



BOREALIS & AURORA PRESCHOOL

FAMILY HANDBOOK

2023-2024

Dear Families,

Welcome to Yukon Montessori School's Borealis and Aurora Preschool. Borealis & Aurora are a family-oriented preschool located in Whitehorse, Yukon. We are pleased to offer a Montessori program for children from three to six years of age.

Our staff includes teachers trained as Montessori teachers by the Association Montessori International (AMI). AMI was founded in 1929 by Dr. Maria Montessori to maintain the integrity of her life's work, and to ensure that it would be perpetuated after her death. Our school is supported and operated by the Whitehorse Montessori Society, a not-for-profit society incorporated under the Societies Act of Yukon.

At Yukon Montessori School (YMS), we strive to meet the goals of a Montessori Education, and to ensure a positive educational experience for our students. This Family Handbook contains information about our program and our policies and procedures regarding enrollment, tuition, and other practical matters relating to the operation of our school. Please take the time to review this handbook and make yourself familiar with our policies and procedures.

For those families seeking to enroll their child in YMS for the first time, we look forward to welcoming your child to our school. And for those families who are already a part of our Montessori community, we thank you for your continued interest in our program.

If you have any questions, please do not hesitate to contact us at (867) 456-7100, or at admin@montessoriborealis.com.

Yours in Montessori,

Whitehorse Montessori Society

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1. THE YUKON MONTESSORI SCHOOL PRESCHOOL PROGRAMS

The Yukon Montessori School - Casa Programs have been established by our teaching staff and are fully supported by the Board of Directors.

a) Our Students

Our Preschools follow a program known as Casa dei Bambini. Ideally, our students begin our program at three years of age and can remain with us until age six (i.e. until the end of their kindergarten year). Children must be toilet-trained when they start school. We understand that accidents may happen and we are happy to help children change if needed, however, we do not have the facilities for diapering, therefore we are unable to accommodate children who are not fully toilet trained.

b) Our Enrolment Options

The Yukon Montessori School - Casa Programs offer a full-time program five days a week. While class officially begins at 8:30 a.m., we are open at 8 a.m. for the convenience of working parents.

The students attend from 8:00am to 3:30pm each day, Monday to Friday

We also offer an After School Program from 3:30pm to 5:00pm each day. The number of after school spots are limited so parents are advised to sign up early.

c) The Daily Schedule in Our Classroom

8:00-8:30 Arrival and Welcoming

8:30-11:30 Three-hour work cycle as per Montessori guidelines. Children use the materials purposefully according to their own interests and with lessons from the adults. Snack, French, and Circle Time are all incorporated into this time.

11:30-12:15 Lunch

12:15-1:15 Outdoor Play

1:15-3:15 Work time as per the morning. Naps for younger children.

3:30 Coats and Dismissal

3:30-5:00 After School Program

d) Our Montessori Curriculum

In our Preschool Classrooms, we strive to expose our students to learning situations that include the major areas of Montessori curriculum:

- Practical Life Exercises - These instill care for themselves, for others, and for the environment. The activities include many of the tasks children see as part of the daily life in their home such as pouring, doing the dishes, arranging flowers, etc. Elements of human conviviality are introduced with the exercises of grace and courtesy. Through

these and other activities, children develop hand-eye coordination, enabling controlled movement, fine motor control, focus and concentration. They learn to work at a task from beginning to end, and develop their will (defined by Dr. Montessori as the intelligent direction of movement), their self-discipline and their capacity for total concentration.

- **Sensorial Materials** - These are tools for development. Children build cognitive efficacy and learn to order and classify impressions. They do this by touching, seeing, smelling, tasting, listening, and exploring the physical properties of their environment through the exploration of specially-designed materials.
- **Language** - Language is vital to human existence. The Montessori environment provides rich and precise language. Enrichment of vocabulary is the first step. Next, a phonetic approach to letters and sounds provides the child with the tools to “write” using our movable alphabet. Reading is a natural progression from this, as is writing with a pencil, and beginning grammar work. Celebration of the cultural significance of language takes place through exploration of poetry, word play, story-telling, fables, etc.
- **Mathematics Materials** - These activities help the child learn and understand mathematical concepts by working with concrete materials. This work provides the child with solid underpinnings for traditional mathematical principles, providing a structured scope for abstract reasoning; and
- **Cultural Extensions** - Geography, History, Biology, Botany, Zoology, Art and Music are presented as extensions of the sensorial and language activities. Children learn about other cultures past and present, and this allows their innate respect and love for their environment to flourish, creating a sense of solidarity with the global human family and its habitat.

We build on this basic Montessori academic curriculum by enriching our students’ school experiences with the addition of Art, Music, and Outdoor Experiences. As well, our students have the opportunity to begin to learn French as a second language.

2. APPLICATION AND ENROLLMENT

The application and enrolment policies in our Yukon Montessori School - Casa Programs, have been established by the Board of Directors, in consultation with the staff of the school.

PLEASE NOTE: Inquiries regarding application for enrolment, enrolment and tuition fees should be directed to the school at admin@montessoriborealis.com.

a) Applying for Enrolment

Families may submit an application form at any time during the year, and in advance of

their child reaches three years of age.

b) Enrolment in the After School Program

In our Preschool classrooms, our school day ends at 3:30pm. We recognize, however, that not all families are in a position to end their workday at 3:30pm. We therefore offer an After School Program, which is a non-Montessori option, that is offered five days per week from 3:30pm to 5:00pm for current students of the Preschool.

Enrolment in the After School Program is limited. Families should request registration in the After School Program (five days a week) when submitting their child's application for enrolment with Yukon Montessori School - Casa Programs.

Please note that should there be unfilled full-time spaces in the After School Program, it will be offered on a drop-in, or per-day basis to only those children who are enrolled at Yukon Montessori School - Casa Program and Yukon Montessori Elementary School. 24 hours' notice is requested. Space is not guaranteed and is available on a first come, first served basis. The per day drop-in rate is \$20. Drop-in fees are charged at the beginning of the following months for the days used the previous month.

c. Confirming Enrolment

Montessori principles regarding the ideal balance in the classroom will inform and guide offers of enrolment. These principles include the balancing of ages and gender in the classroom.

Other priorities that may be considered by Yukon Montessori School - Casa Program when offering a spot in our program include the following:

- Current students;
- Previous students;
- Children of staff, volunteers or board members
- Siblings of current students;
- Siblings of previous students;
- The date that a completed application was received by the school.

Families who have applied for a spot for their child in our program will be contacted by email as soon as a spot is available. At this time the school will provide the family with an enrolment package. The child's enrollment as a student in our program will be confirmed after the school receives the completed enrolment package.

Once all forms and the required tuition payment have been received by the school, you will receive a written confirmation of your child's enrollment in our program. Your child's attendance at Yukon Montessori School - Casa Program cannot begin until confirmation of enrollment has been provided.

A child's enrolment will not be confirmed until the school has received the enrolment package, including the required tuition fees.

Please note: Yukon Montessori School - Casa Program maintains a waiting list of

prospective students whose families have submitted completed application forms to the school. Should a spot in our program become available during the school year, families with children on our waiting list will be contacted if a spot is available for their child.

d) Withdrawals

From time to time, and for various reasons, families may withdraw their child from our program. We request that, where possible, families provide notice of their intention to withdraw their child, so that the teachers are aware and can prepare for any impact on the child and the class as a result of the child's pending departure. Notice will also allow the school time to offer the spot to another child on our waiting list. Please also see the section of this Handbook relating to tuition for information relating to notice of withdrawal and its impact on the tuition payable.

The Board of Directors of the Whitehorse Montessori Society reserves the right to refuse an application for enrolment, as well as to ask that a child withdraw from Yukon Montessori School - Casa Program if the program is not responding to the child's needs. Any such decisions by the Board of Directors will be made in consultation with the Head Teachers.

3. TUITION FEES AND RELATED FINANCIAL POLICIES

The Yukon Montessori School - Casa Program tuition and financial policies have been established by the Board of Directors, in consultation with the Head Teachers.

a) Tuition Fees

Our program receives funding (\$700 per child per month) from the Universal Child Care initiative (UCCI). Parents are responsible for paying the monthly remaining balance.

The annual tuition fees for 2023-2024 have been set as follows:

Tuition for the school year (September to June) is \$10,711.00 (\$3,711 paid by family) for full time enrollment, and \$12,598.20 (\$5,598.20 paid by family) for full time enrollment plus after school care.

Tuition fees may be paid in full on or before September 1, 2023, or by way of our installment plan.

b) Tuition Installment Plan

We are pleased to offer an installment plan for the payment of tuition fees. Parents will be invoiced 14 days prior to the 1st of each month for tuition. Tuition can be paid via transfer to treasurer@montessoriborealis.com. If you have any questions please contact us at admin@montessoriborealis.com.

Tuition is \$1,071.10 (\$371.10 paid by the family)- for full time OR \$1,259.82 (\$559.82 paid by the family) if after school care is required. There is a nonrefundable deposit which will be invoiced to families registering for the next school year. This deposit is the June 2024 tuition payment. Families also pay a \$25 society fee annually.

Please note: Tuition fees once paid are not refundable.

c) Child Care Subsidies

Families who have been approved to receive a subsidy from Early Learning and Child Care must ensure that the school is immediately provided with a copy of the subsidy approval letter, which sets out the amount of subsidy approved. Until the school has received a copy of the approval letter, families are responsible for the full amount of their child's tuition fees.

Once the school has received a copy of the approval letter, the school, in accordance with the amounts in the letter, will recalculate the applicable child's tuition fee amounts, the family will be notified and invoiced or refunded according to the recalculation.

Monthly Eligibility Forms are available at school and must be completed by families on a monthly basis so that the school can submit the subsidy billings to Child Care Services in a timely manner. Failure to provide completed Eligibility Forms to the school on a monthly basis may result in families being invoiced by the school for the full amount of their child's tuition fees.

d) Late Payment

In the event that payment is made late, the school will charge the family a fee of \$40.00, payable immediately. And where tuition fees and the applicable monthly payment has not been made in full by the family by the 15th day of that month, the Board of Directors reserves the right to cancel the child's enrolment in Montessori Borealis Preschool.

e) Changes in Enrolment

We understand that at any point in a given school year a family might wish to change their child's enrolment from full time to full time plus after school, or full time plus after school full time. Changes from full time to full time plus after school are subject to the limit on our full time plus after school spots and one month's written notice is requested, in the same manner as set out in our Withdrawal Policy. Consideration will be given to mid-month requests on a case-by-case basis.

f) Withdrawal Policy

We require one month's written notice of withdrawal of a student from Yukon Montessori School. Notice of withdrawal must be provided by the first day of the month prior to the month that the child will no longer be attending our program.

If notice is provided after the first day of the month prior, the tuition due on the first day of the month that the child will no longer attend our program will be forfeited. For

example, if a family provides notice on November 5 that they will be withdrawing their child from our program effective December 1, the December tuition payment will be due and owing. However, if a family provides notice on November 1 of withdrawal effective December 1, the December tuition payment will not be due and owing. Our Withdrawal Policy also applies to our after-school program fees, whether or not a child is being withdrawn from the school or simply from the after-school program.

4. PROGRAM-RELATED POLICIES

The Yukon Montessori School - Casa Program policies have been established by our teaching staff, in consultation with the Board of Directors as required and appropriate.

a) Starting School

During the first weeks of school, the children will start school at different times: this is called a “progressive start” and it is meant to allow for a comfortable transition. New students will begin during the first two days and will be joined by returning students thereafter. Start dates will be sent by teachers in August with exact dates and times for your child.

b) Child Arrival and Departure

We ask that families adhere to the following arrival and departure times, in order for the students to benefit fully from our Montessori classroom experience, and to minimize disruptions for all students:

- Full time students: Arrive between 8:00am and 8:30am, Depart at 3:30pm
- After School Program: Depart before 5:00pm

Please note: a fee of \$1 per minute may be applied if your child arrives prior to their applicable arrival time, or if he or she is picked up after their applicable departure time. We also ask that during arrival and departure times at the school, families remain in the hallway or outside the school building, rather than coming into the classroom. This helps a child understand that the school is his or her space for learning independently from his or her family. It also prevents the disruption caused by too many adults in the children’s space.

Only parents or guardians listed in your child’s Enrolment Package will be allowed to pick up your child. No child will be allowed to leave with a person other than a parent, not even a relative, babysitter, or older sibling, unless we have written permission from a parent, or if that person is listed as the child’s emergency contact in our files.

c) Attendance

We ask that parents or guardians contact the school if your child will not be attending school on any given day. If your child will be not be attending due to a communicable illness, please inform us immediately.

If, during the school day, your child does not feel well or has a fever, we will phone you to

immediately arrange to pick up your child. If you are not available, we will phone your emergency contact to arrange to pick up your child.

d) Your Child's Progress

i. Progress Interviews

Parents will be invited to attend an interview with the Head Teacher twice during the year to discuss your child's progress in school. Dates and times for interview will be posted at the school ahead of time; each interview will be 15 minutes long. If you feel you will require more time with the head teacher, arrangements can be made upon request. You are also welcomed to request a meeting anytime during the year.

ii. Progress Reports

Written progress reports will go home during the school year for our students.

iii. Classroom Observation

We encourage families to come and observe the classroom after Thanksgiving of each school year. Please do not hesitate to call or email at any time to let us know that you would like to observe.

e) What to Bring to School

i. Lunches

We ask that families send along a nutritious lunch for their child, preferably in reusable packaging. A nutritious lunch must include foods from all four food groups, as set out in Canada's Food Guide to Healthy Eating.

Note: At the beginning of the school year, and from time to time, the teaching staff will advise families of any severe allergies that may be experienced by one or more students at Yukon Montessori School - Casa Program. Please avoid sending any foods containing any indicated allergens to the school. We will provide nutritious snacks, once in the mid-morning, and once in the midafternoon. Snacks will include foods from at least two food groups and will be prepared by our students and teachers. Often our snacks will include baked items made in the classroom.

ii. Clothing

Please send your child to school in comfortable, easy to manage, washable clothing. Clothing that is easily managed encourages independence. Many toilet accidents are prevented if children can unbutton or unbuckle pants without a struggle.

Please ensure that your child has a good pair of inside shoes to be kept at school for everyday use in the classroom. We ask that you do not provide shoes that have black soles, as they will leave marks on the classroom floor. We also ask that parents ensure that your child has one change of clothing at school, clearly marked with his or her name. Soiled clothing will be sent home and a new change of clothing should be returned to school the following day.

We will be going outside daily and ask that you please ensure that your child is dressed appropriately for the weather every day in all seasons. This includes providing a helmet during the winter, for any activities where helmets could prevent injury, such as

tobogganing.

****All items of clothing and equipment should be clearly marked with your child's name.**

iii. Toys from Home

We ask that parents explain to your child that their toys are to stay in your vehicle or in your home. Children will not be allowed to bring toys into the school. However, books or other educational material, that may be of interest to all of our students, are welcome in the school. Be certain that your child's name is clearly marked on all such items. We will not be responsible for items lost at school.

f) Birthdays

Birthdays are a special time for your child. We will celebrate the life of your child with a special birthday ceremony. To assist with our celebration, we ask that you and your child bring in pictures of your child developing over the years: one as a newborn and then one picture per year. One significant change - **FAMILIES ARE NOT TO BRING IN A BIRTHDAY SNACK ON YOUR CHILD'S BIRTHDAY.** Instead, your child will help us to make a special birthday snack at school. Your child can enjoy the benefits of one-on-one baking time with a staff member and the joy of creating a snack that he/she has chosen for the class.

If you will be having a birthday party for your child, please feel free to leave party invitations with our teachers for distribution. If your child's friend is celebrating a birthday, please save gift giving for celebrations outside of school. Gift giving in school tends to be disruptive, and we would like to foster the feeling that being with friends and sharing within a group is a gift in itself for a birthday child.

g) Guidance and Discipline Strategies

At Yukon Montessori School - Casa Programs, we employ two main strategies when it comes to guidance and discipline for our students, Prevention and Intervention:

i. Prevention

1. Clear, consistent, and simple limits are set within the classroom environment.
2. Straightforward age-appropriate explanations are offered for these limits.
3. Limits are stated in a positive and constructive way.
4. When there is only one choice, statements are made.
5. Children are allowed time to respond to expectations.
6. Appropriate behaviour is reinforced with words and gestures.
7. Children are encouraged to come to teachers for help.
8. Teachers constantly observe the classroom to gain total awareness of what is happening, and to foresee troubles.

ii. Intervention

1. The child's attention is gained in a respectful way.
2. Proximity and touch are used when a child may be losing focus or self-control.
3. Reminders are used to clarify and reinforce limits.
4. The child's feelings are acknowledged before limits are set.
5. Distraction and diversion are used when needed.

6. Teachers model problem-solving skills for a discouraged or frustrated child.
7. Appropriate choices are offered when reinforcing limits.
8. Natural and logical consequences are expressed and used.
9. Redirection is used when a child is unable to resolve a problem using other strategies.
10. In the event of misuse of materials, a child's use of those materials may be limited, if deemed necessary, or
11. A child may be asked to stay by a teacher's side or to sit briefly on the sidelines in order to become calm and ready to join the others. There is no "time-out chair" in the classroom.
12. In the unlikely event that a child loses all control and the ability to reason, a teacher will physically remove the child from the situation and work with the child to resolve the situation. The teacher will remain calm and controlled, offering support and comfort to the child.

h) Unacceptable Behaviors:

The following behaviors by children, staff, parents and others involved in our center are unacceptable:

- All forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive (E.g. hitting, pushing, name-calling, spreading rumors, gossip in person or social networking).
- Harassment, including behavior that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- All forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- Discrimination against any person or group because of their race, color, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability.
- Actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and are threatening to someone.
- The inappropriate use of technology, including email, the internet and other technology, in keeping with the Facility's policy on the use of technology.

All unacceptable behaviors are dealt with appropriately. No disruptive or harmful behaviors should be excused or ignored.

POSSIBLE CONSEQUENCES: (These may or may not be in sequential order.)

- Verbal warning – a reminder that a behavior is inappropriate and appropriate replacement behaviors are provided.
- Verbal reprimand - a more serious verbal reminder with consequences attached
- Minor detention – loss of recess or part of a noon-hour privilege
- Phone call home – used in conjunction with most consequences to ensure parents are informed and involved
- Formal interview with student – a scheduled meeting to discuss issues
- Relocation – students temporarily moved to a supervised location to complete work
- Formal removal – removal from a class with readmittance based upon specific conditions
- Interview with parents – to ensure two-way communication, done at any stage

- Removal of privileges – ineligible for extra curricular groups, field trips, etc.
- Suspension or dismissal from school – temporary removal from programs, class, or school property for a specified period; parents are notified and a meeting is held before return to school; terms for appropriate behavior are developed upon readmittance
- Positive Behavioral Support Plan - written for student by YMS
- Safety Plan - written for student by YMS
- In the most serious or persistent cases, the child will be permanently removed from YMS to protect the integrity of our community.

5. THE SCHOOL COMMUNITY

a) Classroom Visits

Families may make an appointment with the Head Teacher for an observation, a tour of the school and/or an informal interview.

b) Parent/School Communication

We endeavour to keep our school website and Facebook page up to date so that information about the school, including key dates, is easily accessed by families. School newsletters are issued on a monthly basis throughout the school year and distributed by email and are posted outside the classroom. These newsletters typically contain information about the classroom, upcoming events, and the Montessori philosophy. Parents and guardians are always welcome to contact the school with any questions, concerns or updates regarding your child or your child's experience. Please feel free to contact us by phone during operational hours, or by email at any time.

c) Family Involvement

As a small community, from time to time throughout the year, parents and guardians may be asked to volunteer in various capacities, such as sitting on the Board of Directors, fundraising activities, chaperoning field trips, developing material needed for the classroom (simple sewing or carpentry projects), and helping teachers in organizing monthly special activities.

d) Fundraising

Various fundraising initiatives may occur throughout the year. Our goal is to keep the quantity of fundraising projects low while achieving the maximum financial return.

e) Special Events

It is our intention to organize several activities during the school year, both within the school during school hours, and outside of school during evenings or weekends, as a way to build community among our teaching staff and families.

Details regarding these events will be provided in advance, and via postings at the school, emails to parents and guardians.

6. STUDENT HEALTH AND SAFETY

Note: While Covid continues to affect the Yukon Territory, we will follow the latest enhanced health guidelines released by the Chief Medical Officer of Health. This includes increased frequency of cleaning and sanitizing, and intentional and thoughtful protocols. Up to date details will be shared with parents on an ongoing basis.

Red symptoms

- Fever/chills
- Cough
- Shortness of breath or difficulty breathing

When your child has 1 or more red symptoms

Get your child tested

We strongly recommend testing if your child has 1 or more red symptoms.

Your child should not attend daycare or take part in return to regular activities until you get their test results and the results are negative. Call the COVID Testing Centre at 867-393-3083 to book a test.

If you do not get your child tested

If symptoms clear up sooner than 10 days, your child must still self-isolate unless you are told otherwise by your healthcare provider.

In this age group (6 months to 5 years old) red symptoms can be a sign of many different illnesses.

If you think your child is sick, get urgent care.

Yellow symptoms

- Headache
- Runny nose or congestion
- Sore throat
- Nausea/vomiting
- Diarrhea
- Fatigue or just unwell (acute/intense fatigue, generalized muscle aches not related to physical exertion, significant loss of appetite)

If your child has yellow symptoms but no red symptoms

Testing is optional if your child only has yellow symptoms.

If your child is tested

Your child should not attend daycare or take part in regular activities until you get their test results.

If your child is not tested

Your child can return to their regular activities when their symptoms have gone away.

If your child is throwing up or has diarrhea

If your child is throwing up or has diarrhea, keep them at home until 24 hours after their symptoms have gone away.

If your child has a runny nose or nasal congestion that:

- lasts longer than 24 hours;
- is mild and not getting worse; and

- your child is otherwise well, they may return to daycare.

Returning to daycare and regular activities

You do not need a written note from your health care provider for your child to return to daycare or regular activities.

Your child can go to daycare or return to regular activities if they have no symptoms. If they're old enough, encourage them to follow the Safe 6.

a) Illness Policy

To maintain a healthy environment for our students and teaching staff, we ask that any child showing symptoms of illness should be kept at home until symptoms are gone. If a child comes down with any of the following symptoms (fever, severe coughing, severe sneezing, vomiting, diarrhea, or pink eye/conjunctivitis) at school or is not well enough to take part in the school program, parents or guardians will be immediately notified and asked to pick him/her up.

The children will play outside daily and must be well enough to do so. The policy of admitting healthy children only is in the best interests of all families and will be strictly enforced. Alternative childcare arrangements should be made for days when your child is sick. Please inform the school if your child has contracted a communicable illness, such as influenza, whooping cough, measles, and so on. Please keep us informed of any health-related concerns you may have regarding your child.

b) Prescription Medication

If your child needs to take prescription medication during school hours, a medical consent form must be completed by a parent or guardian, and the medication handed directly to the Head Teacher. All medication must be provided in its original box or bottle and be clearly identified with your child's name and dosage required. The Head Teacher will administer the dosage that is indicated on the prescription label. Please note that the first dose must have been administered at home, to ensure that there is no allergic reaction.

c) Emergencies

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child.

IT IS IMPERATIVE THAT YOU KEEP YOUR CHILD'S EMERGENCY CONTACT INFORMATION UP TO DATE.

The child's individual emergency instructions on file at school will be consulted immediately and the parents notified by telephone. If the parents or guardians are not available, the next person on the emergency contact will be called.

In case of an evacuation, We will take our students to the Kwanlin Dun Cultural Centre (1171 Front Street). Parents and guardians will be asked to pick up their child at this location, if need be.

d) Cold Weather Policy

In our Preschool Programs we are committed to spending time outdoors every day. We therefore require that children have appropriate cold weather clothing – warm jacket, snow pants, winter boots, hat, waterproof mittens, and buff or neck warmer. On frigid days we will simply walk down the street and back, but the exercise and fresh air will benefit the children. On rare occasions, when the temperature falls below -30 before windchill, we may make the decision to remain indoors.

e) Child Welfare

We will ensure that no child enrolled in our school is, while under the care and supervision of our staff:

- Subjected to shoving, hitting, shaking, spanking, or any other form of corporal punishment;
- Subjected to harsh, belittling, or degrading treatment, whether verbal, emotional, or physical, which would humiliate the child or undermine his or her integrity;
- As a form of punishment, confined, physically restrained, or kept without adult supervision, apart from other children; or
- As a form of punishment, deprived of meals, rest, or necessary use of a toilet.

We are required by law to report suspected or disclosed abuse. Failure to do so on our part can result in prosecution under the Family and Child Services Act. We are not permitted to contact the parents or guardians, unless specifically directed to do so by the Department of Health and Social Services or by police.

These mandated reporting procedures are designed to protect the child.

f) Covid Guidelines and Regulations

We closely follow and monitor the Covid Guidelines and Regulations put forth by the Chief Medical Officer of the Yukon. As things change and new regulations are put forward we will ensure to communicate to families and parents on a regular basis.

7. OUR COMMITMENT TO OUR STUDENTS

Our goal is to provide a safe and nurturing Montessori environment where our students are free to grow and experiment at their own individual pace by channeling their own natural curiosity.

We are committed to providing an environment where our students:

- Develop a positive attitude towards learning;
- Develop the basic skills necessary for a lifetime of learning;
- Develop a strong and positive sense of self;
- Develop respect for themselves, for others, and for their environment;
- Develop effective communication skills (for stating their own needs and for resolving conflict);
- Develop appropriate social skills;
- Develop their own creative interests and imagination; and
- Foster inner discipline and build an inner sense of order.

Montessori Links for Families

Montessori Society of Canada <http://www.montessorisocietycanada.org/index.html>

Association Montessori Internationale <http://www.montessori-ami.org>

Maria Montessori .com <http://mariamontessori.com/mm/>

Montessori Quality Assurance <http://montessoriqualityassurance.ca>

“And so we discovered that education is not something which the teacher does, but that it is a natural process which develops spontaneously in the human being. It is not acquired by listening to words, but in virtue of experiences in which the child acts on his environment. The teacher’s task is not to talk, but to prepare and arrange a series of motives for cultural activity in a special environment made for the child.”

Maria Montessori The Absorbent Mind (translated by Claude A. Claremont)

8. SCHOOL CALENDAR FOR 2023-2024

The Yukon Montessori School - Casa Programs school calendar was set by the Head Teachers, in consultation with the Board of Directors.

Classes Start For new students: August 24 and August 25, 2023 half days (details will be shared by head teachers)

For returning students: Monday August 28, 2023

Last day of school – Friday, June 14, 2024

YMS will be closed for the following holidays:

Labour Day	Monday, September 4, 2023
Truth and Reconciliation Day	Monday October 2, 2023
Thanksgiving Day	Monday October 9, 2023
Remembrance Day	Monday November 13, 2022
Winter Break	Thursday Dec 21, 2023 thru Jan 5, 2024
Heritage Day	Friday, February 23, 2024
Spring Break	Monday March 11– March 22, 2024
Good Friday	Friday March 29, 2024
Easter Monday	Monday April 1, 2024
Victoria Day	Monday May 20, 2024

Our school day runs from 8:00 am until 3:30pm, with an after-school program from 3:30pm to 5:00pm.

b) Professional Development Days

The school will be closed for the following **four (4)** Professional Development days during the school year so our staff can engage in collaborative learning and/or planning:

1. Friday, October 6, 2023 (Friday before Thanksgiving)
2. Thursday, November 10, 2023 (Friday before Remembrance Day)
3. Thursday February 22, 2024 (Thursday before Heritage Day)

4. Friday, May 17, 2024 (Friday before Victoria Day)

* Parent Teacher Interviews will be booked: November 2023 and February 2024 - the school will remain open for these interviews. These times will be booked by the head teachers within the school day and will not be a PD Day.

9. AFTER SCHOOL PROGRAM

An after school option is available to children attending the preschools and elementary school. This program starts at 3:30pm and ends at 5:00pm Monday to Friday. This program will use a learning through play approach rather than using Montessori materials.

10. SUMMER CAMP

You will have the option to enroll your child(ren) in our Summer Camp program that will commence shortly after the end of our school year. The Summer Camp fees will be decided on by the society in March and be sent out to you.

Program

Our Summer Camp is run as a 'Play-Based' program. This means that children are learning through carefully planned experiences that align with their interests. The children will be provided with self directed activities each day and have plenty of outdoor play time.

Schedule

8:30-9:00 Arrival and Welcoming

9:00-11:30 Free Play. Snack and Circle Time are incorporated into this time.

11:30-12:30 Lunch

12:30-2:00 Outdoor Play

2:00-4:00 Free play. Snack Time.

4:00-4:30 End of day Circle Time. Pick-up.

*Snacks and lunch will not be provided, please pack your child enough food for the whole day