Year at a Glance
Calendar
2018 / 2019

Montessori
ACADEMY OF LONDON
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**Faculty Week**

**Labour Day**

**First Day of School**

**January 30**

**Junior High Odyssey Trip**

**February 28**
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OCTOBER IS 1,000 ACTS OF KINDNESS MONTH

PARENT REP MEETING 8:15-9:15AM

THANKSGIVING DAY

OCTOBER IS 1,000 ACTS OF KINDNESS MONTH
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- **JR HIGH ODYSSEY TRIP VIDEO PRESENTATION 4:00-5:00PM**
- **PICTURE RETAKE DAY**
- **ELEMENTARY & JR HIGH REMEMBRANCE DAY ASSEMBLY 9:15AM**
- **PARENT REP MEETING 8:15-9:15AM**
- **UPPER EL WINTER TRIP MEETING 4:15-5:00PM**
- **FINANCIAL SUPPORT APPLICATIONS OPEN**
- **MOVING UP: CASA TO ELEMENTARY PARENT SESSION 4:15-5:15PM**
- **SENIOR CASA VISIT TO ELEMENTARY 9:30-11:00AM**
- **UPPER EL WINTER TRIP MEETING 4:15-5:00PM**
- **FINANCIAL SUPPORT APPLICATIONS OPEN**
- **PJ DAY (CHF EVENT)**
- **CCMA ACCREDITATION**
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**HOLIDAY CONCERT**
4:30PM (NO EXTENDED HOURS)

**WINTER BREAK**
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**WINTER BREAK**

**UPPER ELEMENTARY WINTER TRIP**

- **First Day Back**
- **Financial Support Applications Due**
- **Senior Choir Resumes**
- **Junior Choir Resumes**
- **Moving Up - Casa to Lower El Panel & Tour 8:45-10:30AM**
- **Moving Up - Lower to Upper El Parent Info Session 4:15-5:15PM**
- **Moving Up - Toddler to Casa Parent Session 4:15-5:15PM**
- **Moving Up - UE to JH Parent Session 4:15-5:15PM**
- **Moving Up - Year 3 Parent Tour of Upper Elementary 9:15-10:00AM**
- **New Sibling Applications Due**
- **Parent Rep Meeting 8:15-9:15AM**
- **P.D. Day**
**CASA 3 & WATERLOO CASA**
**Parent/Child Visit**
3:45-5:00 PM

**VOLUNTEER HIGH TEA**
12:30-1:30 PM

**CASA 1 & WESTMOUNT CASA**
**Parent/Child Visit**
3:45-5:00 PM

**CASA 2 PARENT/CHILD VISIT**
3:45-5:00 PM

**PARENT REP MEETING**
8:15-9:15 AM

**GOOD FRIDAY MUSICAL**
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<td><strong>FAMILY &amp; FRIENDS EVENT</strong> 4:00-7:00PM (NO EXTENDED HOURS)</td>
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<td><strong>YEAR-END CELEBRATION 6:00PM (NO EXTENDED HOURS)</strong></td>
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<td><strong>FINAL REPORT CARDS</strong> YEAR 8 GRADUATION</td>
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Welcome to Montessori Academy of London!

Montessori education is ultimately about life; about helping children develop into confident, successful, caring adults who will become outstanding members of their community. As educators, we strive to provide our children with the strongest possible foundation from which to grow and develop, academically and personally.

Montessori Academy of London (MA) was founded in 1968 by Ann Marie Harding. Today, after close to 50 years of commitment by the founder, teachers, staff, and families, the school is one of the foremost Montessori schools in Canada, and in North America. In 2010, MA received approval as a charitable not-for-profit organization.

The governance of the Academy is the responsibility of a volunteer profile board of approximately 7 to 10 members which consists of alumni, alumni parents, current parents, community members, and ex-officio officers which include the Executive Director, Finance Director and Academic Director. It is the mandate of this group to ensure the legacy of Montessori Academy of London and that strong Montessori education in London is protected for years to come, while always being current on the needs of the Academy.

This mandate requires the group to assume strategic and financial responsibility for Montessori Academy of London. This group generally meets monthly throughout the school year and is responsible for several board-mandated committees. You will receive communication of the board’s work periodically throughout the year. Our Annual Report can be found on the Academy’s website under Resources/Publications.

We look forward to the coming school year, and to working together with our families as we continue to serve the children of our community.

-MA Administration
OUR MISSION
To provide a world-class Montessori education that promotes academic excellence and prepares children and young adults to engage the world as active citizens and successful leaders.

OUR VALUES
Respect
Independence
Compassion
Global Citizenship
Critical Thinking
Creativity
Community

OUR VISION
Our vision is a community of confident, compassionate and engaged citizens who think globally, act responsibly and collaborate successfully to create a humane world.
Serving the needs of each child

PHASING-IN OF NEW CHILDREN
We believe that phasing-in new Toddler and Casa children at the beginning of the school year ensures a calm and peaceful transition from home to school. The concept of bringing new children into the school a few days before the returning students helps prepare the child for a secure, successful and positive transition to a new and unique world.

We further facilitate the transition of students from Casa into Year One, from Year Three to Year Four, and from Year Six to Year Seven late in the spring. A schedule of these phasing-in days is mailed to families and also found on this Year at a Glance calendar.

CLASS PLACEMENT
Your input as parents is always valuable in our placement of children; however the decision will ultimately be made by the school considering all factors that would be in the best interest of the individuals and the class as a whole.

PROBATION PERIOD
The first four to six weeks of classes are a probationary period for all new students in all levels. If at any point during this probation period, the teacher feels a child or family is not yet ready for school or suited to our program, the parents will be informed and the balance of tuition will be refunded.

DISMISSAL POLICY
The goal of the school is to serve both the individual student and our school community. We reserve the right, at our sole discretion, to dismiss a student if the school is not able to meet the student’s needs, if they are not in our opinion responding to the advantages of the Montessori environment, or if their conduct or the conduct of their parents is compromising the learning, safety or well-being of any member of our Community, but particularly the other students in our care and our Staff. In assessing such conduct, we will refer to our Code of Ethics, which students and their parents affirm at the start of each year and agree to be bound by throughout.

SPECIAL NEEDS
It is the philosophy and intent of Montessori Academy of London to do our best to accommodate and integrate students with physical and learning differences to the extent that the current tuition fee allows. The Community Care Access Centre under
the Ministry of Health provides independently funded schools with some support in
the areas of physiotherapy, speech therapy, occupational therapy and some health
support due to accident, injury or illness; and we are committed to supporting their
work with our students.

Presently, the province does not provide independent schools with the funding for
evaluation or psycho-educational assessments. These costs must be assumed by
the parent, and services provided through a private practitioner. Where we believe
that such services would benefit your child, our Academic Director and/or Executive
Director will share her observations and recommendations with you.
Where special needs are identified, we will establish an Individualized Education
Plan (IEP) with parent consultation. It will be reviewed at least annually, or more
frequently as needed.

If the needs of the student exceed the support that the school is able to provide,
parents will be required to assume the financial responsibility for any additional
services, supports or resource modifications necessary to facilitate their child's safety
and progress in the Montessori environment.

THE ROLE OF THE LEARNING SUPPORT TEACHER
The role of the Learning Support Teacher is to work alongside the classroom
teachers to help facilitate success for students who are on Individual Education Plans
(IEPs). The primary role of the Learning Support Teacher is to interpret assessment
documentation, collaborate with teachers, parents, psycho-educational services, and
aid with transitions. The goal is to help students focus on their positive attributes and
recognize their individual strengths without a vast dependency on others.

Individual support is naturally provided to students on IEPs as the classroom
teachers assist and guide each student based on their individual needs. There is no
guarantee of a set amount of time that the Learning Support Teacher will be able
to work one-on-one with students on a weekly basis. The Learning Support Teacher
is not an educational assistant, but a supporting collaborator who will touch base
with students when available and assist classroom teachers on how to best support
individuals given the guidelines of their IEP.

THE ROLE OF THE LANGUAGE ENRICHMENT TEACHER
The Language Enrichment Teacher is a Primary (Casa) and Elementary Montessori-
trained teacher with further training in multisensory structured language education
based on the Orton-Gillingham approach.

The Language Enrichment Teacher works alongside the Elementary teachers in
monitoring and assessing students' progress in reading fluency, comprehension,
writing, and spelling. This teacher oversees the evaluation of phonological awareness
(sound structure of words) and sound-symbol association skills in all students
entering Year One of the Montessori program.

For more detailed information on the roles of the Learning Support Teacher and the
Language Enrichment Teacher, please refer to our full Parent Handbook, which is
available on our website under Our Families/Forms & Policies.
Registration and Financial Policies

NEW FAMILIES
Enrolment Deposit
All applicants must submit an Enrolment Deposit of $1,000 or the prescribed amount according to the Monthly Payment Plan with their Confirmation of Enrolment. This deposit, along with a signed Confirmation of Enrolment Form, secures enrolment for the coming school year, and will be applied toward the Annual Tuition Fee.

Orientation
In May, or as soon as available, you will receive notification outlining class placement and new-student orientation details. Information to help you prepare for the start of the school year will be sent in August.

Limited Spaces - Wait Pool Policy
We are not always able to accommodate all applicants. Once classrooms reach capacity, any new applications are placed in a wait pool. We will keep your Application on file for one year, in the event that we are able to offer your child admission.

For more details on our Wait Pool Policy, please refer to the full Parent Handbook that is available on our website under Our Families/ Forms and Policies.

RETURNING FAMILIES
Re-Enrolment
Re-enrolment is required for all returning students on an annual basis and is processed beginning in February.

All returning students will be re-enrolled for the upcoming year provided that the required documents are returned to the Registrar by the re-enrolment deadline in February. Please see the Tuition section of our website and the Fees Policy and Annual Tuition Fee Schedule for further details.

Once re-enrolment documents are processed, you will receive Enrolment Confirmation and a review of selected payment method.

Specific details about class placement for students moving up to a new level within the program will be sent in May or as soon as available. Information to assist you in preparing for the start of the school year is available in August.

Ann Marie Harding Financial Support Program
The Ann Marie Harding Financial Support Program provides tuition support for families enroled from second-year Casa through Junior High and who have been enroled at the school for at least two consecutive years. For more information on financial support that's available to our families, please visit the Tuition section of our website.

NEW & RETURNING FAMILIES
Annual Tuition Fees
The Annual Tuition Fee covers all costs, including registration and basic program delivery and operational expenses. This fee also covers local excursions, stationery supplies, work books, text books, a student folder and/or study calendar, a school yearbook and where applicable, a school t-shirt or gym uniform. It does not include special trips or event costs outside London. (Please also refer to the current Tuition Fee Schedule that is available on our website.)

Method of Payment
The option of paying in installments by post-dated cheques as per the Annual Tuition Fee Schedule is offered for your convenience. Any changes to your account
or method of payment must be submitted in writing to the Registrar’s Office at least 10 business days before the next scheduled payment is due. Any cheque or payment returned to the Academy by the bank for any reason is subject to a bank replacement fee. A late fee of 1% per month (12% per annum) will be added to payments not received by the due dates. Should there be any outstanding fees, families will be unable to re-enroll for the following school year or apply for Financial Support until the school has been contacted and a plan has been agreed upon to settle the outstanding balance. All cheques should be made payable to “Montessori Academy of London.”

Activity Fees – Elementary/Junior High
Activity Fees are mandatory and collected at the Elementary and Junior High levels. We make every effort to offer our students as many enhanced learning opportunities as possible. These fees contribute to the cost of field trips, out-of-town events, busing, and special supplemental activities, and help to enhance these experiences. The fees are collected in advance to avoid ongoing expenses throughout the year. As many of these events must be booked in advance, the Activity Fees are due on October 1, payable to “Montessori Academy of London”.

- Lower Elementary - $100
- Upper Elementary - $400
- Junior High - $1250

Hot Lunch and Milk Programs
Toddler and Casa students receive a daily hot lunch covered by the Hot Lunch Fee of $1250 annually. Please refer to the current Tuition & Fees Schedule available online for details.

Elementary students can participate in optional weekly Milk and Hot Lunch programs.

Forms for both programs are sent home throughout the school year.

Musical Instruments
Musical instruments need to be purchased or rented at the Upper Elementary and Junior High level for participation in the music program.

REFUND POLICY
Notwithstanding that a student has enrolled in the school, they may nevertheless submit a written notice of intent to withdraw either before they begin or during the school year for which payment had been received. If a written notice is received:

1. before April 1, the enrolment deposit and all post-dated cheques for tuition will be returned;
2. between April 1 and June 30, the enrolment deposit is non-refundable, but any post-dated cheques for tuition will be returned;
3. between July 1 and November 30, the enrolment deposit is non-refundable and 50% of the Annual Tuition Fee is payable;
4. after December 1, 100% of the Annual Tuition Fee is payable.

ABSENCES FROM SCHOOL
Children enrol in the Montessori Academy of London for one full academic year at a time. There is no reduction in fees when they are absent or unable to attend.
Parent & Child Responsibilities

SCHOOL HOURS
Regular attendance is important for your child’s understanding and appreciation of the Montessori environment. Students who are frequently tardy or absent will not benefit from the full Montessori experience and their educational outcomes could be significantly compromised.

Regular Hours
Part-day Classes: 9:00 a.m. – 1:00 p.m.
Full-day Classes: 9:00 a.m. – 4:00 p.m.

Attendance
Days absent and days late will be recorded on progress reports and become part of the O.S.R. (Ontario Student Record). Elementary students who miss five consecutive days of school must assume responsibility for missed work and assignments. The Academy cannot assume responsibility for assisting students to catch up on missed learning opportunities where they have been away more than 20 school days in the year. Extenuating circumstances for long-term illness or accident are considered and will obviously be supported. Parents are required to provide private tutoring in all other situations, to ensure the year’s curriculum and expectations have been satisfactorily completed.

As well, the school cannot be responsible for providing remediation or other support, where the students are taken out of the school during school hours for extracurricular lessons or activities. Parents will receive their child’s timetable in the first week of school. Accumulated and intentional absence from any subject is the parent’s responsibility.

If your child will be late or absent from school for an appointment or other such reason, please inform the school by calling 519-433-9121 and leaving a message with Reception or voicemail with the child’s classroom. No emails, please.

ARRIVALS AND DEPARTURES
The arrival and departure of your child should be punctual. Late arrivals disturb the continuity of the class already in progress and can make your child’s transition difficult. Below are the arrival and dismissal times for all programs and campuses. The arrival times are staggered to allow enough time to get multiple children to different campuses. Please use the Extended Hours program for arrival and pick-up outside of the times listed.

Casa and Toddler
Arrival 8:45 a.m. – 9:00 a.m.
Pick-Up 3:50 p.m. – 4:10 p.m.
Children registered for Extended Hours in the morning must be brought directly to the extended hour classroom.

In order to allow each child a sense of independence, your participation in the arrival and departure should be brief.

Part-day morning children should be collected promptly at 1:00 p.m. All full-day children are to be collected promptly at 4:00 p.m.

Elementary
Arrival 8:45 a.m. – 9:00 a.m.
Pick-Up 3:50 p.m. – 4:10 p.m.
Elementary students have an arrival “grace period” of 15 minutes prior to 9:00 a.m. and must proceed directly to their classrooms after 8:45 a.m. Extended Hours students go directly to the library.

If a student is late at Elementary level (past 9:00 a.m.), they must report to the office prior to going to class, as we have Specialty classes scheduled for departure shortly after 9:00 a.m.

Junior High
Arrival 8:30 a.m. – 8:50 a.m.
Dismissal – 4:00 p.m.
Staggered Drop Off / Pick-Up
Families with children at both Elementary and Westmount South may drop off one child as early as 8:30 a.m. to arrive at the other location before 9:00 a.m. Pick-up can be between 3:50-4:20 p.m.

Timely pick-up
We emphasize the importance of collecting your child at the designated pick-up time – a continual disregard of this rule is unfair to both your waiting child and the Extended Hour supervisor and staff. Because the Extended Hours program is staffed according to the number of student participants, families who have not previously arranged Extended Hour care will not be able to participate.

EXTENDED HOURS
Montessori Academy offers an Extended Hours program to families who require supervision for their children before or after school hours. You can register your child for Extended Hours through the Reception. Supervision is available at a daily, monthly, or annual rate.

- Early hours: 7:30 a.m. – 8:45 a.m. or any part thereof
- After hours: 4:10 p.m. – 5:30 p.m. or any part thereof

“Occasional Use” of the Extended Hours program is available at a charge of $10/child per usage. NEW in 2018: Families will be invoiced at the end of the month for the number of times their child participated in the program – up to a maximum of $200/child per month. The Fee for Extended Hours is payable by cash or cheque made payable to “Montessori Academy of London.” Please see the Extended Hours Programs section of our website for fees.

We ask that parents who intend to purchase a month of Extended Hour programming to pay at the beginning of the month.

As detailed in the Fees Policy, a $30 late fee will be charged for late pick-up from the Extended Hours program. Repeated late pick-up of three times may result in suspension from the Extended Hours program.

PROFESSIONAL DEVELOPMENT DAYS AND HOLIDAYS
All Montessori Academy of London locations operate on a school calendar basis. This means all locations: Toddler, Casa, Elementary and Junior High, have a two-week winter break, a two-week March break, and generally six professional development days throughout the school year. Staff professional development plays an important role in maintaining an excellent learning environment for your child.

To assist with childcare during some of these times, we will provide information through the Buzz Newsletter on local camps and programs for students during PD Days and the winter and March breaks.

Additionally, the school operates a summer camp program during July and August. Camp Discovery is available for children from Toddler (if they have been in our program the previous year) to 6 years of age.

DRIVEWAYS AND PARKING
At all locations, please be extremely vigilant and considerate about not blocking or pulling into our neighbours’ driveways at any time. This is not only a source of frustration for our neighbours, but hazardous for the children who are walking to and from their parents’ vehicles, especially in winter when snowbanks are high. We ask for your full cooperation to keep our children safe and our neighbourhood relationships positive. To help keep our community healthy, please turn off your vehicle ignition during pick-up and drop-off times, and do not leave the vehicle idling.

Due to the number of cars arriving/departing within a short period of time, specific guidelines have been designated to prevent a chaotic situation at the beginning and ending of each school day. Please note our procedures.

Waterloo Central – 718 Waterloo
Parking is available for parents on the north and south side of Piccadilly Street to the east of Waterloo. Please note of the “No Parking - Buses Only” areas. Children in the Toddler program enter from the side gate and through to the back door. Please ensure that you lock the gate after you. Children in the Casa program enter through the side entrance closest to Piccadilly.

Westmount South
A one-way in/out drive is in effect. Please park your car carefully, turn the engine off and escort your child directly in the class. Please lock the gate after you. Areas directly in front of the school are for “Park & Fly” drop-off/pick-up; parking along the side of the playground is for longer-term parking.

Oxford Central
Enter off Oxford Street only, and to facilitate traffic flow and safety, exit only into the laneway. There is no exiting onto Oxford Street. Park & Fly spaces are available to parents who may walk their child to the gate or door and leave quickly. If you need to visit the school for longer periods, please park off-site.

Elementary Students – 711 Waterloo
Parking is available on Kenneth Ave. or on both sides of Piccadilly west of Waterloo. Please avoid parking on Piccadilly east of Waterloo as this area is for the use of parents with Toddler children. For the safety of all students, please do not pull into the Elementary staff parking lot at any time of day, including during Extended Hours. All students are dismissed into the yard at 3:50 p.m. where they should be picked up promptly.

If you wish to drop off your child on the south side of Piccadilly – closest to 719 Waterloo – please use Kenneth Ave. and drive around the block. Do not turn around in our neighbours’ driveways – it is unsafe for the children and an irritation for our neighbours.

Junior High – 742 Waterloo
Please encourage your child to walk to/from your vehicle parked on Piccadilly Street or Kenneth Ave. Please do not pull into the Junior High driveway. It is a source of greater independence to ask them to walk half a block; it is safer for them and it creates fewer traffic challenges and delays. There are students entering and exiting the Junior High building during busy times and their safety is paramount.
CLOTHING/DRESS CODE
Toddler & Casa
Please label all of your child’s clothing for easy identification. Parents can order labels through our Lovable Labels program from August through November.

Children should wear manageable and practical clothes to school. Younger children should wear simple elastic waist pants. Overalls or pants with difficult fasteners merely frustrate children when they need to go to the washroom and often cause unnecessary accidents.

One-piece indoor clothing is not appropriate for young children because it makes dressing frustrating i.e. one piece undershirts or tops.

The children play outdoors throughout the school year and should therefore be dressed appropriately for the weather. In the winter, children need to wear a waterproof hat and mittens to sufficiently protect them from the cold. No scarves, please.

If an article of clothing is lost or left behind, please ask your child’s teacher for the location of the Lost and Found box in your building. At the end of the school year, all unclaimed articles of clothing will be donated to charitable organizations.

Montessori school T-shirts are provided in September and must be worn on all field trips/school outings and on gym days.

Shirts with inappropriate or offensive sayings are not permitted in school.

Elementary and Junior High
Each child is provided with a gym uniform on the first day of school. It is the mandatory dress for gym days. Changing routines will be discussed with the students in the first week.

All students are required to dress appropriately for theatre and concert outings. No blue jeans or track pants are allowed.

Hats are not permitted to be worn in school.

Make-up is not allowed to be worn to school at Toddler to Upper Elementary Levels. Reasonable, discreet make-up will be tolerated, but not encouraged at the Junior High level. Make-up may not be brought to school under any circumstance at any level.

Clothing that is revealing is not permitted. No spaghetti straps, midriff-exposing tops, or halter tops may be worn. Students may not wear garments that are skin-tight, see-through, ripped or torn. Undergarments must not be visible. Clothing with inappropriate or offensive sayings is not permitted. Skirts and shorts must be as long as the child’s fingertips with arms at their sides, or longer.

Dress Code for Performances – Elementary and Junior High
We ask that students performing at assemblies and performances wear:

• Pure-white, collared Oxford/dress shirt (suitable for a tie)
• Black dress pants (no jeans or yoga pants)
• Black socks
• Black shoes

Depending on the student’s age, MA ties or vests will be added to the uniform.

Footwear Policy – All Levels
All students are required to come to school with footwear suitable for the days’ outdoor activities, and to have footwear appropriate for indoor wear. Footwear should do several things: be designed for the child to dress him/herself, be durable and well-fitting so gross movement is supported, and fully enclose the child’s feet so they are adequately supported; indoors and outdoors. For these reasons, flip-flops, Crocs (and similar open styles) are not to be worn at school by any age children.

Younger children are best served by firm, fitted slippers or shoes with no laces for indoor wear, and older children generally do best in athletic shoes which can also serve as their gym shoes.

Food Guidelines
TODDLER AND CASA
Lunches
All children in our Toddler and Casa programs participate in a Hot Lunch Program. Menus for the Hot Lunch program will be published monthly, which is at a minimum a week in advance; children with serious dietary issues will be provided a special, individualized meal. In the most serious food allergy cases, exemptions can be made with our Ministry Advisor. For menus and recipes, visit the Growing Chefs! Ontario website: www.growingchefsontario.ca/educational-projects/beet-cafe

Meals will adhere to the Middlesex-London Health Unit guidelines for nutrition for Toddler and Pre-school age children. Hot Lunch menus are posted at each location.

Snacks
Full-day Toddler and Casa students will be provided nutritious snacks that follow the Middlesex-London Health Unit’s nutrition guidelines. For safety reasons, children are required to sit while eating. If your child is in after-school Extended Hours program, we encourage you to send them to school with an additional snack.
ELEMENTARY/JUNIOR HIGH

Lunches
Parents and students need to be mindful of our “nut-alert environments” when packing a nutritious lunch. Nutrition is taught in each class and we believe it should be reinforced in the child’s home environment. Children are encouraged to help pack their own lunch using food from the four major food groups and learn the importance of nutrition in their daily diets.

Each lunch should contain water or milk. Foods such as chocolate bars, gum, pop and candy, which are high in sugar content and/or artificial additives, are not permitted. We encourage families to avoid processed foods. We do not have facilities for heating children’s lunches in our Lower Elementary locations.

Your child’s name should appear on the outside of their lunch box. A serviette and necessary utensils should be included. Children will take home most uneaten food. A snack for Elementary students throughout the day and Extended Hours should also be included for their consumption.

Snacks
There are designated times for children to have a snack at all locations. Snacks should be compliant with our Food Guidelines. For safety reasons, children are required to sit while eating.

NUT-ALERT ENVIRONMENTS
All classrooms are designated as “Nut Alert” environments. Absolutely no peanut butter sandwiches, peanut butter cookies and/or whole peanuts or nuts are allowed. If you make a meal or snack with spreads, please label food items to let the teachers know what nut-free spreads were used. We thank you for adhering to this policy and considering the students it protects.

GARBAGELESS LUNCHES
In an effort to contribute to a cleaner, safer environment, we ask that parents support our garbageless lunch policy by packing your child’s food in re-useable containers. Recycling and environmental issues will be discussed early in the year.

BIRTHDAY CELEBRATIONS
As a school that celebrates the uniqueness of each individual, birthday celebrations are as important to us as they are to our students and families. For the younger children, birthdays are usually recognized by their class during a birthday celebration that involves “walking around the sun”, a Montessori tradition. We understand that in honour of a child’s birthday, families may want to send in something for the class to share. If the family wishes to send a snack, we ask for your full cooperation with our food policy. Healthy snacks such as crudités, fruit pieces, cheese and crackers, hummus and pita are welcome. Sweet treats such as cakes, cookies, and other baked confections should be saved for celebrations at home. Birthday invitations are not permitted to be handed out at school. Please refer to the school directory at the front desk for the addresses and phone numbers of your child’s friends.

Electronic Communication Device Use

Students
Absolutely no electronic communication devices are to be used by students during the school day. Any devices brought to school are stored securely during class time by the teachers. In the case of activity trackers (such as Fitbits), messaging functions must be disabled/turned off during school hours to avoid distraction.

On school field trips, Staff will carry mobile phones in case of emergencies. Students are not allowed to take electronic communication devices on field trips or school outings.

Parents/Adults
Please turn your mobile phones/devices off or onto vibrate when you are in our school environments. If receiving a call is necessary, please leave the classroom areas immediately and find a private place.

If you are already engaged in a conversation, to ensure privacy and to reduce interruptions to students and staff, please remain outside the school until the call is complete.

Code of Ethics
As a condition of enrolment, parents and students are required to read, be familiar, and conduct themselves in accordance with Montessori Academy of London’s Code of Ethics. A copy is provided with each enrolment and re-enrolment package and must be signed and returned to the school.
Information & Involvement

PARENT EDUCATION & INVOLVEMENT
Parent Education is a very important element of our program. Parents are expected to attend an orientation session prior to enrolment in our school. You will also be invited to attend a variety of parent education evenings, conferences and parent/child class visits. We encourage all our parents to attend these events.

The Montessori approach to education is most successful when families and the school operate in partnership on behalf of the child, and when expectations at home are as consistent as possible with expectations at school. Therefore we highly recommend that parents familiarize themselves with the Montessori Philosophy. There is a Parent Reference section in the Elementary Library – and a list or resources is available upon request.

REPORTING AND CONFERENCES

Progress Reports
Developmentally appropriate Casa Progress Reports are sent home in December and June. Anecdotal Elementary and Junior High Progress Reports are sent home in December and the last week of school. Interim Academic Reports are given in the spring for Casa, Elementary and Junior High students. There are no formal written or interim reports for Toddlers.

Parent Conferences
Conferences help the teacher and the parents to better understand the progress of each child and the class as a whole. Conferences occur at least twice a year and, if necessary, additional meetings can be arranged. The teacher will gladly meet with you whenever there is a need, however, please make an appointment by calling the administrative office. Per our school-wide policy, we do not forward emails to teachers. We also request that for your own and your child’s privacy, please refrain from engaging staff in conversation during drop-off and pick-up times, or during class time.

Standardized Testing
The school administers standardized testing each year for students in their last year of Casa (if they are attending our Elementary program). Students in Years 3, 4, 6, 7, 8 of our Elementary program participate in standardized testing. The tests administered are the Canadian Achievement Test (CAT) and the Canadian Cognitive Ability Test (CCAT). Students develop the practical life skill of sitting for a test. As well, the tests provide the school with an objective benchmark of the child’s cognitive and skill development. Test scores are not published to the general school body; however parents are welcome to make an appointment with the Academic Director to review the results of their child’s testing particularly in context with his or her overall progress.

CLASSROOM EXPERIENCES

Observations and Classroom Visits
Classroom observation increase a parent’s appreciation of the Montessori Method of education and will answer many questions about your child’s day at school. They also enhance the value of parent conferences with the Montessori teacher.

Classrooms visits are available throughout the year, with scheduled observation times at least twice a year, during one Observation Week, as well as Parent/Child classroom visits. Individual class visits can be arranged by appointment with the classroom teachers.

Toddler classrooms are not open for observation because it can be too distracting for them. However, Toddler parents can arrange for an after-school session to work with their child through their child’s teacher. This provides parents with ongoing communication and understanding of their child’s first school experience.

Grandparents’ & Special Friends’ Day is a wonderful opportunity for other family members and close friends to get a glimpse of the students at work within the classroom environment.

Curriculum Presentations
Parents are invited to take a closer look at their children’s program through curriculum presentations that focus on a particular aspect of the curriculum. As well, parents of children “moving up” to the next level of education – Toddler to Casa, Casa to Elementary – are invited to Moving Up sessions, which detail the changes in curriculum at each new level.

The Journey to Discovery is an engaging hands-on experience that presents the spectrum of traditional Montessori work to adults – taking them on an abbreviated version of a child’s Montessori journey from Toddler through Junior High.

Socials and Speakers
Throughout the year, parents, volunteers and friends of the school are invited to social events held school-wise or in the child’s level.

At least once per year, we invite guest speakers to share their knowledge and expertise with our school community. These guests offer both Montessori and non-Montessori expertise to parents. Past presenters include Angeline Stoll Lillard, Jonathan Wolff, Aline Wolf, Michael Ungar, Stephen Lewis, Sue Martin and Dorit Osher. We also share information on educational speakers in the London area that may be of interest to parents through The Buzz weekly parent eNewsletter.
Parent Participation: Getting Involved

VOLUNTEERING
As a school community we value our many parent volunteers who lend their time and talents to enhance the learning experience throughout the school year and beyond. In order to work with the children, volunteers must:

- Complete our Volunteer Application and Self-declaration every school year.
- Provide the Academy with:
  a) Valid Volunteer Police Vulnerable Sector Check (PVSC); to be renewed every five years, Volunteer Police Check Verification Letter to take to the Police is available from Reception
  b) Contact information to the main office to keep on file
- Review the Program Statement and Program Implementation Policy.
- Review and understand other policies, as applicable to the Volunteer role and responsibilities.

More information on volunteering with MA is available in the Our Families section of our website.

Student volunteers over the age of 18 must provide the school with the same information listed above.

FUNDRAISING & DEVELOPMENT
As a not-for-profit charitable organization (Charitable Registration # 1052 29124 RR0001), the Academy relies on fundraising initiatives to support a variety of needs in the school, including our Annual Appeal as well as fundraising opportunities at some of our school-wide events. During our Annual Appeal we strive for 100% participation among our board members, staff and families – asking them to give at a level that’s right for them.

These types of events support a strong parent community in the school and are wonderful opportunities to come together as a school community to show our commitment to Montessori education.

To learn more about our development initiatives and where fundraising money goes, visit our website.

CHARITABLE GIVING
The Academy participates in Charitable Giving to local (Children’s Health Foundation, London Food Bank and Merrymount Family Support & Crisis Centre) and international charities that directly support children. Every effort is made to make these activities meaningful, educational, and to develop a sense of responsibility and appreciation on the part of the student.

Health & Safety

TEMPERATURE/OUTDOOR PLAYTIME POLICY
Our goal is to have the children outside as often as possible because outdoor activity is the crux of a child’s development. However, as a school, we also need to follow due diligence in keeping children healthy and safe. Therefore, there will be times when we keep the children inside, in accordance with our Temperature/Outdoor Playtime Policy.

Students will stay inside if the following occurs (Temperatures mentioned factor in wind-chill):
- Raining heavily
- -10 degree C for Toddler
- -15 degree C for Casa
- -20 degree C for Elementary and Jr High
- A heat alert is issued by the Health Unit

Please note: there may be exceptions to these temperature guidelines where we may need to be outdoors, such as outdoor field trips, track-and-field meets or other events. Fortunately, because of our philosophy, students benefit from regular activity; unlike the conventional classroom, they work independently and have the freedom to move around and between rooms as they work.

ILLNESS & ACCIDENTS
School and health authorities require that all children’s illness be reported to the school on the day of absence. Please phone the school between 8:30-9:00 a.m. and leave a voicemail for your child’s teachers. If we have not heard from you by approximately 9:30 a.m. and your child is absent, the school will contact you to locate the whereabouts of your child and to ensure the facilitation of our “safe arrival to school program.” We will contact you at your home or work. Please assist us in this policy by reporting your child’s absence before 9:00 a.m.

In the event of a child becoming ill at school, we will contact the parent at home or at work. The school cannot accommodate sick children, nor can they be kept in over the lunch hour or outdoor playtime. Please use your discretion and do not send a sick child to school. We attempt to provide a healthy environment for all involved. Please see section on Student Emergency Information.

CONTAGIOUS DISEASES
Head Lice Policy
Please notify the school immediately if your child has head lice. Home treatment should include a type of medicated shampoo or recommended lice treatment of the head. Personal belongings should all be treated as well. Every effort to remove all nits with a lice comb is absolutely essential before returning to school. After initial treatment, regular follow-up treatments should occur over the course of several weeks to eradicate the lice.

Checks for head lice are made at school on an as-needed basis. If head lice or nits are found, parents are required to pick up their child immediately and begin treatment. When a case is detected in a class, all parents will be notified. We recommend that parents check their child’s scalp weekly.

Accidents
Although we try to avoid it, accidents sometimes occur. In most cases, minor first aid at the school is all that is required. When serious injuries occur, the parent or designated person is contacted and informed of the need of emergency medical attention. Incident Communication Reports and Accident Reports are completed, and a signature from a parent is required for each accident.

In case of emergency, if we are unable to make immediate telephone contact with parents or guardians, we will call for ambulance service and accompany the injured child to the hospital.
Head Injuries
If a staff member or yard staff sees or suspects that a child has had an injury to the head, then the parent will be called. We highly encourage that the parent seek medical attention from Emergency or the child's doctor to determine if a concussion occurred. If a concussion is diagnosed, it is imperative that the family informs the Academy so that we can take necessary measures to help the student recover from the concussion.

COMMUNICABLE ILLNESSES

<table>
<thead>
<tr>
<th>ILLNESS</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX</td>
<td>MUST REMAIN HOME UNTIL FEVER-FREE WITHOUT MEDICATION</td>
</tr>
<tr>
<td>CONJUNCTIVITIS (PINK EYE)</td>
<td>EXCLUDE IF YELLOWISH DISCHARGE IS PRESENT AND 24 HOURS AFTER MEDICATION</td>
</tr>
<tr>
<td>DIARRHEA</td>
<td>MUST REMAIN HOME UNTIL 24 HOURS FEVER/SYMPTOM-FREE WITHOUT MEDICATION</td>
</tr>
<tr>
<td>FIFTH DISEASE</td>
<td>NOT CONTAGIOUS AFTER RASH APPEARS; CHILDREN MAY RETURN TO SCHOOL</td>
</tr>
<tr>
<td>INFLUENZA</td>
<td>MUST REMAIN HOME UNTIL 24 HOURS FEVER/SYMPTOM-FREE WITHOUT MEDICATION</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>24 HOURS AFTER TREATMENT BEGINS</td>
</tr>
<tr>
<td>MEASLES (RUBELLA)</td>
<td>4 DAYS FROM APPEARANCE OF RASH</td>
</tr>
<tr>
<td>GERMAN MEASLES (RUBELLA)</td>
<td>7 DAYS FROM APPEARANCE OF RASH</td>
</tr>
<tr>
<td>MENINGITIS</td>
<td>MUST REMAIN HOME UNTIL A DOCTOR'S PERMISSION OBTAINED</td>
</tr>
<tr>
<td>MUMPS</td>
<td>9 DAYS OR UNTIL SWELLING SUBSIDES</td>
</tr>
<tr>
<td>STREP THROAT</td>
<td>24 HOURS AFTER STARTING ANTIBIOTICS</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td>5 DAYS AFTER STARTING ANTIBIOTICS</td>
</tr>
</tbody>
</table>

*Fever, Vomiting - Must remain home until 24 hours fever/symptom-free, without medication.

Please note: in special situations, during flu seasons, this time at home may increase to a 48-hour symptom-free period. If in doubt regarding proper procedure, please consult the Middlesex-London Health Unit at 519-663-5317 or www.healthunit.com

STUDENT HEALTH RECORDS & EMERGENCY INFORMATION

Health Records
Middlesex-London Health Unit immunization forms are required with each application for new children. These forms must be submitted directly to the Health Unit for the first week of school in the self-addressed envelope provided, and a copy must be provided to the Academy.

A School Health Questionnaire is included in the yearly registration package. This must be completed and updated annually with the registration procedure. Also, upon initial application to the Academy, the child’s health card number and a copy of your child’s birth certificate is required to be placed in the O.S.R. It will not be required upon subsequent re-registration.

Student Emergency Information
Forms are completed by families during all New Student Admissions and at Re-Enrolment time in February. They are available again in August for your careful review; we ask you to update them where necessary and return them to the school before classes begin in September. If at any time during the school year this information changes, you must notify the school immediately.

This information stays near the telephone at your child’s school for emergency purposes and it is the parent’s responsibility to provide the school with complete and updated student emergency information. Please ensure emergency contact information is always complete and up-to-date.

Medication Policy
A medication form must accompany all medications, and is available from the main office. All prescription and non-prescription medications, as well as natural health supplements, must be accounted for on this form, accompanied by a physician’s signature. Long-term regular prescriptions can be filled out as a one-time form to be kept on file for the year. Medications cannot be administered without this documentation. Medications sent to the school must be sent in their original labelled containers.

LEAVING SCHOOL PROPERTY
Once Lower and Upper Elementary students arrive at the Elementary school, they are not permitted to leave the property without a parent or authorized person accompanying them and signing them out in the Sign In/Out book, which is kept at Reception.

Junior High students may be signed out from their location by a parent or authorized person. Junior High students are permitted to leave school property alone only if parents send signed consent for their child to leave early, it must state clearly the expectation the parents have. Periodically and with verbal or written parental permission on each occasion, Junior High students are permitted to leave school property in small groups to do community service work, research at the nearby Central Library or other school-related activities, without teacher accompaniment.

The standard release of a child is only to those listed in the enrolment information. If you would like this changed, please contact the office. Unknown or unauthorized persons appearing at the school office or to a child’s teacher requesting to take a student out of school (for any reason) will not be permitted to do so without advance approval or consent of the parent or legal guardian.
Communication

Montessori Academy of London uses a number of print and electronic pieces to communicate with parents throughout the school year, including eNewsletters, monthly class calendars and letters, and permission forms. Following is an overview of some of the communication materials you will receive throughout the year.

**KEY COMMUNICATION PIECES**
- **August Mailing** - your enrolment/re-enrolment package
- **Study Calendars** - a personal record-keeping system for Upper Elementary and Junior High students to record their daily and weekly assignments and homework; parents are asked to review notes and sign off by every Monday.
- **Monthly class calendars and letters** - with details of upcoming events and activities
- **Montessori Buzz** - electronic newsletter for parents distributed on Tuesdays
- **Montessori Matters** - quarterly newsletter for parents and alumni
- **School Directory** - password-protected PDF and binder of contact information parents can participate in if they wish to be contacted by other families in the MA community
- **Junior High and Upper Elementary websites** - managed by the students and teachers with current information on activities and projects
- **School website** - www.montessori.on.ca

**PARENT REPRESENTATIVES**
MA’s “Parent Reps” are an important part of the school’s communication with families. These parents are usually well-versed in the day-to-day goings-on at the school, sharing class-specific information with you and much more. They strengthen our classroom communities and parent-to-parent network. Through our Parent Reps, we create communities where parents feel informed, included and invited to participate in the life of our school.

**SCHOOL CLOSURE COMMUNICATION**
In the event of severe weather, the Academy will make a decision about closing the school by 7:15 am, if possible. If we decide to close the school, we will send an email to all families – through the same distribution list as our Buzz newsletter. If you have not received an email by 7:25 am, it is safe to assume the school is open.

Also, we follow the Thames Valley District School Board – if the public school board closes its administrative offices and all city schools, the Academy will close, too.

We will follow up any school-closure email with posts via Facebook and Twitter, and update our website's homepage. However, we ask families to please check email first for school closure announcements.

**CONTACTING MONTESSORI ACADEMY OF LONDON**
Following is a list of contacts parents should call when they have questions:

<table>
<thead>
<tr>
<th>SCENARIOS</th>
<th>PLEASE CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YOU WISH TO SPEAK WITH YOUR CHILD’S TEACHER(S)</strong></td>
<td>RECEPTION AT EXTENSION 0. CALLS WILL BE FORWARDED TO TEACHERS BETWEEN 8:30-9 A.M., 11:30 A.M.-1:30 P.M., 4-4:30 P.M. OTHERWISE, YOUR CALL WILL BE TRANSFERRED TO THE CLASSROOM VOICEMAIL. (URGENT CALLS WILL BE PUT STRAIGHT THROUGH TO THE TEACHERS.)</td>
</tr>
<tr>
<td><strong>IF YOUR CHILD IS GOING TO BE ABSENT FROM SCHOOL</strong></td>
<td>CLASSROOM/TEACHERS BY PHONE AND LEAVE A VOICEMAIL IF THEY DON’T ANSWER.</td>
</tr>
<tr>
<td><strong>IF YOU HAVE SPECIFIC QUESTIONS ABOUT YOUR CHILD, HIS OR HER PERFORMANCE, OR THE CLASSROOM</strong></td>
<td>TEACHERS DIRECTLY INVOLVED BY PHONE AND THEY WILL GET BACK TO YOU WITHIN 24 HOURS DURING THE SCHOOL WEEK.</td>
</tr>
<tr>
<td><strong>IF YOU HAVE GENERAL QUESTIONS ABOUT THE PROGRAM OR IF, AFTER MEETING WITH YOUR CHILD’S TEACHERS, YOU HAVE OTHER QUESTIONS OR NEED ADDITIONAL SUPPORT</strong></td>
<td>ACADEMIC DIRECTOR</td>
</tr>
<tr>
<td><strong>IF YOU HAVE QUESTIONS ABOUT APPLYING TO THE SCHOOL</strong></td>
<td>REGISTRAR</td>
</tr>
<tr>
<td><strong>IF YOU HAVE QUESTIONS ABOUT RE-ENROLMENT, TUITION OR FEES</strong></td>
<td>DEVELOPMENT DIRECTOR</td>
</tr>
<tr>
<td><strong>IF YOU HAVE QUESTIONS ABOUT SIBLING ENROLMENT/APPLICATIONS</strong></td>
<td>COMMUNICATIONS DIRECTOR</td>
</tr>
<tr>
<td><strong>IF YOU HAVE QUESTIONS ABOUT FUNDRAISING, DEVELOPMENT AND SPONSORSHIP OPPORTUNITIES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>IF YOU HAVE QUESTIONS ABOUT COMMUNICATIONS, INCLUDING ADVERTISING, PR, WEBSITE AND PARENT AND ALUMNI NEWSLETTERS</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Staff List

#### Administrative & Support Staff
- Reception: Ext. 0
- Tina Sartori - Executive Director: Ext. 210
- Victoria Little - Registrar: Ext. 211
- Kristen Crouse - Academic Director: Ext. 222
- Sara Heald - Executive Assistant: Ext. 223
- Linda Yovanovich - Communications Director: Ext. 225
- David Pasquino - Finance Director: Ext. 229
- Sarah DeCicco - Library: Ext. 230
- Amanda DelMonte - Ext. Hrs./Yard Supervisor: Ext. 230
- Bill Countryman - Property Manager: Ext. 232
- Gregory Nowak - Maintenance: Ext. 233
- Tonya Dendrinos - Development Director: Ext. 233

#### Elementary
- Andressa Calderari - Junior 1: Ext. 201
- Layna McKenna - Junior 1: Ext. 201
- Shawna Allum-Schmidt - Junior 2: Ext. 202
- Cindy Hodgins - Junior 2: Ext. 202
- Lindsey Hart-Harris - Junior 3: Ext. 203
- Angela Matthews - Junior 3: Ext. 203
- Lisa Eastick - Literacy Enrichment Teacher: Ext. 204
- Veranika Barysevich - Lower & Upper El. French: Ext. 208
- Marty Kolls - Lower El Music: Ext. 209
- Susan Donaghy - Upper Elementary: Ext. 227
- Carroll Spence - Upper Elementary: Ext. 227
- Meghan O’Brien - Upper Elementary: Ext. 228
- Kendra Costa - Upper Elementary: Ext. 228
- Roxanne Gianelli - Upper Elementary: Ext. 228

#### Junior High & Specialties
- Dave Ratcliffe - Phys. Ed. & Intramurals: Ext. 401
- Janet Anderson - Phys. Ed. & Intramurals: Ext. 401
- Adam Phares - UE & JH Music: Ext. 403
- Jenn Neron - Yrs. 1-8 Art: Ext. 404
- Kerry Anderson - Junior High: Ext. 405
- Shawn Butler - Junior High: Ext. 405
- Mandy Denomme - Junior High: Ext. 406
- Ann Sugrim - Junior High: Ext. 406

#### Waterloo Central - Toddler 1
- Gail Deibert-Patterson: Ext. 101
- Tara McFadden
- Candace Brannagan

#### Waterloo Central - Toddler 2
- Antoinette Otto: Ext. 101
- Amanda Ingrey

#### Waterloo Central - Casa
- Amanda Querin - PT Site Supvr.: Ext. 101
- Lesley Prentice: Ext. 102

#### Oxford Central
- Bessie Theocharis - Casa 1: Ext. 301
- Deborah Carver - Casa 1: Ext. 301
- Basia Szmit - Casa 2: Ext. 302
- Halina Grabarczyk - Casa 2: Ext. 302
- Cathy Steen - Casa 3: Ext. 303
- Sara Symonds - Casa 3: Ext. 303
- Carol Millson - Casa 4: Ext. 304
- Darlene Archer - Casa 4: Ext. 304
- Sarah Kneeshaw - Site Supvr.: Ext. 305

#### Westmount South - Casa
- Shireen Datoo: Ext. 501
- Lisa DiPasquale

#### Westmount South - Toddler
- Alaina Foster - PT Site Supvr., Teacher: Ext. 502
- Teresa Michalski

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**Montessori Academy of London**

711 Waterloo Street, London, Ontario N6A 3W1
Phone: 519-433-9121  Fax: 519-433-8941
www.montessori.on.ca

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**Locations**

#### Elementary School/Office
519-433-9121  Fax 519-433-8941
711 Waterloo Street N6A 3W1

#### Oxford Central
519-433-9121
311 Oxford Street East N6A 1V3

#### Junior High & Specialty Building
519-433-9121
742 Waterloo Street N6A 3W3

#### Westmount South
519-433-9121
362 Commissioners Road West N6J 1Y3

#### Waterloo Central
519-433-9121
718 Waterloo Street N6A 3V9