allowed</b>

## **ANAPHYLAXIS / FOOD ALLERGIES / FOOD PREFERENCES.**

### EMERGENCY INFORMATION

Parents / guardians shall be responsible of providing up-dated Epipens and up-date allergies changes.

Discovering Minds do not include pork, or peanuts in the menu, therefore it is not necessary to include pork or peanuts in the food diet, allergies or food preferences. ✓ **No nuts or nuts products allowed.**

	No	Yes	If “Yes” then click on the “Yes” column, remove “No”
Does the child have conditions that requires medical attention, rest or exercise?			Unless special help is provided by parents, DMMPS is not prepared to allocate the child.
Does the child have any sickness, symptoms indicative of ill health; that may require some special attention?			Please attach extra information, as necessary. Unless special help is provided by parents, DMMPS is not prepared to allocate the child.
Does the child have a previous history of communicable diseases?			Please specify and provide separate letter.
Does the child have any allergies that may require special attention?			Please get special forms from Discovering Minds and get it signed by you and your child’s doctor as deemed necessary.
Does the child have any food allergies that may require special attention?			Please get special forms from Discovering Minds and get it signed by you and your child’s doctor as deemed necessary.
Does the child have any food diet, preferences, see below.?			Provide separate letter, as necessary
Food Diet: Please specify			
Food Preferences. Please specify,			

Parents / Guardians authorize Discovering Minds the use of wet wipes, diapers, sun cream and any cream which will be supplied by the parents/guardians. Containers must be labeled with the child’s name. Please complete and return asap to the Admissions Office, together with your corresponding cheques payable to “Discovering Minds Montessori School Inc. or Please e-mail this form to Discovering Minds ASAP, payments will be accepted at your earliest convenience.

Applications are taken year-round and are accepted after approval; agreement has been signed and fees have been received. Prices are subject to change without notice. Part-time programs are offered upon spaces available and conditionally to transfer to full day program. **We are open summertime.**



## **ADMISSION CRITERIA AND PROCEDURES**

### **AGREEMENT OF ENROLLMENT**

*Please specify in a separate sheet any other information that you consider necessary.*

As spaces become available applications are taken year around and are accepted after approval, agreement has been signed and fees have been received. Prices are subject to change without notice. Regardless of contract prices are updated on the 1<sup>st</sup> day of July of each year.

**Unless otherwise specified, in writing**, there is one school year (September to June) commitment contract. We are open during the summertime July and August, see summer fees.

Enrollment is accepted through the year. Annual Fees are paid in advance and are subject to change without notice.

Once the contract has been signed, and fees have been paid, then applied fees will be honored till **August 31<sup>st</sup> of the current year.** Prices are up-dated, as necessary, on the 1<sup>st</sup> day of July of each year.

### **Full Payment:**

If the child, children start during any month of the year then the calculation will be based on full payment, Preschool \$1,700.00, Elementary \$1,850.00 times number of months from the start date to next June 30<sup>th</sup>.

### **Monthly Payments:**

Please provide a voided cheque for monthly withdrawals from your account; \$1,800.00 Preschool, \$1,850.00 elementary.

DMMPs reserves the right to accept the application as spaces become available, this agreement has been signed and fees have been paid. Discovery Minds Montessori School reserves the right to cancel the student's enrollment if payments are not made by the agreed due dates. Furthermore, if fees are not paid Discovering Minds Montessori School Inc. reserves the right to withhold records, information, or transcripts or to transfer the same to other schools as necessary, as permitted by law. A charge of 1.5% per month (18% nominally per annum) is payable on late payments. In cases of failure to pay, the parent or guardian who is responsible for the payment agrees to pay, as permitted by law, the schools' expenses of enforcement and collection including attorneys' fees and costs. There is no refund or reduction in fees in case of withdrawal, dismissal, absence, and cancellation.

### **ACCIDENT INSURANCE**

Even though at Discovering Minds we have a safe environment, accidents may occur therefore it is the parents, Guardians, responsibility to provide Accident Insurance for their children. Discovering Minds', owners, employees, associates; heirs will not be held responsible, whatsoever for any accident that may occur to any individual, including parents/guardians, children etc., while on Discovering Minds' premises. The parents, guardians hereafter waive their rights to sue Discovering Minds owners, employees, associates and heirs in case of any accident.

### **Pandemic etc.:**

DMMS acknowledge and understand that the services, sanitary practices, screening processes provided by DMMS are as safe as possible for child(ren) staff, and visitors. Families waive any liability because of child / children contracting any communicable disease while attending DMMS programs.

### **CHILD BEHAVIOUR**

In cases of extremely aggressive or violent behaviour by a child at Discovering Minds Montessori School with no significant improvement noted after a period of time, the following actions will be taken:

1. A meeting to discuss a plan of action will be organized by the Director. A discussion concerning the behaviour problem will attempt to establish a plan of cooperative action between home and Discovering Minds.
2. If the problem persists, a counseling session will be arranged between the parent, the child and a qualified staff member.
3. If the second phase of the policy is ineffective, the parent and Director will meet to discuss future appropriate action.
4. If all stages of the Behaviour Management Policy prove ineffective, the continuation of care have been reviewed by the Board of Directors for Discovering Minds Montessori School the child may be suspended from attending Discovering Minds Classes for a period of at least five days.

### **DISCHARGE POLICY**

Discovering Minds Montessori School reserves the right to terminate this contract;

- **if the child's behavior or lack of cooperation from the parents/guardians is deemed unacceptable:**
- Tuition payments are overdue.
- The child needs special care that Discovering Minds is unable to provide.
- In case we feel that a child is not benefiting from our program or the child or family is not fitting well into our system, Discovering Minds reserves the right to ask for the child's withdrawal from the school. An appropriate time notice will be given, reminding prepayment and or post-dated cheques will be returned.

If the school exercises its right under this section to terminate this contract, appropriate fees will be charged up to the end of the following month following the termination of the contraction of the contract.

It is important for you to know from the outset that your child (children) could only benefit fully from the Montessori program if they are allowed to follow through the **"three-year cycle"** which is equivalent to Junior / Senior Kindergarten, this is due to the fact that the time and effort spent in learning various subjects - specifically in language and math, during the first two years, come together and into fruition in the third year.

### **EMERGENCY / MEDICAL INFORMATION**

Discovering Minds does not have a nurse or medical personal on site. Our staff is trained to provide first aid. Therefore, if Discovering Minds considers necessary, an ambulance can be called any time.

In case of medical emergency concerning my child, I give permission to Discovering Minds Montessori School Inc. to transport my child to the nearest medical facility.

Also, Parents / Guardians give permission Yes No to submit specimen samples, as necessary to the Public Health Laboratory.

If, at any time, due to such circumstances as an injury or sudden illness, and medical treatment is necessary, I authorize the childcare staff to take whatever emergency measures they deem necessary for the protection of my/our child while in their care.

I understand that this may involve calling a physician, interpreting and carrying out his or her instructions, and transporting my child to a hospital or physician's office, including the possible use of an ambulance.

**If possible, the hospital will be: Or the physician's office (include physician name Phone #**

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I understand that this may be done prior to contacting me, and that any expense incurred for such treatment, including ambulances fees, is my / our responsibility.

**SCHOOL'S CALDENDAR**

Statutory holidays	The school will be closed on all Statutory and civic Holidays during the year.
December/January holidays	Closed for two weeks during the holiday season. Commencing last week of December
Winter break	School will be closed for one week
Professional Development	Discovering Minds will be closed for teachers professional Development. To be announced or see yearly closing schedule.
August	Will close last week. See calendar

Dates to be announced in our web Page NEWS page.

**PARENTAL PERMISSION FOR OUT OF SCHOOL EVENT**

On daily basis all the children, or by groups, will be taken outside, nearby Discovering Minds, for Outdoor Activities such as, walking, exercising, may include but not limited to, parks around the corner, or to the library.

Also, throughout the school year as part of the curriculum, extracurricular excursions and in-school presentations may be organized to enhance the learning experience for the students in Preschool, JK / SK, Grades 1 to 6. These may include visits to historic sites, museums, art galleries, fitness activities centres and other venues such as local grocery stores and cafes for scientific discoveries, social development and physical fitness activities. Organizations may be invited into the school to provide physical fitness workshops, artistic and musical workshops, cultural and dramatic presentations. The Preschool, JK / SK, Elementary Trips and Visitors program allows students the opportunity to learn and explore beyond the classroom in a fun, social setting.

Method of Travel: Walking or public transportation.

**A special format will be given for parents to give permission to their child/ children when there may be special requirements, such us bringing their own lunch, paying for the shows, going in hired buses for transportation and any other special events may take place.**

We/I declare and release a binding upon my child, myself, my heirs, and executors assigns. It is my/our responsibility that I have adequate insurance for my child

We/I hereby release Discovering Minds Montessori School Inc., employees and agents from any claim which We/I might otherwise be entitled to assert against any of them for any injury or loss suffered by my child in conjunction with events or excursions in which he/she participates.

In case of medical emergency concerning my child, I give permission to Discovering Minds Montessori School Inc. to transport my child to the nearest medical facility.

**Unless otherwise specified, contracts are automatically renewed. Renewed contracts are subject to updated applicable fees and policies.** Contracts are subject to the Discovering Minds Montessori School Parents Handbook Policies and Procedures.

I (we) the undersigned, have read and understand the aforesaid and agree to comply with all the terms and conditions including Registration Policies and Procedures, **Privacy Statement, Agreement of Enrollment**, Fees payments options of Discovering Minds Montessori School etc. as provided in the Parents Handbook. (COPY OF THE PARENTS HANDBOOK) is always available. A copy will be e-mailed as per parent's request.

Please let us know you if have any questions or concerns.

Parent / Guardian / Responsible

Last / first Name:
Last / first Name;

*By providing personal information you agree to all terms and condition, there is no need to be present or to sign this document. Special Instruction*

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**Please click here to enter today's date-MM/DD/YYYY>>>**

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**Discovering Minds always follows the TDSB Schedule**  
<https://www.tdsb.on.ca/About-Us/School-Year-Calendar-2023-2024>

## 2024 – 2025 Calendar (Temporary Subject to change)

(H)	Civic Holiday	August 5, 2024	
	Summer Closing	Aug. 26 - Sep. 2nd inclusive	
	Labour Day	September 2nd Labour Day	
	First day of School	September 3, 2024	
(H)			
(H)	Thanksgiving Day	October 14, 2024	
(P)	PD Day CCMA, CAMT, AMI. (Teachers Yearly	November 22, 2024 TBA. <b>No classes</b>	
	Christmas Concert (School is open)	December 13//24. Location <b>TBA</b> . Children go home	10 to 2:00
(H)	Christmas Break	December 20/24 Last Day December 23 - Jan 3/2025, Christmas Closing.	
	January 8, 2025 School opens	School opens Monday, January 6, 2025	
(H)	Family Day	February 17, 2025	
(B)	Mid-Winter Break (inclusive)	March 10 - 14, 2025	
(H)	Good Friday	April 18, 2025	
(H)	Easter Monday	April 21st, 2025	
	Mother's Day Celebration (School is open)	May 8 - 9 - 2025	
(P)	Professional Development (Closed)	May 16, 2025	
(H)	Victoria Day (No classes Victoria Day)	May 19, 2025	
(S)	Observation days. We are open.	June 16 Elementary. June 18 - 19, 2025 Preschool	
(PI)	Parents Interview	June 20, 2025 <b>No classes</b> .	
	Last School Day	June 27, 2025 <b>Summer school continues.</b>	
(H)	Canada Day	July 1 <sup>st</sup> , 2025	
(P)	Civid Holiday (Closed)	Aug 4, 2025	
(H)	Summer Closing	August 25, 2025	

**(H)** STATUTORY HOLIDAY, **(S)** SCHEDULED OBSERVATION DAYS,  
**(PI)** PARENTS INTERVIEW, **(P)** PROFESSIONAL DEVELOPMENT,  
**(B)** BOARD DESIGNATED HOLIDAY

**Dates may change; Discovering Minds will let you know well in advance**

## **ADMISION CRITERIA AND PROCEDURES**

### **Why is the three-year cycle important in Montessori?**

#### **The importance of Three years Montessori Program**

To receive the full benefits of a Montessori education, a child who enrolls should remain in the program for 3 years or more. Each step of a child's development and learning from the time he/she enters the Montessori classroom serves as a solid foundation for the next. The child who does not finish the program will never experience the same benefits, joy and satisfaction of having reached the end. The best analogy would be to say "having poured the concrete it also needs an opportunity to cure" for the foundation to be sound. A 'true' Montessori program works in the same way. Therefore, the importance of the 3-year cycle is so crucial in Montessori.

It is a clearly-defined and discrete educational unit with a beginning, a middle, and an end for each child, with the third year in each sequence a capstone year that becomes a culminating experience academically, emotionally, socially, and developmentally. If not followed, the child's work in that three-year sequence is simply incomplete.

Why is it at the core of all that we do?

Dr. Montessori saw the growth of an individual from birth to age 24 in four "planes of development": birth to 6, 6 to 12, 12 to 18, and 18 to 24 years of age. In each of these planes humans have unique needs and characteristics, which she defined. She then developed the methodology and materials to respond to the needs and characteristics of the evolving individual at each plane. Those needs and characteristics grow and then diminish in importance during each six-year plane.

Rather than fighting the social and emotional growth of the children in the third year of each sequence, Montessori encourages it. HOW? Instead of making those students in their transitional years the youngest of the children in a sequence, we make them the oldest and most mature in their group. We give them age-appropriate responsibility.

We make them educational and civic leaders in this community. The leadership of the older children has a remarkable impact on the health of the three-year community they help lead, and it allows the oldest children in each cycle to stand tall with confidence during an uncertain time while internalizing the academic work of the first two years by sharing their knowledge and expertise with the younger students in the group. They become role models for the younger students, who long to reach their level of academic accomplishment and community responsibility.

We embrace the maxim, "You do not understand something until you can teach it," and giving lessons to the younger students in the group requires that the oldest children reduce complex concepts to their simplest elements and then convey them with clarity and understanding. If they cannot, it is clear that they need a lesson before going on! Thus, without fully realizing what they are accomplishing, our "third-years" internalize and consolidate the academic skills they have garnered for two years before exploding into the next three-year cycle.

The three-year grouping also makes sense because we know from experience that Kindergarteners have much more in common with 3 and 4 year olds than they do with 8 and 9 year olds. Grade 6 and 7 students have much more in common with Grade 4 and 5 students than with Grade 8 students. Clearly, the full benefit of the educational program accrues to our children in the third and capstone year of each cycle, and a student's educational experience is greatly diminished without it. So too, is the program and the educational experience for the younger students left behind without the gift of the leadership, mentoring, and instruction from the older children they have come to admire and aspire to become



### **The Three-Year Program**

The Montessori program is a series of progressions, each skill being a foundation for future learning. While a child can enter the Montessori program at any age, the optimum experience is for a child to enter at around three years of age and stay in the program for three years, until they enter grade one. The work the three year old child does in their first year, builds a foundation for success in their achievements in their third year of the program.

Here is a snapshot of the typical development when a child is in the Montessori program for the full three years. Of course every child is unique and their progress is at their own pace, so the actual work each child does varies. Typically, a child entering at 5 years of age will not be doing the same work as a 5 year old that is in their third year of a Montessori program.

#### **First Year**

The child enters the classroom between the ages of 2.5 to 3.5, whenever they are toilet-trained and showing a readiness for school. The children learn to better control and coordinate their movements through work done in the Practical Life area such as pouring, sweeping, and simple dressing frames such as buttons. They are building up their ability to concentrate and preparing their mind and physical self for later Math and Language work. The young child also learns what it means to be a part of a larger community by following rules and respecting fellow classmates. The young child spends a lot of time observing other children do their work. A lot of work is also done in the Sensorial area, as the child clarifies their sensorial impressions of their life experiences. The order that is created in the child's mind during this time is key to further learning. The three year old child is also engaged in vocabulary building, ability to recognize phonetic sounds in words, and learning to trace the sandpaper letters. Some children are ready to begin their work in mathematics by gaining a concrete understanding of numbers one through ten.

#### **Second Year**

Based upon their building up of motor development and ability to reason in Practical Life from their first year, the child begins to carry out more complex work in the Practical Life area. Some of this work includes washing linens, polishing silver, and tying bows. In Sensorial, the child has created knowledge of basic sensorial concepts such as colours, shapes, textures, and sounds. The child continues to refine their senses by grading these materials and using the advanced sensorial materials. In Language, the child begins using the moveable alphabet to form words and does a lot of work with the metal insets to improve their pencil control. In Mathematics, the child solidifies their knowledge of numbers up to ten and continues counting up to one thousand. The child also begins work with the decimal system and is introduced to different mathematical operations such as addition and subtraction.

#### **Third Year**

This is the year where the foundations built in previous years come together to provide great joy in their achievements. The children gain a sense of responsibility and self-confidence as they take care of the needs of the classroom and give presentations to younger members of the class. In Language, the children are reading, first phonetically and then learning phonograms and sight words. To further challenge the child, sentence analysis begins. In Mathematics, the child continues doing four digit mathematical operations (addition, subtraction, multiplication, and division) with the decimal system. They also explore single digit equations to further understand how the operations work and through this exploration, they begin to memorize simple equations. The child also focuses more on the extensions in the classroom as their ability to understand concepts that are not concretely in front of them comes together. The child emerging from three years of Montessori primary education are full of curiosity of their world, self-confidence, and hold a strong foundation for future enjoyment of learning.

## **UNIFORMS**

### **CLOTHING**

**Children must wear School's uniform at all times** Please see examples below. Please see our web page

<https://www.dmmps.com/about-us>

#### Student Dress Code

##### Slacks and Pants

Color: All slacks and pants must be a solid color: Gray

Style: Slacks and pants can be pleated or flat front, full length, appropriately fastened at the waist. Pants with loops require belts.

Material: Cotton, canvas, corduroy, linen, polyester, or twill. No Sweatpants!!

Tops: Shirts and blouses must have button down collars or have straight collars. Turtlenecks and polo styles are permitted. All tops must be worn tucked inside pants, slacks or skirts.

Color: All students shall wear white top with Discovering Minds Logo.

Style: Long or short sleeves with a collar required. Turtlenecks and polo styles are permitted.

Logos: All tops must have the school logo. School logos are not limited in size.

Undershirts: Must be white.

##### Skirts and Jumpers

Color: Gray or navy blue and black, in a solid, single color.

Style: Skirts must be at least knee length and shorts must be worn under the skirts or dresses.

##### Shorts and Capri's

Color: Gray, navy blue, or black, in a solid, single color

Style: Must be at least knee length

##### Jackets, Cardigans, and Sweaters

Color: As designed by Discovering Minds. Must have school logo's. Must match an accepted uniform color

Style: All must be worn over a collared shirt, turtleneck or polo style top. Jackets or sweaters cannot have hoods.

No hoodies!!

Logo: Discovering Minds school logos are permitted and are not limited in size.

Footwear Style: Dress shoes.

## **Inappropriate attire and grooming**

Blue jeans (with exception to casual days and school attire days), low cut pants, low rise pants, sagging slacks or pants, sweat pants, sweat shirts, hats, caps, bandanas, hair rollers, hair curlers, plastic hair bags, hair nets, sweat bands, skull caps, and other similar clothing or grooming items shall not be worn at school. Inappropriate insignia on outerwear is prohibited. Students may not wear clothing that is either revealing or provocative. Students are prohibited from wearing attire that may be considered weapons, such as chain belts, knives, wallet chains, or other similar attire.

Student appropriate attire and grooming for religious reasons shall follow the "Inappropriate attire and grooming" procedures, headwear worn as legitimate religious attire may be considered as an exception.

#### Dress Code Violations:

There are two types of dress code violations.

Level I offenses include inappropriate shirt or pants. Level I offenses require an automatic referral to the office. Parents will be called and asked to bring appropriate attire.

Level II offenses include shirts un-tucked, belts, shoes untied, or other grooming restrictions. These offenses must be handled by the classroom teacher by following classroom management procedures. Parents will be called and asked to bring appropriate attire as necessary.

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Children who, unless for situations out of control, do not wear uniform will be asked to change. For this reason, children are asked to keep, at the school, extra sets of uniforms, just in case the child needs to be changed.

Each child should have extra socks, underwear, at school. Each child must have indoors uniform shoes to be left at school all year.

<b>Girls</b> Shoes	Skirts	Pants	Socks (Black or White)
			

**Top**

		<p><b><u>CLOTHING SUGGESTIONS</u></b></p> <p>Discovering Minds uniforms are especially designed. There are uniforms for all seasons. For winter we suggest: 2-piece snow suits, Velcro boots (children often trip over the laces in the snow), neck warmer instead of scarves, mittens instead of gloves attached to sleeves of the coat. Remember the less time they waste in putting winter stuff on the more time they can enjoy the outdoor activities.</p>
<p>As designed by Discovering Minds. Please ask suppliers</p>		

<b>Boys</b> Shoes	Pants	Socks
		

Tops



**SLEEPING.**

For those children that required to sleep during rest time, or as required by their parent, must provide a blanket, pillow (with a pillowcase) and a set of small sheets. The sheets etc. will be sent home each Friday in order to be washed and must be returned to school the following Monday. Bedding items can be brought in a big plastic bag or a gym sack. Don't forget to label all your child belongings.



“The greatest sign of success for a **teacher** is to be able to say, “The children are now working as if I did not exist.” “Within the child lies the fate of the future.” “Of all things love is the most potent.” “Do not erase the designs the child makes in the soft wax of his inner life.”

**Dr. Maria Montessori**

**Contacts: List of Emergency Contact Persons:**

**Emergency: 911**

**Montessori Directress: Public Relations      Nathalie Rengifo. (Emergencies) Cell (647) 574 4640**

**Supervisor / Director:                              Guadalupe Rengifo (416) 504 0110**

**Admin. Assistant / Montessori Directress      Cassandra Rengifo**

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