



Montessori
ACADEMY OF LONDON

YEAR AT A GLANCE

Calendar **2026/2027**





Montessori
ACADEMY OF LONDON

September 2026

SUN	MON	TUE	WED	THU	FRI	SAT
30 AUGUST	31 AUGUST TODDLER WELCOME VISITS	1 NEW CASA NEXT STEP MEETING 3:00 – 4:00 PM	2	3 NEW LE PARENT NEXT STEP MEETING 3:30 PM	4	5
			FACULTY WEEK			
6	7 LABOUR DAY	8 FIRST DAY OF SCHOOL	9 NEW UE PARENT NEXT STEP MEETING 3:30 PM	10 JUNIOR HIGH PARENT SOCIAL AND WELCOME MEETING 8:00 AM	11	12
13	14	15 MMUN STUDENT AND PARENT INFO SESSION 8:00 AM PICTURE DAY LE	16 PICTURE DAY UE & JH	17	18	19
20	21 TERRY FOX RUN	22	23	24	25	26
27	28 PICTURE DAY OXFORD CASA	29 PICTURE DAY WESTMOUNT TODDLER & CASA	30 ORANGE SHIRT DAY			
			JUNIOR HIGH ALIVE TRIP			



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October 2026

OCTOBER IS 1,000 ACTS OF KINDNESS MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
				1 PICTURE DAY WATERLOO TODDLER & CASA	2	3
	JUNIOR HIGH ALIVE TRIP					
4	5	6 PARENT & CHILD PROGRAM STARTS (LOFT)	7	8	9 P.D. DAY	10
11	12 THANKSGIVING DAY	13	14	15	16 PHOTO RETAKE DAY	17
18	19 CASA 2 & WATERLOO PARENT-CHILD VISIT	20 CASA 3 PARENT-CHILD VISIT	21 CASA 4 PARENT-CHILD VISIT	22 CASA 1 & WESTMOUNT CASA PARENT-CHILD VISIT	23	24
25	26	27	28	29 HALLOWEEN BOO-LING EVENT	30	31



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November 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 ELEMENTARY PARENT-CHILD VISIT	4	5 TODDLER 1 PARENT-CHILD VISIT	6 TODDLER 2 PARENT-CHILD VISIT	7
8	9	10	11 ELEMENTARY & JH REMEMBRANCE DAY ASSEMBLY	12 WESTMOUNT TODDLER PARENT-CHILD VISIT	13 JOURNEY TO DISCOVERY P.D. DAY	14
15	16	17	18	19	20 JUNIOR HIGH INTERIM REPORTS PJ DAY (CHARITABLE GIVING EVENT)	21
22	23	24	25	26	27	28
29	30					



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December 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1 FINANCIAL SUPPORT APPLICATIONS OPEN	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 PROGRESS REPORTS ELEMENTARY & JH HOLIDAY LUNCH LAST DAY BEFORE THE BREAK	19
20	21	22	23	24	25	26
			WINTER BREAK			
27	28	29	30	31		
			WINTER BREAK			



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January 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
		WINTER BREAK				
3	4 FIRST DAY BACK FINANCIAL SUPPORT APPLICATIONS DUE	5 PARENT & CHILD PROGRAM STARTS (LOFT)	6	7 TODDLER TO CASA TRANSITION MEETING 3:45 PM	8 NEW SIBLING APPLICATIONS DUE	9
10	11	12 CASA TO LE TRANSITION MEETING 3:45 PM	13	14 UE TO JH TRANSITION MEETING 3:45 PM	15	16
17	18	19	20 LOWER TO UPPER EL TRANSITION MEETING 3:45 PM	21	22 RE-ENROLMENT OPENS	23
24 31	25	26	27	28	29	30



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February 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1 TUITION - PLAN C MONTHLY PAYMENTS END	2	3	4 WINTER CONCERT 5:30 PM	5 RE-ENROLMENT DEADLINE P.D. DAY	6
7	8	9	10	11 WESTMOUNT TODDLER PARENT-CHILD VISIT TODDLER 1 PARENT-CHILD VISIT	12 TODDLER 2 PARENT-CHILD VISIT LOWER EL BOX LUNCH JH PROGRESS REPORTS	13
		UE WINTER TRIP				
14	15 FAMILY DAY	16 CASA 4 PARENT-CHILD VISIT	17 CASA 2 PARENT-CHILD VISIT	18 CASA 3 & WATERLOO PARENT-CHILD VISIT	19	20
21	22 CASA 1 & WESTMOUNT CASA PARENT-CHILD VISIT	23	24 ELEMENTARY PARENT-CHILD VISIT	25	26	27
	INTERNATIONAL MONTESSORI WEEK					
28						



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March 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1 CAMP DISCOVERY REGISTRATION OPENS TO MA FAMILIES	2	3	4	5 INTERIM REPORTS CHARITABLE GIVING EVENT	6
7	8	9	10	11	12	13
			MARCH BREAK			
14	15	16	17	18	19	20
			MARCH BREAK			
21	22 FIRST DAY BACK	23	24	25	26 GOOD FRIDAY	27
28	29 EASTER MONDAY	30	31			



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April 2027

APRIL IS VOLUNTEER MONTH!

SUN	MON	TUE	WED	THU	FRI	SAT
				1 TUITION - PLAN C MONTHLY PAYMENTS BEGIN	2	3
4	5	6 PARENT & CHILD PROGRAM STARTS (LOFT) CASA 4 PARENT-CHILD VISIT	7 CASA 1 & WESTMOUNT CASA PARENT-CHILD VISIT	8 LE PARENT-CHILD VISIT WESTMOUNT TODDLER PARENT-CHILD VISIT	9	10
11	12 CASA 3 PARENT-CHILD VISIT	13 CASA 2 & WATERLOO CASA PARENT-CHILD VISIT	14	15 TUITION - PLAN A DUE PLAN B - FIRST PAYMENT DUE	16 P.D. DAY	17
18	19	20	21	22 TODDLER 1 PARENT-CHILD VISIT	23 TODDLER 2 PARENT-CHILD VISIT	24
25	26	27	28	29	30	
		MMUN ROME TRIP				



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May 2027

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6 JH GRAD PHOTOS	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 P.D. DAY	22
23	24 VICTORIA DAY	25	26 MUSICAL	27	28 GRANDPARENTS' & SPECIAL FRIENDS' DAY	29
30	31					



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June 2027

SUN	MON	TUE	WED	THU	FRI	SAT
		1 UE SCIENCE FAIR	2	3 FAMILY & FRIENDS EVENT NO EXTENDED HOURS	4	5
6	7	8 FAMILY & FRIENDS RAIN DATE	9	10	11 PHASING-IN NEW PARENT DROP-IN: LE, UE & JH 3:30 PM	12
13	14	15 TUITION - PLAN B PAYMENT #2 DUE	16	17 YEAR 8 GRADUATION	18 FINAL REPORTS CASA-UE LAST DAY OF SCHOOL	19
20	21 FINAL REPORTS - JH	22	23	24	25	26
			FACULTY WEEK			
27	28	29	30 ANNUAL EXT. HOURS REGISTRATION DUE			

SUN	MON	TUE	WED	THU	FRI	SAT
				1 CANADA DAY	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



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July 2027

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 CIVIC HOLIDAY	3	4	5	6	7
		AUGUST INFORMATION FOR THE 2027-2028 SCHOOL YEAR WILL BE SHARED SOON!				
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			FACULTY WEEK			



Montessori
ACADEMY OF LONDON

August 2027

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 more than 55 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 school is the responsibility of a volunteer profile board of up to 12 members which consists of alumni, alumni parents, current parents, community members, and ex-officio officers which include the Executive Director, Finance Director and Principal. 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 school.

This mandate requires the group to assume strategic and financial responsibility for Montessori Academy of London. This group generally meets nine times 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 school's website: www.montessori.on.ca/annual-report/

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

For more information on our current Board Governors and Officers, visit the About Us/Board of Governors section of the school's website: www.montessori.on.ca/About-Us/Board-of-Governors/



Montessori
ACADEMY OF LONDON



OUR VISION

Our vision is a global community where everyone belongs.

OUR MISSION

To cultivate experiences that inspire compassion and a love of learning.

OUR VALUES

Montessori
Curiosity
Respect
Community

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 June. A schedule of these phasing-in days is provided 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

As an accredited Montessori school, we provide students with an education that is based on Montessori teaching methods, classroom structure, curriculum and learning materials. Our program is built on a commitment to independent and student led learning and exploration.

We are committed to working with families to provide reasonable accommodations for any student with a disability, in order to facilitate their access to our Montessori



program. We acknowledge our duty under the Human Rights Code to provide such accommodations, to the point of undue hardship, taking into consideration cost, external sources of funding, and health and safety requirements.

Montessori Academy of London is a registered charity, committed to monitoring costs and tuition, in order to make our programs as accessible as possible. Unlike district school boards, we do not receive any funding for special education from the Ministry of Education (MOE).

Ontario Health at Home (OHH) under the Ministry of Health provides independent schools with some funding in the areas of physiotherapy, speech therapy, occupational therapy and personal support. We are committed to partnering with OHH for our students to access these services. Students who are enrolled in our Toddler and Casa programs, may be eligible for support, if identified by the services provided through All Kids Belong, since these programs fall under the Child Care and Early Years Act.

The MOE also 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. However, coverage may be available through health insurance benefits. Where we believe that such assessment services would benefit your child, our Principal, the teachers and/or Learning Support Coordinator will share their observations and recommendations with you.

Where parents have been able to access additional public or private resources to support their child's learning, we will consider whether external supports can be integrated into the classroom in a manner that does not undermine the integrity of the Montessori program.

Where special needs have been identified that we can accommodate, we will establish an Individualized Education Plan (IEP), taking into account parental input. It will be reviewed at least annually, or more frequently as needed.

If a child's needs fall outside the scope of what our program is able to support, we can provide guidance towards alternative programs.

THE ROLE OF THE LEARNING SUPPORT COORDINATOR

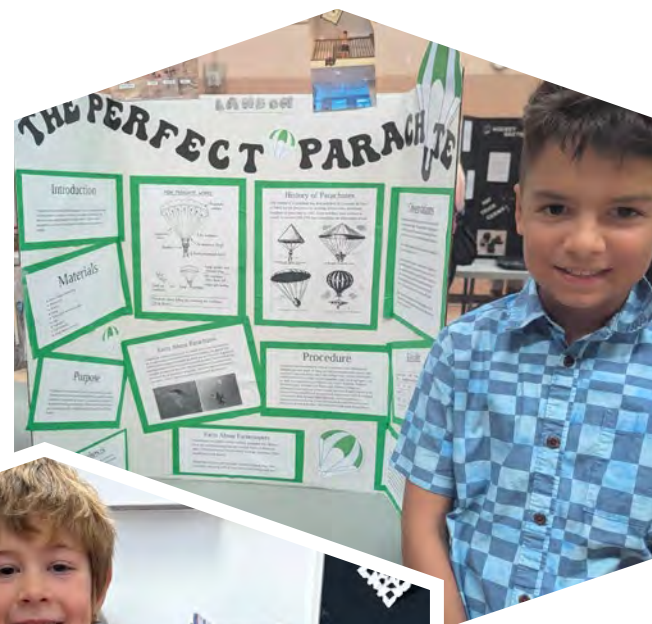
Currently, the Learning Support Coordinator (LSC) role branches into two areas: First, to work alongside the classroom teachers to help facilitate success for students who are on Individual Education Plans (IEPs); interpret assessment documentation; collaborate with teachers, parents, psycho-educational 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.

The second part of this role is to work alongside the Elementary teachers in monitoring and assessing students' progress in reading fluency, comprehension, writing, and spelling. The LSC also oversees the evaluation of phonological awareness (the sound structure of words) and sound-symbol association skills in all students entering Year One of the Montessori program.

THE ROLE OF THE EDUCATIONAL RESOURCE AID

The role of the Educational Resource Aid (ERA) is to provide individual and group support to students on IEPs, as well as to give teachers input on how to best support the students under the guidelines of their IEPs. The ERA is a collaborative member of the resource team working closely with the Learning Support Coordinator, teachers and parents to ensure students develop to their full potential.

For more detailed information on the roles of the Learning Support Coordinator and Educational Resource Aid, please refer to our full Parent Handbook, which is available on our website under Our Families/Forms & Policies, and the MA Parent Portal.



Registration and Financial Policies

NEW FAMILIES

Enrolment Deposit

A non-refundable Enrolment Deposit is required with each student's Confirmation of Enrolment form. This deposit is separate from tuition, and along with a completed Confirmation of Enrolment form, secures enrolment for the coming school year.

Orientation

In June, 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.

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.

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.

COMMITMENT TO A MONTESSORI EDUCATION

Montessori is most successful the longer a child remains in the program; each year builds on the skills and knowledge acquired in the previous year(s). Because of this, we encourage all families to complete the full program level in which their child is enrolled (2 years for Toddler and Junior High; 3 years for Casa, Lower Elementary and Upper Elementary).

Admission of a child and/or sibling may be affected if a family is not committed to completing the full level of our program. Enrolment of only one year can also impact the admission of applicant siblings. The school reserves the right to deny re-admission of a student or new admission of a sibling, where a family has chosen to leave the school. Our priority is families who are committed to the school, our programs and the Montessori philosophy.



FINANCIAL SUPPORT

The Ann Marie Harding Financial Support Program provides tuition support for families after completing one year at Montessori Academy. Students enrolled in Toddler through Junior High are eligible to apply. For more information on financial support that's available to our families, please visit the Financial Support 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 or monthly automated fund transfer, as per the Annual Tuition Fee Schedule, is offered for your convenience.

Tuition and lunch fee payments are accepted by cheque or bank draft only. Other school fees may be paid by debit or credit at the Main Office.

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, guest speakers, 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 September 1.

- Lower Elementary - \$150
- Upper Elementary - \$800
- Junior High - \$1,350

Facility Fee

Montessori Academy's learning environments and the buildings ("places") in which they reside are critical elements of Montessori programming at our school. Accordingly, our places are impactful factors in our strategic and financial planning activities and our annual budgets. Therefore, we have a funding strategy that enables the school to proactively address short-, medium- and long-term facilities maintenance requirements. One element of that strategy includes a one-time Facility Fee for new students only; this one-time fee is \$350.

Hot Lunch and Milk Programs

Toddler and Casa students younger than Junior Kindergarten age receive a daily hot lunch covered by the Hot Lunch Fee. Families with children in their JK or SK equivalent year may choose to be a part of the lunch program by opting in on the registration forms.

Elementary students can participate in optional weekly Milk and Hot Lunch programs. Online orders for hot lunch and milk are available twice a year.

The Junior High Lunch Program is a cornerstone of our adolescent curriculum, where every student is involved in every aspect. Elements of this program also support numerous other food related events for Junior High and their community. For this reason, the Junior High lunch program is part of our broader school fee schedule.

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, the parent/guardian 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, subject to the following:

1. **As of March 1, the enrolment deposit is due** and is non-refundable;
2. **Between April 1 and June 15**, 50% of the annual tuition fee is refundable, less the enrolment deposit;
3. **Following June 15**, 100% of the annual tuition fee is payable to the School, and is non-refundable.

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.



Montessori
ACADEMY OF LONDON

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.

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 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 through the Absences module of the MA Parent App. 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. Please use the Extended Hours program for arrival and pick-up outside of the times listed.

Toddler & Casa

Arrival 8:30 a.m. – 8:45 a.m.

Pick-Up 3:30 p.m. – 3:45 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.

Elementary

Arrival 8:30 a.m. – 8:45 a.m.

Pick-Up 3:30 p.m. – 3:45 p.m.



If a student is late at Elementary level (past 8:45 a.m.), they must report to the office prior to going to class, as we have Specialty classes scheduled for departure shortly after 8:45 a.m.

Junior High

Arrival 8:30 a.m. – 8:45 a.m.

Dismissal 3:30 p.m. – 3:45 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.

EXTENDED HOURS

Montessori Academy offers an Extended Hours program to families who require supervision for their children before or after school hours.

Register your child online for our Extended Hours program through the link on the school's website or the parent portal. Supervision is available on a monthly or annual basis.

- Early hours: 7:30 a.m. – 8:30 a.m. or any part thereof
- After hours: 3:45 p.m. – 5:30 p.m. or any part thereof

Annual Extended Hours program

All annual registrations for the Early and Extended Hours program must be submitted by June 30 each year.

Monthly Extended Care

Families who want care on a monthly basis must register no later than the 15th of the previous month (ie. Register for October by Sept. 15). We cannot guarantee the availability of space if registration is not received by the 15th.

Urgent Need Extended Care

Families may contact their child's location by phone with an "Urgent Need Extended Hours Request"; if staffing allows, your child may use the Early & Extended Hours program at a cost of \$30 per use. Invoices for this service will be provided at the end of each month.

The Fee for Extended Hours may be paid by credit card online or at the Main Office by cash, e-transfer, credit, debit or cheque. Include 'Extended Hours' in the memo line for cheques and e-transfers. There is a \$30 fee if your child is picked up after 5:30 p.m.

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 five 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 Camp Discovery for Toddler families who have completed a full year of our Toddler program. Occasionally, we may offer summer programming for our students in various levels of the school, depending on staffing, requirements to run the program, and interest from our family community.

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 St.

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. Toddler families enter and exit from the front porch and proceed to the side red door by the playground. Casa families enter through the side gate facing Piccadilly. Please ring the bell by the red door to notify a teacher of your arrival. One of your child's teachers will greet you and bring your child into the cubby area. Parents exit off the front of the porch.

Westmount South – 362 Commissioners Rd. W.

Parents and Guardians are asked to use the two parking spaces along the front fence (on the right side of the accessible spot) as kiss 'n fly spaces. The three spots to the left of the accessible space are for staff parking only. If you will be in the school for longer than a few minutes, please park along the road or along the side fence. The front gate must be closed and locked at all times.

Oxford Central – 311 Oxford St. E.

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 – 719 Waterloo St.

Parking is available on Kenneth Avenue or on both sides of Piccadilly west of Waterloo. Avoid parking on Piccadilly east of Waterloo; this area is for the use of parents with Toddler children. Our student entrances at the rear of the school are only open/unlocked in the mornings from 8:30-8:45 am. Do not pull into the Elementary staff parking lot at any time of day, including during Extended Hours.

To facilitate an efficient pick-up process, a staff member is posted at the school driveway on Kenneth Ave. to radio the teachers in the courtyard that you have arrived. There is also the option of parking your car on Kenneth Ave. or Piccadilly St. and walking to the courtyard to collect your child(ren).

Junior High – 742 Waterloo St.

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 personalized labels through one of the school's partner label programs throughout the year. Purchases made through these label programs support the school's fundraising efforts.

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 (such as 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 hat and mittens/gloves to sufficiently protect them from the cold. Waterproof mittens/gloves are highly recommended so your child remains comfortable for the duration of playtime. 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

As a school community, we acknowledge that our students come from diverse backgrounds, identities and experiences. Decisions about dress are recognized as personal and reflective of individual expression of identity and sociocultural norms, and therefore are considered important to student well-being. Ultimately, the right to make decisions about dress lies with the student's family.

Student dress should not interfere with a student's functional comfort in the classroom and school environment or with their learning.

Clothing with inappropriate or offensive sayings is not permitted.

Each child is provided with a gym uniform on the first day of school. It is the mandatory dress for gym days. The gym T-shirt must also be worn on all school outings, except for theatre and concert trips. No blue jeans or track pants are allowed for theatre and concert attire.

The children play outdoors throughout the school year and should therefore be dressed appropriately for all kinds of weather.

Dress Code for Performances – Elementary and Junior High

We ask that students performing at assemblies and performances wear:

- White collared shirt – option to order an MA performance shirt in September
- Black dress pants (no jeans or yoga pants)
- Black socks
- Black shoes

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 children to dress themselves, 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. 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.

Phys. Ed – All Levels

Please ensure your child dresses in layers appropriate for the weather for instances when Phys Ed class is outdoors. Students need to dress in layers, with additional clothes over their gym uniform.



Food Guidelines

NUT-ALERT ENVIRONMENTS - TODDLER THROUGH JUNIOR HIGH

All classrooms are designated as “nut alert” environments. Absolutely no peanut butter sandwiches, peanut butter cookies and/or whole peanuts or nuts are allowed, including items that say “may contain” traces of these. 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.

BIRTHDAY CELEBRATIONS - TODDLER THROUGH JUNIOR HIGH

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.” 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. Please avoid sending snacks that contain or may contain all tree nuts and/or peanuts. Do not be offended if we send home food which states on the list of ingredients that it “may contain” peanuts or nuts. 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 Student Directory on the MA Parent Portal for contact information.

TODDLER AND CASA Lunches

Toddler and Casa students younger than Junior Kindergarten age receive a daily hot lunch covered by the Hot Lunch Fee. Families of students who are in their JK or SK equivalent year may choose to be a part of the lunch program by opting in on the registration forms. Menus for these programs 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/dietary restriction cases, exemptions can be made with the Site Supervisor/Registrar. In the case of a child with a lunch exemption, please provide the child with snacks and a lunch daily that follows the food guidelines. For menus, visit the Growing Chefs! Ontario website: <https://growingchefsontario.ca/the-beet/lunch-menus>. The monthly lunch menus can also be found on the Snacks & Lunch Menus Resource Board on the MA Parent Portal. Meals will adhere to the Middlesex-London Health Unit guidelines for nutrition for Toddler and Preschool-age children. Hot Lunch menus are posted at each location.

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

Snacks

Toddler and Casa students will be provided nutritious snacks that complement our lunch menus and follow Health Canada's "Eating Well with Canada's Food Guide". If your child is in the after-school Extended Hours program, we encourage you to send them to school with an additional snack in a reusable container, per our Garbageless Lunches and Snacks Policy below. Please ensure any snack food that is sent into the school is nutritious and follows our anaphylactic policy including our "nut-alert environments." Please avoid sending snacks that contain tree nuts or peanuts or "may contain" traces of these. All snack items need to be stored appropriately in labelled containers and if items need to be kept cold, an ice pack is to be included.

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. Students are encouraged to help pack their own healthy lunches and learn the importance of nutrition in their daily diets.

Each lunch should contain water or milk. Foods such as chocolate bars, gum, highly caffeinated energy drinks, 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.

Elementary students can participate in optional weekly Milk and Hot Lunch programs. Parents can sign up for both programs through the MA Parent Portal. The Junior High Lunch program is an integral part of the adolescent program; the students create meal plans and budgets, and prepare lunch for their peers three days a week.

GARBAGELESS LUNCHES AND SNACKS

In an effort to contribute to a cleaner, safer environment, we ask that parents support our garbageless lunch and snack policy by packing your child's food in reusable containers. Recycling and environmental issues will be discussed early in the year. For items like applesauce, yogurt, granola bars, etc. - the packaging and wrappers may be returned/placed in your child's lunch bag.

Electronic Communication Device Use

Students

Absolutely no electronic communication devices (mobile phones, mp3 players/iPods, laptops/tablets, fitness trackers/smart watches or other wearable devices capable of recording audio/video, and sending and receiving notifications) are to be used by students during the school day. Any devices brought to school are stored securely during class time by the teachers.

Exceptions will be made for students requiring these devices to help manage health issues (medical documentation may be requested). 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, including extended overnight field trips at the Upper Elementary or Junior High level.

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.



Montessori
ACADEMY OF LONDON

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 of resources is available upon request.

REPORTING AND CONFERENCES

Progress Reports

Developmentally appropriate Casa Progress Reports are available through the MA Parent Portal in December and June, with an Interim Academic Report provided in the Spring. Anecdotal Elementary Progress Reports are available through the Parent Portal in December and June, with an Interim Academic Report provided in the Spring. Junior High students receive an Interim Academic Report in December and an Anecdotal Progress Report in the Spring and June. 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. At all levels, families have the opportunity for at least two conferences to discuss their child's progress. 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

Students in Years 6, and 8 of our Elementary program participate in standardized testing. The test administered is the Canadian Achievement Test (CAT) 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 Principal to review the results of their child's testing, particularly in context with their overall progress.



CLASSROOM EXPERIENCES

Parent/Child Classroom Visits

Toddler, Casa and Elementary parent/child visits are available three times per year. Individual class visits can be arranged by appointment with the classroom teachers.

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 level transition meetings, which detail the changes in curriculum at each new level.

Socials and Speakers

Throughout the year, parents, volunteers and friends of the school are invited to social events held school-wide 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, and Julia Swaigen. 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 chaperones and 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 chaperones and 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; a 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 Get Involved section of our website. Student volunteers over the age of 18 must provide the school with the same information listed above.

FUNDRAISING

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 these initiatives and where fundraising money goes, visit our website.

CHARITABLE GIVING

The school participates in Charitable Giving to local causes and organizations, such as the Children’s Health Foundation, London Food Bank and Merrymount Family Support and Crisis Centre. Every effort is made to make these activities meaningful and educational, and to help the students develop a sense of responsibility and appreciation.

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) :

- | | |
|--|---|
| <ul style="list-style-type: none">• Raining heavily• -10 degree C for Toddler• -15 degree C for Casa | <ul style="list-style-type: none">• -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, movement is inherent within the student’s work day and an important part of the Montessori curriculum. Freedom to move throughout the classroom and the nature of the lessons the students receive offer increased opportunities to be active in their learning.

ILLNESS & ACCIDENTS

School and health authorities require that all children’s illness be reported to the school on the day of absence. Please report your child’s absence in the MA Parent App by 9 a.m. 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. 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.

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 the hospital or the child’s doctor to determine if a concussion occurred. If a concussion is diagnosed, it is imperative that the family informs the school so that we can take necessary measures to help the student recover from the concussion.

COMMUNICABLE ILLNESSES

We are mandated to follow the guidelines set by the Middlesex-London Health Unit. These Health Unit guidelines may override what we note in this document.

ILLNESS	ACTION
CHICKEN POX	NO EXCLUSION FROM SCHOOL UNLESS TOO ILL TO TAKE PART IN ACTIVITIES.
DIARRHEA / VOMITING (E.G. NOROVIRUS, ROTAVIRUS)	IF THE CHILD HAS ONE EPISODE OF DIARRHEA OR VOMITING, THE CHILD MUST REMAIN HOME FOR AT LEAST 24 HOURS. IF THERE ARE TWO OR MORE EPISODES OF DIARRHEA OR TWO OR MORE EPISODES OF VOMITING OR ONE OF EACH, THE CHILD MUST REMAIN HOME UNTIL 48 HOUR SYMPTOM-FREE.
FIFTH DISEASE (PARVOVIRUS)	NO EXCLUSION FROM SCHOOL UNLESS TOO ILL TO TAKE PART IN ACTIVITIES.
PINK EYE, BACTERIAL AND VIRAL (CONJUNCTIVITIS)	EXCLUDE UNTIL SEEN BY A HEALTHCARE PROVIDER. IF BACTERIAL: EXCLUDE UNTIL 24 HOURS AFTER THE START OF TREATMENT. IF VIRAL: RETURN TO SCHOOL WITH THE APPROVAL OF A HEALTHCARE PROVIDER.
HAND FOOT AND MOUTH	NO EXCLUSION UNLESS TOO ILL TO TAKE PART IN ACTIVITIES.
INFLUENZA	EXCLUDE UNTIL FEVER-FREE* FOR 24 HOURS AND WELL ENOUGH TO TAKE PART IN ACTIVITIES.
IMPETIGO	EXCLUDE UNTIL 24 HOURS AFTER TREATMENT BEGINS.
MEASLES (RUBELLA)	EXCLUDE 4 DAYS FROM THE APPEARANCE OF RASH. NON-IMMUNE CHILDREN AND STAFF MUST ALSO BE EXCLUDED FROM 5 DAYS AFTER THE FIRST EXPOSURE AND UP TO 21 DAYS AFTER THE LAST EXPOSURE, UNLESS THEY: 1) CAN BE IMMUNIZED WITHIN 72 HOURS FROM THE FIRST EXPOSURE; 2) SHOW LAB CONFIRMATION OF IMMUNITY OR, 3) HAVE RECEIVED IMMUNE GLOBULIN.
GERMAN MEASLES (RUBELLA)	EXCLUDE FOR 7 DAYS FROM THE APPEARANCE OF THE RASH.
MENINGITIS, BACTERIAL	EXCLUDE UNTIL 24 HOURS AFTER THE START OF ANTIBIOTIC TREATMENT AND WELL ENOUGH TO TAKE PART IN ACTIVITIES.
MUMPS	EXCLUDE 9 DAYS OR UNTIL SWELLING SUBSIDES.
NOROVIRUS	EXCLUDE UNTIL SYMPTOM-FREE FOR 48 HOURS.
STREP THROAT / SCARLET FEVER	EXCLUDE UNTIL 24 HOURS AFTER STARTING ANTIBIOTICS AND FEELING WELL ENOUGH TO TAKE PART IN ACTIVITIES.
WHOOPING COUGH (PERTUSSIS)	EXCLUDE UNTIL 5 DAYS AFTER STARTING ANTIBIOTICS OR THREE WEEKS FROM THE ONSET IF NO TREATMENT IS GIVEN.

***Fever** - Parents will be notified any time their child has a fever of 38.0C (100.4F), at which point we will require the child to be picked up from school. Children must be fever and medication free for 24 hours before returning to school. Medicated children must stay home from school to recuperate.

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. For information on other common infections refer to the Guide to Common Infections (PDF) found on the Health Unit’s website: www.healthunit.com/guide-to-common-infections.

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 the some of the communication materials you will receive throughout the year.

KEY COMMUNICATIONS PIECES

Electronic Communication

- **MA Parent App:** Our custom app is a quick and easy way for current parents to find all the information you need throughout the school year. Through the MA Parent App, you'll be able to easily access monthly classroom letters and calendars; record absences; read the Buzz weekly newsletter; and receive time-sensitive/urgent messages (such as weather-related school closures and last-minute event changes).
- **MA Parent Portal:** Our Portal is a secure online tool that provides parents with access to the Student Directory, Progress Reports, sibling applications and school forms and policies.
- **August Information:** By mid-August, parents will receive notification through the MA Parent App with details regarding the coming school year and the first day of school.
- **The Montessori Buzz:** The school distributes a weekly e-newsletter and regular updates, which are delivered via the app to all MA families.
- **Urgent Messages:** The school will communicate school closures, event changes, and other timely updates to our current families through the MA Parent App's push notifications.
- **Student Directory:** Within the MA Parent App and Portal, parents have access to a student directory that parents can choose to participate in.
- **Junior High and Upper Elementary websites:** The Junior High and Upper Elementary classes also manage their own websites, which include current information on schedules, field trips, assignments and more.
- **School Social Media Channels:** Our social media accounts provide an upbeat, positive online presence to help the school connect with our online friends and followers, and promote the value of Montessori education.

Printed Communication

- **Year at a Glance Calendar:** This calendar highlights key school-wide dates, and important information and policies. On the back is a Staff Directory organized by level/classroom.
- **Study Calendars:** The study calendar is a personal record-keeping system for UE and JH students to record their daily and weekly assignments and homework.
- **Yearbook:** A copy of the yearbook is given to each child at the end of the school year.

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 AND DELAYED START COMMUNICATION

In the event of severe weather, school leadership will make a decision about closing the school by 6:45 am, if possible. If we decide to close the school, we will send a push notification via the MA Parent App (under Notices), with updates on social media. If you have not received a push notification or see the Notice in the app by 7:25 am, it is safe to assume the school is open.

We follow the London District Catholic School Board – if the LDCSB school board closes all city schools, Montessori Academy will close, too.

We will follow up any school-closure notification with posts/stories via Instagram and Facebook, and update our website's homepage and the Reception phone message. However, we ask families to please check the MA Parent App's Notices first for school closure announcements.

Delayed Start

In the case of extremely bad road conditions (ie. due to ice, heavy snow; LDCSB buses to city schools are cancelled), our school leadership may decide on a 'delayed start' to the school day. In such instances, there will be no Early Hours program, and school will start at 9:30 a.m. A push notification will be sent to MA families via the MA Parent app by 6:45 a.m., with social media posts to follow; the school website's homepage will be updated as soon as possible after.

CONTACTING TEACHING STAFF - "NO EMAILS POLICY"

We ask that parents contact teachers by phone so that the teachers can focus their attention during the day on the children. During class time, your call will be put through to voicemail and the teachers will return your call as soon as possible.

CONTACTING MONTESSORI ACADEMY OF LONDON

Following is a list of contacts parents should call when they have questions:

SCENARIOS	PLEASE CONTACT
YOU WISH TO SPEAK WITH YOUR CHILD'S TEACHER(S)	RECEPTION AT EXTENSION 0. CALLS WILL BE FORWARDED TO TEACHERS BETWEEN 8:15-8:45 A.M., 11:30 A.M.-1:30 P.M., 3:45-4:15 P.M. OTHERWISE, YOUR CALL WILL BE TRANSFERRED TO THE CLASSROOM VOICEMAIL. (URGENT CALLS WILL BE PUT STRAIGHT THROUGH TO THE TEACHERS.)
IF YOU CAN'T REACH YOUR CHILD'S CLASS/LOCATION	RECEPTION/EXT. 0. LEAVE A MESSAGE OR VOICEMAIL AND WE WILL FORWARD THE MESSAGE AS SOON AS POSSIBLE.
IF YOUR CHILD IS GOING TO BE ABSENT FROM SCHOOL	RECORD THEIR ABSENCE IN THE MA PARENT APP; JUNIOR HIGH STUDENTS ARE ENCOURAGED TO CALL THE SCHOOL AND SPEAK WITH THEIR TEACHER.
IF YOU HAVE SPECIFIC QUESTIONS ABOUT YOUR CHILD, THEIR PERFORMANCE, OR THE CLASSROOM	TEACHERS DIRECTLY INVOLVED BY PHONE AND THEY WILL GET BACK TO YOU WITHIN 24 HOURS DURING THE SCHOOL WEEK.
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	PRINCIPAL
IF YOU HAVE QUESTIONS ABOUT • APPLYING TO THE SCHOOL • RE-ENROLMENT, TUITION OR FEES • SIBLING ENROLMENT / APPLICATIONS	REGISTRAR
IF YOU HAVE QUESTIONS ABOUT FUNDRAISING, DEVELOPMENT AND SPONSORSHIP OPPORTUNITIES	FUNDRAISING DIRECTOR
IF YOU HAVE QUESTIONS ABOUT COMMUNICATIONS, INCLUDING ADVERTISING, PR, WEBSITE, SOCIAL MEDIA, AND NEWSLETTERS	COMMUNICATIONS DIRECTOR

Staff List

Administrative & Support Staff	Ext.	Junior High & Specialties	Ext.	Oxford Casa	Ext.
Luke Horton - Reception	0	Dave Ratcliffe - Phys. Ed. & Intramurals	401	Bethany Payne - Casa 1	301
Tina Brown - Executive Director	210	Janet Sargent - Phys. Ed. & Intramurals	401	Tara Protopapas - Casa 1	301
Victoria Little - Registrar	211	Rebecca Neaves - UE & JH Music	403	Basia Szmit - Casa 2	302
Kristen Crouse - Principal	222	Shawna Allum-Schmidt - Yrs. 1-8 Art	404	Mandy Dennome - Casa 2	302
Sara Heald - Executive Assistant	223	Tara Cascaden - Junior High	405	Cathy Steen - Casa 3	303
Linda Yovanovich - Communications Director	225	Kerry Anderson - Junior High	405	Sara Symonds - Casa 3	303
David Pasquino - Finance Director	229	Sara Saether - JH Culinary Program		Carol Millson - Casa 4	304
Rob Loebach - Librarian / Ext. Hrs. Supvr.	230	Lisa Eastick - Junior High	406	Darlene Archer - Casa 4	304
Jim Campbell - Property Manager	232	Ann Sugrim - Junior High	406	Michelle Mathers - Casa 4	304
Shawn Post - Maintenance		Shawn Butler - Junior High	407	Mary-Ann Fougere - Site Supervisor	305
Tonya Dendrinios - Fundraising Director	233	Marty Kolls - JH French		Oxford Late-hours Program	306
				Monika Orr-Hanimann - Support Staff	307
Elementary	Ext.	Waterloo Central - Toddler & Casa	Ext.	Westmount South - Casa	
Andressa Calderari - Lower EI 1	201	Andrea Thornton - Site Supervisor and Toddler Teacher	101	Lisa DiPasquale - Site Supervisor and Casa Teacher	501
Julie O'Brien - Lower EI 1	201	Lesley Prentice - Waterloo Casa	102	Shireen Dattoo	501
Kim Runions - Lower EI 2	202	Tiffany Hannam - Toddler 1	108	Antoinette Otto - Support Staff	505
Haya Dawoud - Lower EI 2	202	Tiffany Hines - Toddler 1	108		
Lindsey Hart-Harris - Lower EI 3	203	Sonal Aggarwal - Toddler 2	109	Westmount South - Toddler	502
Eric Jeddry - Lower EI 3	203	Suzie Burridge - Toddler 2	109	Teresa Michalski	502
Amanda DelMonte - Educational Resource Aid	204	Kristal Bonnar - Support Staff	101	Heidi Nehme	502
Lisa Eastick - Learning Support Coordinator	204			Antoinette Otto - Support Staff	505
Shaidon Woods - Lower & Upper EI French	208				
Lisette St. Louis - Lower EI Music	209				
Sarah Kneeshaw - Upper EI 1	227				
Cindy Hodgins - Upper EI 1	227				
Kendra Costa - Upper EI 2	228				
Roxanne Gianelli - Upper EI 2	228				
Becky Patti - Upper EI 1 & 2	227 & 228				
Meghan O'Brien - EL/JH Resource & Float	238				



Montessori

ACADEMY OF LONDON

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

Locations

Elementary School/Office 519-433-9121 Fax 519-433-8941 719 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
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