

RULES AND REGULATIONS

1. **The Montessori School is open from 7:00 a.m. to 6:00 p.m.** Our class hours are from 8:00 a.m. to 5:00 p.m., however a free “babysitting” service is provided from 7:00 to 8:00 a.m. and from 5:00 to 6:00 p.m. Children arriving early will start in classroom 3. Classrooms 1, 2 and 4 open at 8:00 a.m. only. At the end of the day, after 5:00 p.m., groups may also be combined into one classroom.
2. **On arrival the parent is responsible for:**
 - ❖ Changing the child into his indoor shoes and hanging his coat, etc. in the child’s cubby in the cloakroom. Snack boxes go on the shelf outside the classroom door.
 - ❖ Taking the child to the classroom door and notifying the teacher of the child’s arrival so the teacher can “sign in” the child.
3. There is no fixed time of arrival or departure. The children may arrive and depart at your convenience, with the exception of nap time. Also, please note, **from 8:15 a.m. to 4:00 p.m. classes are “in session”** and the teachers appreciate your being careful not to interrupt classroom activities at this time. **Children may not be dropped off during nap time**, approximately 12:15 to 2:30 pm depending on the group. For the toddler group, if your child arrives during snack or as the children are getting ready to go outdoors, the teachers may ask that you stay with your child until they can include him in the group.
4. At time of registration parents must complete the **“Pick up Authorization Form”** which indicates who has permission to pick up their child. If a person other than the persons who have signed on this form will be picking up the child, a separate **written authorization** from one of the parents or guardians is required.
5. It is mandatory that children be picked up **by 6:00 p.m. sharp**. After 6:00 p.m. there is an additional charge of \$1.00 per minute, payable directly and immediately to the teacher in charge.
6. On departure from the school each day the person picking up the child must “sign out” the child in the **registry book (sign out sheet)** provided for his/her class. Indicate your name and time of departure.
7. At the **end of every month** the parent must sign his child’s attendance sheet to confirm the days the child has been present at school.
8. **Illness and medication.** If your child is ill with a fever, diarrhoea, conjunctivitis (eye infection) or other contagious disease, he is not permitted to come to school. Although it is not mandatory, we do appreciate your calling the office and letting us know if your child will not be attending for any reason.

If the child develops fever, or otherwise becomes ill at school, the parents will be called immediately. The teachers can give Tylenol/Tempra to the child if you have provided the completed “Tylenol Authorization form” and a bottle of Tylenol/Tempra. If in the judgement of the teachers, the child is ill and needs to go home, the parents must come and pick up their child within a 45-minute period (or arrange for someone, grandmother, etc., to pick up the child within this time). This is essential for the safety and well being of your child and of the other children.

Please note that (other than Tylenol) the staff cannot administer **any** medication (including cough syrup or homeopathic medicines) without written **authorization** from both parent **and doctor**. The teachers have a form “ADMINISTRATION DES MÉDICAMENTS” available when necessary. Parents must fill out this form and give the bottle/box of medication, **with the prescription affixed**, to the teacher (do not put medication in the lunch box). **A prescription is also necessary** for “over the counter” medication such as cough syrup, any creams or lotions, or “natural” medication.

9. **Expulsion Policy.** After advising the parents with two weeks notice, a child may be expelled for the following reasons:
 1. The daycare may expel a child whose parents refuse or omit to pay the daycare fees as stipulated in the contract
 2. The daycare may expel a child whose parents do not respect the rules of functioning of the daycare.
 3. The daycare may expel a child if after establishing an intervention plan in cooperation with the parents in order to respond to the particular needs of the child, it becomes obvious that the daycare human and material resources can not respond adequately to the particular needs of the child. The daycare may expel the child if the parents do not cooperate with the intervention plan.

The daycare may expel a child without notice and at any time when the health, security or well being of the children or staff in the daycare are in danger.