



# Parent's Handbook

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## Contact Information

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**Brenda Barnes**  
Principal

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Office Administrator/Admissions Director

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[www.martingrovemontessorischool.ca](http://www.martingrovemontessorischool.ca)

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## School Programs & Hours

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**7:45 a.m.** Before School Breakfast Program  
**8:30 a.m.** School Doors Open  
**9:00 a.m.** School Doors Locked  
**9:30 a.m.** School Doors Re-Open  
**11:30 a.m.** Dismissal for Morning Children  
**3:30 p.m.** Dismissal for Full Day Children  
**3:30 – 6:00 p.m.** After School Program

Punctuality is an important lesson to teach a child.

Our school day begins at **8:30 a.m.**  
To avoid interruptions to the children's morning, the doors will be locked at **9:00 a.m.** and not re-opened again until **9:30 a.m.**, unless you have notified the office of an appointment

Also if at any time you need the early arrival breakfast program, please leave a message in the office. Otherwise in fairness to the children enrolled in the extended program, our doors do not open until 8:30 a.m.

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## Drop Off/Pick-Up

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At 8:30 a.m. staff members wait at the sidewalk to take your child from the car and to escort them to the school doors. Staff supervise the hallway to assist the children and to direct them to their classrooms. Staying in the line-up of cars eases congestion and ensures that children are not crossing the busy parking lot.

**Toys/Books:** Please have your child leave all toys, treasures, extra bags, etc., in the car. When a child brings a toy to school, they have to part with it, which means their hands are not free to choose work, or worse their toy is left at school or lost. We are always looking for books to read at circle time, so your child may bring a favorite story book, with their name in it.

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## Clothing

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Please send a complete change of clothing for your child to be kept at school. We also ask for an extra pair of shoes or slippers that can be left at school. **Everything must be labeled with your child's name.** Practical, comfortable clothes without complicated belts and fasteners will allow the child greater independence in dressing themselves and greater ease for toilet training.

Full day children require appropriate clothing for all weather, especially hats, rain pants, snow pants, boots and any extras that can be left at school.

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## Uniforms

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Full Day students are required to wear a school uniform. The uniform may be ordered and purchased from:

**InSchoolWear Inc.**,

54 Shepherd Rd., Unit C, Oakville, ON

905-338-3030

[InSchoolWear.com](http://InSchoolWear.com)

### Boys:

- Sky blue short sleeve polo with crest
- White Turtleneck with crest or own
- Navy pant or navy sweatpant

### Girls:

- Sky blue short sleeve polo with crest
- White turtleneck with crest or own
- Navy skort with crest
- Tartan jumper with crest
- Navy pant or navy sweatpant

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## Parent Communication

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The beginning of the school year can be quite emotional for both parent and child, especially if a child has never attended school before. It will take time to make the transition both for new students and returning ones. By establishing a strong parent-teacher bond, we can maximize all the positive aspects of your child's school experience. Any information you can provide about your child, such as illness sleeping habits, if a parent is away, is invaluable to help with the transition. We have scheduled Parent Nights, throughout the year to provide you with information about the Montessori curriculum, materials, and activities in the classroom. Each month you will receive a newsletter/calendar to remind you of upcoming special events.

*Martingrove Montessori School* abides by the following *Canadian Council of Montessori Administrators* (CCMA), Martingrove Montessori School criteria:

- Multi-age groupings in each classroom
- Full range of Montessori materials
- Policy of admitting children at the appropriate age, e.g. before their 4<sup>th</sup> birthday
- Require attendance five days per week
- Third year Casa students enrolled in five Full Day program
- Parental commitment to a three year cycle

**Teachers are always available from 12:30 p.m. to 1:30 p.m. for telephone calls to discuss any concerns.**

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## Observations/Interviews/Reporting

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Observations of your child's Casa classrooms are held twice a year, followed by interviews. Report cards are not sent home at the Casa level.



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## Illness

Please call the school if your child is absent. If your child is ill at school we will contact you at home or work. Children recuperate faster at home as we strive to provide a healthy environment for staff and children.

**Medication:** We are not permitted to give any prescription medicine unless the parents have filled out a release describing the medication and dosage required.

All accidents are recorded, and the details are passed on to the parent. If a serious accident occurs, the parent or designated person will be contacted.

Health forms are sent with every registration package. Please fill out the forms with the most up-to-date information on allergies and immunizations.

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## Snack/Birthdays

A daily snack is provided by the school for the children. A special snack may be brought in for "birthdays". We love small treats like Tim Bits, Rice Krispie squares, mini-muffins. Because of peanut allergies, please **no nut products. Birthday invitations are not distributed at school.**

At the start of each year, a student directory is prepared with students' names, addresses and phone numbers.

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## Breakfast, Lunch & After School

Our **Breakfast Program** begins at 7:45 a.m. Children are given breakfast and then a quiet play time. The fee for Breakfast is **\$125.00** monthly or **\$6.25** per day.

Only Full Day children stay for **lunch**. However if you require your child to stay the Full Day, please notify the office at least 24 hours in advance. The fee for lunch and a Full Day is **\$25.00**.

The **After-School Program** is from 3:30 p.m. to 6:00 p.m. for a fee of **\$7.00 per hr.**

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## School Closures

Please listen to **CFRB 1010AM** for information regarding school closures during the winter snowstorm season, and check our website [www.martingrovemontessorischool.ca](http://www.martingrovemontessorischool.ca)

### School Emergency

In the event of an emergency, the designated evacuation centre is:

**John G. Althouse Junior Middle School**  
130 Lloyd Manor  
416-394-7580

**THE MARTINGROVE MONTESSORI SCHOOL IS A SMOKE FREE FACILITY.**

## Code of Behaviour

*I will talk in a quiet voice so everyone can work*

*I will avoid interrupting those who are working*

*I will never hurt anyone by hand or voice*

*I will talk to teachers and peers in a respectful way*

*I will tell the truth*

*I will move through the classroom and school in a quiet manner so as to show respect for peers and teachers*

*I will respect the materials in the classroom and the work of others*

*I will endeavour to keep the code to the best of my ability*

*We ask parents to please help your child by making him/her aware of any negative behaviour you may see. Encourage the above code and support the teachers in their efforts to enforce it whenever possible.*

*Martingrove Montessori School is dedicated to providing a safe, enriched, joyful environment to unlock each child's learning potential.*