

# Parent Handbook

January 2021



**ALDER RIDGE**  
**ACADEMY**  
LEARNING WITHOUT LIMITS

## Table of Contents

Welcome .....	4
Our Philosophy .....	4
Program Statement .....	4
General Information.....	5-6
Contact Information	
Hours of Operation	
Before and After School Program	
Arrival and Dismissal	
Late Arrival/Early Dismissal	
Absences	
Fee Calculation	
School Closure	
Waitlist Policy	
Uniform/Dress Code	
Forced Closures .....	6
Reopening After Forced Closures .....	7-8
Refunds and Credits .....	8
Allergies and Health Matters .....	9-10
Illness	
Allergies	
Nut Free School	
Plan of Care & Medication	
Communicable Diseases	
Head Lice	
Lunch and Snacks	
Communication .....	10
Communicating Student Progress	
Student Information	
Special Events.....	11
Parent Involvement .....	11
School Policies and Procedures .....	11-13
Code of Conduct	
Respect	
Positive Attitude	
Punctuality and Attendance	
Courtesy and Compassion	
Progressive Discipline and Restorative Practices	

## Table of Contents

Prohibited Disciplinary Practices .....	13-14
Harassment and Bullying	
Dismissal of Student	
Rest Time For Early Years .....	14
Supervision of Student and/or Volunteer .....	14
Accidents/Injuries .....	14-15
Safety and Security .....	15
Privacy and Confidentiality.....	15

## Admissions Information

Welcome .....	16
Program Statement .....	16
General Information .....	16-18
School Structure	
Schedule	
Extended Program	
Lunch Program	
Arrival & Dismissal	
Holidays	
Facilities	
Uniforms	
Health and Allergies	
Security	
Parent Involvement	
Student Life	
Absenteeism	
Admissions	
Waitlist	
Tuition & Fees .....	19
General Terms .....	19-20
Payment Options	
Refund Policy	
Other Terms	
Appendix A .....	21-22
Alder Ridge School Policy on Managing Parent’s Issues and Concerns	
Procedures to be Followed by Parent and/or Guardians	
Procedure to be Followed by Staff and Administration	
Appendix B .....	23-26
Program Statement and Implementation	

## WELCOME

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Alder Ridge School is a new academic institution offering best in-class education. Following the core elements from the established Montessori format, our foundation is built on excellence both inside and outside the classroom. We aim to nurture young minds in a safe structured environment helping them grow into confident successful adults, ready to lead and thrive in our global community.

This handbook is a comprehensive resource for information about our school, programs and activities, and rules and policies. It contains information of relevance to both parents and students and we encourage frequent reference to it as a guide throughout your time at Alder Ridge School.

## OUR PHILOSOPHY

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### **Mission**

To provide a transformative educational experience by empowering young minds, igniting passion and inspiring confidence. To deliver a core curriculum in a nurturing environment focused on the holistic development of each child's mind, body and soul.

### **Vision**

To empower and inspire our students with the skills and abilities to lead and foster excellence in their professional and personal lives.

## PROGRAM STATEMENT

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Alder Ridge School aims to provide an outstanding educational program in an environment that complies with the Ministry of Education's policy statement on educational programming and pedagogy, using the Ontario Curriculum learning expectations as a baseline for our academic planning.

At Alder Ridge we take pride in providing a safe and nurturing setting for children in our care. Toddlers aged 18 months through kindergarten are coaxed and molded to emerge inspired, empowered and ready to excel.

Our primary objective is to nurture these young impressionable minds. We will help each child to explore and capitalize on their individual strengths, while simultaneously helping them to overcome obstacles and challenges along the way.

Building on the core attributes of the Montessori program, we encourage our students to strive for excellence in both academic and non-academic pursuits.

Please refer to the Appendix-B for program statement in its entirety.

## GENERAL INFORMATION

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### Contact Information

School Phone Number: 905-699-2060

Safe Arrival Number: 905-699-2060

School Email: [inquiry@alder-ridge.ca](mailto:inquiry@alder-ridge.ca)

### Hours of Operation

Our Centre's hours of operation will be from 7:00am-6:00pm.

### Before and After School Program

The before school program runs from 7:00 a.m. – 8:30 a.m. and the after-school program runs from dismissal – 6 p.m. on all school days.

A late fee will apply when your child is not picked-up by 6:00pm. The late fee applies to each family and should be paid within 48 hours to the staff members who have been detained as follows:

Beyond **6:00pm** - \$1.00 per minute.

If a child is picked up late three times within a month, the family will be given a written warning. Should this become a common practice, the Centre reserves the right to terminate services. The family will be given two weeks notice to find alternative care.

### Arrival and Dismissal

Students are required to reach school by 8:30 a.m. to allow time to settle-in before the program commences at 9 a.m. All students must be dropped to and collected from their classrooms by a parent, guardian or approved visitor.

Dismissal time is at 3:20 p.m. for toddlers, preschoolers at 3:30 p.m. and kindergarten at 3:40 p.m.

### Late Arrival/Early Dismissal

Students who arrive late are required to be signed in at the office.

Students who are being picked up prior to dismissal are requested to remain in their classroom until parent/guardian or **authorized person arrives at the school.**

### Absences

If your child is going to be absent from school for any reason, please contact the school by 8:15 a.m. on the morning he or she will be absent. For scheduled absences (i.e., appointments, vacations) please inform the school in advance.

Absence should be reported to the main office via email at [admin@alder-ridge.ca](mailto:admin@alder-ridge.ca) or via phone at 905-699-2060.

When contacting the school be sure to state the child's name, class and the reason for the absence.

### **Fee Calculation**

To ensure consistency with your billing, our fees are calculated on a pro-rated basis. Full time and recurring part-time schedule fees are calculated by the daily rate multiplied by the number of billing days in that month. Non-recurring schedule fees are calculated by the daily rate multiplied by the number of billed days in the month.

Any invoices that include subsidy are not pro-rated and will not match what is listed on the Centre's rate sheet.

A detailed breakdown of the calculation of all fees and adjustment is available upon request from the Manager.

With the exception of Forced Closures, fees are payable for every day your child was scheduled to have been in attendance, whether or not the child was actually in attendance. Fees are still payable for days that your child is sick, on vacation, holidays, or during closures for Inclement Weather or Power Outages.

Alder Ridge School may reassess fees from time to time. Notice of any fee changes will be provided to the payor in writing at least 45 days prior to the fee change taking effect.

### **School Closure**

In the event of school closure due to inclement weather conditions, parents will be notified between 6:30 a.m. – 7:00 a.m. via a post on the parent portal and an email to the email address on file.

### **Waitlist Policy**

Alder Ridge School maintains a waitlist of families interested in enrolling their children in the program. Submissions through the online registration portal records the date on which the child was placed on the list and indicates the priority sequence. Once a spot becomes available, the family will be contacted.

### **Uniform/Dress Code**

Students will wear the Alder Ridge School uniform with pride. Starting in preschool, students wear the uniforms daily; while our toddlers are expected to wear suitable comfortable clothing.

School is a place of business for students and staff and the expectations regarding appropriate attire apply to everyone. From time to time, we will dress up/ spirit days in which student participation is encouraged.

Uniforms can be purchased from DGN Kilters in Mississauga.

## **FORCED CLOSURES**

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In the unlikely event that the Centre is forced to close for a period of more than **5 consecutive business days** (with the exception of closures as a result of inclement weather and power outages), or if the Centre is unable to provide safe childcare due to circumstances beyond its reasonable control (including but not limited to terrorism, strike or labour issues, civil unrest, fire, government or other legislative order, pandemic, epidemic, quarantine, outbreak, war or "acts of God" or other conditions or circumstances outside of the control of the Centre), as determined at the sole discretion of the Centre to make it unsafe to provide childcare services, the specific value of any remaining paid days during the month of closure will be credited, subject to our policy on Refunds and Credits

Under no circumstances shall the Centre, its employees, officers and directors be liable for any credit, refund, loss or damages over and above unused pre-paid fees and deposits as a result of any Forced Closure.

## REOPENING AFTER FORCED CLOSURES

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For the purposes of this Handbook, **Fully Reopened** is defined as the date that the Centre is permitted under applicable government or other legislative restrictions to operate at its full capacity.

If the Centre is Fully Reopened and you decline to attend, fees are still due payable, or our Withdrawal provisions apply.

**If the Centre is Reopened after a Forced Closure but with reduced capacity for care** as per government or other legislative intervention or for the safety of the students and staff, the following will apply:

### ***Available Capacity***

If there is Available Capacity for your child, but you decide not to immediately reattend at the Centre, you are not required to continue to pay monthly childcare fees until the Centre is Fully Reopened.

While payment of fees is not required, unless fees are paid to the Centre your childcare spot **will not be held** and may be filled by another individual needing care **without notice** to you. **You will be responsible** for following up with the Centre to confirm that there is still care available when needed. If care is no longer available you will be placed on our Waitlist, and subject to our Waitlist policy.

Any Credits in these circumstances are only able to be used as per the Credit policy and will expire as per the Credit policy whether or not care remains available. Any Deposit will continue to be credited toward the last month of care, as per the Deposit Policy. If your child does not reattend the Centre, the Deposit will be credited to the required Withdrawal Period and will not be refunded.

### ***Insufficient Capacity***

If there is Insufficient Capacity and your child is as a result not able to attend at the Centre, you are not required to continue to pay monthly childcare fees until the Centre is Fully Reopened. Your childcare spot **will** be held for you until space is available and offered to you, and you commence payment of fees, **or** the Centre is Fully Reopened, and fees have been paid, whichever occurs first.

If childcare space becomes available and is offered to you during times of Insufficient Capacity and you decline to attend at that time, you are not required to continue to pay monthly childcare fees until the Centre is Fully Reopened. While payment of fees is not required if you decline offered care, unless fees are paid to the Centre your childcare spot, once care is offered to you, **will not be held** and may be filled by another individual needing care **without notice** to you. **You will be responsible** for following up with the Centre to confirm that there is still care available when needed. If care is no longer available you will be placed on our Waitlist, and subject to our Waitlist policy.

Any Credits in these circumstances are only able to be used as per the Credit policy and will expire as per the Credit policy whether or not care remains available. Any Deposit will continue to be credited toward the last month of care, as per the Deposit Policy. If your child does not reattend the Centre, the Deposit will be credited to the required Notice Period and will not be refunded.

In times of Insufficient Capacity, care will be offered in priority in accordance with governmental guidelines or requirements. Otherwise, the Centre will survey families. If there are sufficient care spaces for all those requiring care, they will be allotted the available spaces. If there are insufficient spaces, the Supervisor/Designate will allot spaces based on the parent need, date, and time of request. Those not selected will be added to a waitlist in order of date and time of request.

If there are additional spaces available after families are surveyed, those declining available care will be placed in a random lottery and will be offered available spaces as drawn as per our policy on Available Capacity.

## REFUNDS AND CREDITS

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Monetary refunds of any childcare deposit or time remaining in a month will not be issued unless otherwise indicated in this Manual.

### Monetary Refunds

**Under no other circumstances will Monetary Refunds be issued by the Centre.**

Monetary refunds for the remaining time in a prepaid month and/or childcare deposits **will only be issued if the Centre is closed as a result of a Forced Closure as defined in this Parent Handbook** or required notice of withdrawal was properly provided **prior to** the closure, and the Centre does not reopen prior to the end of the notice period.

Refunds will be issued within **90 days** of the Centre being Fully Reopened. Any payment outstanding will be debited from the refund.

### Childcare Credit

Credit for remaining time in a prepaid month **will only be issued in the event of a Forced Closure**, as defined in this Parent Handbook.

Childcare Credit will be applied to childcare fees due payable to the Centre upon the child reattending the Centre after a Forced Closure. If the Centre has been Fully Reopened for **90 days** after a Forced Closure and payment of monthly fees for childcare has not resumed, all credits will expire, with no refund or other compensation provided.

Credit can not:

be paused once commenced,

be used toward childcare services for a child other than the child those fees were originally paid for,

**Credit has no cash value.**

### Deposits

With the exception of eligibility for Monetary Refund as defined in this Handbook, **deposits** have no cash value and are credited toward the last month of childcare due payable.



## ALLERGIES AND HEALTH MATTERS

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### Illness

Children with colds, fevers etc., should be kept home to prevent the spread of germs to other students and to ensure a faster recovery. Students who are well enough to be at school are expected to participate in regular outdoor recesses and in physical education. Parents will be contacted in the event of illness or accidents.

### Allergies

For children with allergies and specifically life-threatening allergies, parents/ guardians are required to complete the Allergy information Form and submit it to the school at time of registration.

Please notify the school if your child develops an allergy after enrollment. The school will help parents plan emergency procedures for serious allergies.

### Nut Free School

To ensure Alder Ridge School remains safe for all students and families, we have a strict *no outside food policy*.

Due to possible life-threatening allergies in our student body, Alder Ridge School aims to be **nut-free, shellfish aware and, scent safe** building.

### Plan of Care & Medication

The administration of Medication Form, available from the office, must be completed if staff are to administer any medication at school or if a Plan or Care is needed for your child.

Children with Anaphylactic allergies must also complete the Administration of Medication Form and provide the medication to the main office detailing instructions on how and when to administer the medication.

Alder Ridge School will only administer prescribed medication. Medication must be in its original container with the child's name and prescription clearly visible. Medication will not be administered without the Medication Form completed in its entirety.

### Communicable Diseases

You must inform the school if your child has recently been exposed to or recently recovered from a communicable disease, including but not limited to chicken pox, whooping cough, measles, meningitis, rabies, mumps, rubella, influenza, pink eye, fifth disease and any other contagious disease.

The school administration is mandated to notify the local health unit in the event a student has a communicable illness.

### Head Lice

Please notify the office immediately if your child has pediculosis (head lice) as these spread very easily. Students with live head lice will be sent home immediately upon discovery with a notification to the parents.

## **Lunch and Snacks**

Students will be provided with a nutritionist approved hot lunch and 2 health snacks every day. Hot lunches will be made daily and will include a meat or protein alternative, bread / potato / pasta, vegetables, milk and fresh fruits. The snacks will include fresh fruit, vegetables, crackers, cheese, yogurt and baked goods etc.

All meals and snacks will be nut-free and will be prepared fresh in our school kitchen.

For any dietary restrictions, food allergies or special requirements, please inform the school administration at the time of registration.

## **COMMUNICATION**

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Parents will be kept abreast of school activities and events via general messages posted on the parent portal and on our website.

We welcome parent feedback and encourage open dialogue in a professional manner to address any concerns. The school and family are a partnership and we look forward to developing that relationship.

In the event a parent feels the need to speak with the Director, they are encouraged to contact the office and a meeting will arranged within 3-5 business days. Phone calls will be returned within 24 hours. A copy of school policy and procedures on managing parent issues and concerns is attached in the Appendix.

Parents are welcome to visit their child's classroom at a pre-determined time and sit in during lessons. This allows the parents an opportunity to observe how their child is interacting and engaging with fellow students.

In addition to formal reporting of student's achievements, the school uses other formats to inform and consult parents as outlined below.

### **Communicating Student Progress**

Parent-teacher meetings will be scheduled at the end of each term and a formal progress report will be distributed for preschool and Kindergarten. Parents will be required to return a completed signed copy to the school for inclusion in the Ontario Student Record. In case of individual concerns, teachers may request interviews with parents as needed.

### **Student Information**

To ensure information on file is accurate and up to date, the school will send a student information form home in September. During the year, it is important to call and inform the school if there are any changes to the information, such as phone numbers or emergency contacts.

## **SPECIAL EVENTS**

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There will be many special events and activities throughout the academic year.

These include, but not restricted to, annual Science fair, STEAM presentations, the annual art exhibition, field trips, holiday celebrations and our parent's night. Information about these activities will be shared by the respective teachers and communicated through the parent portal.

### **Birthdays & Celebrations**

On their birthday, children are permitted to bring and distribute a goody bag to their peers. The give-away may contain school-safe toys, book etc., but no external food including cake is permitted to be brought to school.

Being an inclusive community, we encourage students to celebrate diverse and cultural days and festivities.

Students are also welcome to dress up for their national days and celebrate their heritage with their peers.

## **PARENT INVOLVEMENT**

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Parents and families are an integral part of our tight-knit community. We encourage parents to visit our school and meet with our staff. Parents are also welcome to participate in our school activities. From volunteering in the school to accompanying us on school trips to dropping-in for face-to-face meetings and discussions; there are many ways in which you can become a part of the Alder Ridge School family. Parents and guardians are also encouraged to visit our school and participate in our many volunteer opportunities. Volunteering at school in any capacity will require a valid police check.

## **SCHOOL POLICIES AND PROCEDURES**

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Our Code of Conduct is applicable at school, during school-related or school-sponsored activities and at events that happen outside of school which may impact the school climate such as on school busses. It is important to note that the Code of Conduct strives to make the school safer by focusing on; promoting positive behavior, providing early and ongoing intervention, preventing and addressing inappropriate behavior and managing inappropriate behavior with consequences. Our proactive approach results in a positive environment in which we seek to correct inappropriate behavior rather than a punitive approach which can be detrimental to children.

### **Code of Conduct**

At Alder Ridge School our objective is to provide outstanding education in a safe and inclusive setting. Students, parents and staff are expected to conduct themselves in a manner that is conducive to learning and that fosters positive feelings, emotions and relations amongst each other.

Once a part of the Alder Ridge School family, students are expected to uphold the name with pride. Our students are our ambassadors and it is incumbent on each student to conduct themselves in a manner that makes them, their family and the school proud. Some key areas of focus are:

### **Respect**

Students must take responsibility for their belongings and in turn learn to respect and be mindful of others' property including school property. Acts of theft and vandalism will not be tolerated.

Additionally, students are expected to maintain and respect their peers' personal space. This includes the need to keep one's hands to themselves and not engage in any form of touching, pinching, shoving, biting, hitting, etc. Disrespect of any form is not permitted at our school.

### **Positive Attitude**

Learning starts with a positive attitude and our students are expected to come to school ready and willing to learn and grow.

Students are expected to wear their uniform daily and enter school prepared for a new exciting experience. Toddlers and preschoolers must be dressed in comfortable school appropriate attire.

In order to have and maintain a positive attitude, it is important to get adequate rest and exercise and to eat healthy nutritious meals. Students and parents are encouraged to be cognizant of this and ensure they follow these guidelines to help students achieve a positive outlook both at school and outside of school.

### **Punctuality and Attendance**

Learning requires consistency and our students are expected to attend school regularly.

Students are required to reach school on time as not to disrupt their own or others' routines. Repeated late arrival and early dismissal are frowned upon.

If a student is unwell and unable to attend school, the school must be informed. Likewise, if a student has or recently had a contagious disease, please use caution to ensure the student remains home to prevent the spread of the illness to others.

### **Courtesy and Compassion**

Learning thrives in an environment of inclusion and consideration.

Students are encouraged to conduct themselves with kindness and concern for others. The use of words such as please, thank you, I'm sorry etc. builds character and demonstrates politeness and respect for others.

We expect our students to follow rules and guidelines and defer to their teachers instruction and authority. Equally, we expect our students to be polite when conversing and interacting with their peers and demonstrate sympathy and empathy as needed.

### **Progressive Discipline and Restorative Practices**

Progressive Discipline and Restorative Practices will be implemented when working to resolve issues of inappropriate conduct and behavior.

Our goal for the school is to develop and maintain a positive learning environment.

Discipline is a shared responsibility amongst staff, students, and parents. Students will be provided with positive reinforcement, praise and encouragement in recognition of suitable behavior.

We are all responsible for our choices and actions and it is important that we learn from our experiences. The needs of the individual student will be considered when 'poor choices' have been made and responsibility for actions/consequences are imposed.

## **PROHIBITED DISCIPLINARY PRACTICES**

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In line with the Child Care Early Years Act 2014, Alder Ridge Glen prohibits the following practices as they have been deemed harmful and detrimental to children.

- Corporal punishment of the child;
- Physical restraint of the child, such as confining the child to a highchair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the childcare centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his/ her self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

### **Harassment and Bullying**

At Alder Ridge School we have a no tolerance policy towards harassment or bullying of any nature. The Human Rights Code, states that every individual has the right to equal treatment without any form of discrimination. We embody this statement and commit to ensuring that harassment and bullying will not be taken lightly. Our goal is to develop and support respectfully friendships and relationships. Students who feel victimized or who witness the harassment of others should approach a staff member or a trusted adult who can bring it to the attention of the school.

### **Dismissal of Student**

Dismissal of a student is never pleasant, nor do we take it lightly. We hold our students and staff to extremely high standards of conduct and any complaint of contrary behavior will be investigated and acted upon as deemed necessary.

Children take time to settle in a new environment; but all environments are not for all children. As academic administrators, teachers and parents must be able to recognize if an environment is not the right fit for a child.

If a student acts out or repeatedly demonstrates behavioral issues, the teacher and or supervisor will make best efforts to work with the child and family to resolve the issue and reach the most suitable outcome. If a child is unable to adjust in our environment and requires specific physical, emotional or mental assistance, the school has the right to dismiss the child.

In the event of a dismissal, parents/guardians will be notified 2 week prior. We expect cordial behavior from the child and family and we will do our best to secure an alternate educational setting for the child.

We understand that at times, families may wish to withdraw their child(ren) from the school. In such a situation, families should notify the school one month prior.

## **REST TIME FOR EARLY YEARS**

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Children in the toddler and preschool program will be encouraged to sleep/rest for a period of 2 hours daily.

Each child will be provided with a cot, labelled with the child's name and a clean sheet which will be laundered weekly. Parents are encouraged to provide a pillow and blanket for their child and will be required to take these items home weekly to be cleaned and returned.

The supervision ratio for sleeping children will be maintained as outlined in our school policy and there will be ample light to conduct half hourly visual checks on all sleeping children to ensure they are peaceful and not stressed or disturbed in any way. Any unusual behavior while napping will be communicated to parents and recorded.

Children who do not require naps will be engaging in quiet activities in their classroom. While we encourage young children to nap so they remain fresh and able to engage in classroom activities, we respect different schedules and will work with parents to ensure the child is adequately rested and thus able to actively participate in school programs.

## **SUPERVISION OF STUDENT AND/OR VOLUNTEER**

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Individuals in the capacity of volunteer or student placement will not be included in the supervision ratio nor will they be left alone with a child at any time. These individuals must be 18 years of age or older and will be required to submit a police clearance prior to any contact with our students.

Students interactions with volunteer or student placement personnel will be strictly monitored by a mentor and will follow the protocol outlined in our orientation and training procedures designed to monitor interactions with children in our care.

## **ACCIDENTS/INJURIES**

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We always hope to be proactive and prevent any foreseeable accidents. If any injury were to occur, the staff will be provided first aid treatment and complete and accident report.

Minor injuries will be attended to at school and the parents will be informed via a copy of the incident report which will also remain in the students file.

If immediate medical attention is deemed necessary at any time, students will be transported to the nearest hospital accompanied by a staff member till a parent/ guardian arrives and the child is safely handed over. Parents/Guardians will be immediately informed. In the event parent/ guardian can not be reached, we will contact the emergency contacts as provided to the school.

## **SAFETY AND SECURITY**

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The safety and security of our students and staff is paramount at Alder Ridge School.

Access to school premises will be controlled at all times and entry for parents and visitors is only permitted from the main entrance where the school office is located.

Parents will be provided with a PIN number which they will input on the pin pad outside the main entrance to obtain admission. If you regularly have an alternate person drop off or pick up your child, please share this PIN number with them.

Other than dropping off and collecting toddlers and preschoolers from their respective classrooms, all visitors must report to the front office to sign in/out. Parent/ alternate contacts must also sign in/out if dropping a child late or collecting early.

## **PRIVACY AND CONFIDENTIALITY**

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Our privacy commitment ensures that all data and information gathered from parents and families is kept strictly confidential.

An annual confidentiality waiver will be required for each student. Once signed by the parent/ guardian, it will be stored in the students file.

Our data is stored in a secured location and access is strictly controlled to ensure your privacy is maintained. This information is not shared with any other parties unless it is mandated by law, or if it is required for school purposes to provide you with benefits and services as part of our program.

## ADMISSIONS INFORMATION

### WELCOME

---

Alder Ridge School offer best-in class educational experience. Following the core elements from the established Montessori format, our foundation is built on excellence both inside and outside the classroom. We aim to nurture young minds in a safe structured environment helping them grow into confident successful adults, ready to lead and thrive in our global community.

Our foundation is built on excellence both inside and outside the classroom and we nurture young minds in a safe structured environment, helping them grow into confident successful adults ready to lead and thrive in our global community.

### PROGRAM STATEMENT

---

Alder Ridge School aims to provide an outstanding educational program in an environment that complies with the Ministry of Education’s policy statement on educational programming and pedagogy, using the Ontario Curriculum learning expectations as a baseline for our academic planning.

At Alder Ridge we take pride in providing a safe and nurturing setting for children in our care. Toddlers aged 18 months through kindergarten are coaxed and molded to emerge inspired, empowered and ready to excel.

Our primary objective is to nurture these young impressionable minds. We will help each child to explore and capitalize on their individual strengths, while simultaneously helping them to overcome obstacles and challenges along the way.

Building on the core attributes of the Montessori program, we encourage our students to strive for excellence in both academic and non-academic pursuits.

### GENERAL INFORMATION

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#### School Structure

- Age 18 months to SK

#### Schedule

- Academic year: first week of September to third week of June
- Academic day: 8:30 a.m. – 3:30 p.m. (may differ by division)

#### Extended Program

- Before care: 7:00 a.m. – 8:30 p.m.
- Aftercare: dismissal – 6:00 p.m.



## **Lunch Program**

Students will be provided with a nutritionist approved hot lunch and 2 health snacks every day. Hot lunches will be made daily and will include a meat or protein alternative, bread / potato / pasta, vegetables, milk and fresh fruits.

The snacks will include fresh fruit, vegetables, crackers, cheese, yogurt and baked goods etc.

All meals and snacks will be nut-free and will be prepared fresh in our school kitchen.

For any dietary restrictions, food allergies or special requirements, please inform the school administration at the time of registration.

## **Arrival & Dismissal**

Staggered arrival and dismissal routines have been scheduled to avoid congestion. Parents are requested to adhere to the schedule below.

- Arrival 8:30 a.m. Children must be dropped to their classroom by a parent or guardian.
- Dismissal: full-day dismissal is at 3:30 p.m.; half-day dismissal is at 11:50 a.m. At dismissal time, children are to be collected from their classroom by a parent or guardian.

## **Holidays**

The school will be closed on the following days:

- Thanksgiving
- Winter Break (2 weeks in December)
- March Break (2 weeks beginning the second week of March)
- Easter (Friday and Monday)
- Victoria Day
- Summer (10 weeks)

## **Facilities**

Alder Ridge School's campus boasts state-of-the-art facilities and has been constructed with the student in mind. Our layout and design promote experiential learning, practical exploration, physical activity and mental wellness. Our School has an in-door play space offering a safe environment for young children to learn basic sports, enjoy play time and exert excess energy.

## **Uniforms**

Students will wear the Alder Ridge School uniform with pride. Starting in preschool, students wear the uniforms daily; while our toddlers are expected to wear suitable comfortable clothing.

## **Health and Allergies**

- Each child must be immunized as per the Ontario Ministry of Health
- The Medical and Allergy information Form, provided upon enrollment, must be completed by the family doctor prior to starting school.
- Should prescription medication be required during school hours, an Administration of Medication Form must be completed prior to starting school.

### **Security**

- Alder Ridge School places your child's safety first. Our facility is equipped with cameras throughout the building and access is limited to authorized individuals only.
- Parents wanting to visit the school during program hours are welcome to do so. While this affords an excellent opportunity to learn about school, parents are requested to make an appointment by contacting the main office for meetings involving administrative staff and/or teachers.
- For safety of our students, visitors are required to identify themselves at the reception or main office upon entering the building.

### **Parent Involvement**

- Parents and families are an integral part of our tight-knit community and are encouraged to visit our school and meet with our staff. Parents are also welcome to participate in our school activities; from volunteering in the school to accompanying us on school trips to dropping-in for face-to-face meetings and discussions; there are many ways in which you can become a part of the Alder Ridge family.
- Our user-friendly Parent Portal connects you directly with our faculty and administration and is testament to our commitment to a technologically advanced school culture.

### **Student Life**

A child's development requires both academic and non-academic opportunities. To achieve that we offer a number of clubs, activities and camps to help students develop confidence and excel in extra-curriculars. While activities vary with age, they include music dance, swim, gymnastics, robotics, spelling bees, math clubs and many more.

### **Absenteeism**

Parents are asked to notify the school administration if their child is going to be absent from school for any reason. Planned or unplanned absences should be reported to the main office via email at [admin@alder-ridge.ca](mailto:admin@alder-ridge.ca) or via phone at 905-699-2060.

### **Admissions**

Parents wishing to enroll their child at Alder Ridge School are asked to submit a completed application form along with a copy of the immunization record, and a non-refundable fee of \$200.00.

The administration office is available to answer any questions, provide more information and arrange a visit to the school. For more information, please call 905-699-2060 or email [inquiry@alder-ridge.ca](mailto:inquiry@alder-ridge.ca).

### **Waitlist**

Alder Ridge School maintains a waitlist of families interested in enrolling their children in the program through the online registration portal. The waitlist records the date on which the child was placed on the list and indicates the priority sequence. Once a spot becomes available, the family will be contacted immediately.

## TUITION & FEES

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School fees differ based on full or half day programs. For convenience, payment schedules can be based on annual or monthly installment plan.

### Plan A – Annual Plan

Program	Annual Tuition
Toddler - Full Day Program	\$ 13,500
Toddler - Half Day Program*	\$ 11,000
Casa - Full Day Program	\$ 12,400
Casa – Half Day Program*	\$ 9,950

### Plan B – Monthly Plan

Program	Annual Tuition
Toddler - Full Day Program	\$ 1,400
Toddler - Half Day Program*	\$ 1,150
Casa - Full Day Program	\$ 1,290
Casa – Half Day Program*	\$ 1,045

### Extended Care Program

Before School Program (7:00 a.m. – 8:30 a.m.)	After School Program (3:30 p.m. – 6:00 p.m.)
<b>Plan A:</b> \$ 2,000 (Annual)	<b>Plan A:</b> \$ 3,000 (Annual)
<b>Plan B:</b> \$ 220 (Monthly)	<b>Plan B:</b> \$ 330 (Monthly)
<b>Drop in Fee:</b> \$ 15 per child per day	<b>Drop in Fee:</b> \$20 per child per day

## GENERAL TERMS

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- There is a non-refundable application fee of \$200.00.
- A 5% discount is offered to families with two or more children enrolled at Alder Ridge School.
- All school supplies and learning materials are included in the fees.
- Meal costs are also included in the fees.
- Additional costs include uniforms, school trips and after school activities.

### PAYMENT OPTIONS

#### Plan A- Annual plan

- The tuition balance is due in full by June 30<sup>th</sup>.
- Full payment of tuition fee balance is subject to a discount.

#### Plan B- 10 monthly installments

- The tuition fee balance is paid in 10 monthly installments from July 1<sup>st</sup> to April 1<sup>st</sup>.

### PAYMENT OPTIONS

- All tuition and fee payments are processed as per billing schedule above.
- Payment methods include Pre-Authorized Debits (PAD) or postdated cheques. PAD's with a VOID cheque OR postdated cheques are required to be submitted at time of registration.

**REFUND POLICY**

- All fees and deposits are non-refundable.
- The signee will be responsible for all tuition and other fees for the entire academic year.

**OTHER TERMS**

- Families must inform the school office of any bank account changes at least 15 days prior to the next automatic withdrawal date.
- A \$50 fee is applied to NSF cheques or PAD payments.

## APPENDIX-A

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### **Alder Ridge School policy on managing parent's issues and concerns**

#### **Purpose**

The purpose of this policy is to provide a transparent process for parents/guardians, the licensee and staff to use when parent/guardian brings forward issues/concerns.

- Parents and guardians are encouraged to take an active role in our school and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, childcare providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their child(ren). Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.
- All issues and concerns raised by parent/guardians are taken seriously by Licensee/Supervisor/Designate and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.
- Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request.
- An initial response to an issue or concern will be provided to parent/guardians within two business days. The person who raised the issue/concern will be kept informed throughout the resolution process.
- Investigation of issues and concerns will be fair, impartial and respectful to parties involved.

#### **Confidentiality**

- Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Children's Aid Society).

#### **Conduct**

- Our Centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.
- If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

#### **Procedures to be followed by Parent and/or Guardians**

- Program Room-Related concerns such as schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc., parent/guardian to raise the issue or concern to the classroom staff directly or the supervisor or licensee.
- General, Centre- or Operations-Related concerns such as childcare fees, hours of operation, staffing, waiting lists, menus, etc., parent/guardian to raise the issue or concern the supervisor or licensee.
- Concerns regarding student and/or volunteers should be addressed with the staff directly responsible for supervising the student and/or volunteer. All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parent/ guardians become aware of the situation.

### **Procedure to be followed by Staff and Administration**

- When a parent/guardian expresses a concern or complaint, staff shall receive the concern and complaint courteously, ensure they clearly understand the nature of the concern/complaint and if appropriate redirect to the person best suited to address the matter raised.
- If a staff is not able to properly respond to the matter being raised or should the response considered inadequate by the person raising the matter, staff will request an appointment with the supervisor/designate.
- Depending on the nature of the matter raised, a meeting will be arranged between the parent/guardian and supervisor/designate/licensee within 3-5 business days.
- Staff and/or supervisor/designate will document the issue/concerns in detail. Documentation should include:
  - the date and time the issue/concern was received;
  - the name of the person who received the issue/concern;
  - the details of the issue/concern; and
  - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
- Staff or supervisor/designate/licensee will provide a resolution or outcome to the parents/guardian who raised the issue/concern.

## APPENDIX-B

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### Purpose

The program statement provides information about the operation of the School; its philosophy and pedagogy.

**Please note that this mission statement is an evolving document and will be updated and improved upon from time to time.**

### Program Statement

Alder Ridge provides an educational program and an environment that comply with the Ministry of Education's policy statement on educational programming and pedagogy. Alder Ridge prides itself on providing a safe and nurturing environment for children aged 18 months through to kindergarten and ensuring students in our care emerge inspired, empowered and ready to excel.

At Alder Ridge, our primary objective is to nurture young impressionable mind by building on each child's individual strengths and helping them overcome challenges. As we strive for excellence in our academic pursuits, we have combined the core attributes from proven educational formats: Montessori and Emergent Curriculum.

Alder Ridge's interpretation of both the Montessori pedagogy and Emergent Curriculum, an inquiry-based learning approach, are consistent with the Minister of Education's Policy Statement as set out in "*How Does Learning Happen (HDLH)?*" It is important to note that the Montessori pedagogy often describes children's activities as 'work' where HDLH describes children's activity as 'play' but the activities, as experienced by a child, are one and the same.

This Ministry program statement will be reviewed with childcare staff, students and volunteers annually or whenever an amendment is made.

### Implementation

Alder Ridge holds the view that **all children are competent, capable, curious, and rich in potential**. This Ministry statement describes our goals for children at Alder Ridge and the approach that we implement to meet those goals.

We promote the **health, safety, nutrition, and well-being** of the children in our care by diligently meeting all the requirements of ONTARIO REGULATION 137/15. We maintain a high level of compliance with respect to ratios for each age group. All our staff are trained and qualified to supervise the age group that they are responsible for. We provide meals that include all the food groups required for growing children as set out by the Canada Food guide. We maintain the health of each child by ensuring that proper hygiene measures are taken in case of a child falling ill in school, during any accidental spills of body fluids and if there is an outbreak of a disease. We have illness policies and procedures in place that outline issues such as quarantine, contagious diseases and the protocol to maintain when isolating a child that is sick.

We support **positive and responsive interactions** among the children, parents, childcare providers, and staff by communicating, promoting, and adhering to our 'Values' and our 'Code of Conduct.' These are communicated in our staff policies and in the parent handbook. They are applied to all members of the Alder Ridge community – staff, board, interns, students, parents, volunteers, observers, and visitors. In addition, we have a contravention policy in place that must always be adhered to by all.

We also adhere to the Ministry of Education, and partner with Municipalities and community partners to provide a safe shared space in which students transform into confident, considerate and competent young adults. Through these partnerships we not only keep our audience well-informed, but also hold ourselves accountable to evidence-based approaches to learning and childcare.

We follow an educational blend of the Montessori and Emergent Curriculum, which vigorously reinforces in each student the importance of positivity both internally and externally. Our positive educational environment provides a combination of play-based learning and real-life experiences to encourage **self-expression, communication and self-regulation**.

We encourage the children to **interact and communicate in a positive way** and we support their **ability to self-regulate** by allowing each student to embrace their curiosity and inquisitive nature. Children are encouraged to challenge themselves in their safety of the school environment and explore their classrooms and curricula.

We provide child-initiated and adult-supported experiences. All Montessori materials and Emergent Curriculum rubrics are introduced to a child by an adult or by another child, and while the staff are always observing children to see what support each child might need, they are very sensitive to allowing children their own initiative as this most often results in children being deeply engaged and peaceful in what they are doing. Staff is always trying to find exactly the right moment to introduce a child to something new so that they have enough time to master something but also are always being gently challenged.

We foster the **children's exploration, play, and inquiry** by having fully equipped Montessori play/learning environments, further supported by Emergent Curriculum rubrics, in which activities are present for the full range of ages in each room. There are activities that assist children to become independent or able to assist others in care of the self, care of the environment, and care of others (Grace and Courtesy); activities to explore and refine all the senses, as well as discover sequencing and order; activities to increase vocabulary, encourage discussion, explore sounds, and begin to develop the process of writing and reading; activities to develop number sense, numeracy, understanding of large quantities, the mathematical operations, geometry, and even rudimentary algebra concepts; and then many activities to introduce all the wonderful things in our world. In addition, there are activities for cutting, colouring, painting, exploring colour, shape, and texture, pasting, etc. Children understand where everything is kept and they are able to choose and return things independently and with their friends.

We incorporate indoor and outdoor play, as well as active play, rest, and quiet time into the day, and give consideration to the individual needs of the children by allowing the children to manage a great deal of their day. Children can choose to move about the classroom carrying things or building things, or sit quietly at a table moving intricate pieces. In addition, we have a large, well equipped, outdoor playground that children access in groups twice each day.



We welcome and involve local community partners such as Music, Martial Arts and Yoga classes, so that they can support and assist with the development and implementation of an enriched program.

We believe in **engagement of ongoing communication with parents** about the program and their children by having regular parent evenings, inviting parents in to observe their children, writing monthly newsletters, and sending home little explanations of the creations that children bring home. We also encourage daily communication through our online parent portal that allows parents to connect with our teachers and administration at their own convenience.

We also encourage diversity, respect and tolerance to all cultural and religious backgrounds. To support our children and their families in their cultural and religious beliefs, we encourage parents and caregivers to visit our school and to share their beliefs and thoughts with us. This regular feedback and interaction encourages two-way communication and strengthens the relationship between parents and educators. We support our staff and others who interact with the children in relation to **continuous professional learning** by having them attend conferences and workshops throughout the year. We also meet at the end of August at which time all staff review and complete all necessary documentation required by ONTARIO REGULATION 137/15. At the beginning of each year, we set goals for our staff based on the feedback of staff evaluation sheets and we plan for how to support them in the achievement of those goals. We have a budget dedicated to Professional Development that any staff person can access depending on their particular needs. We have three Professional Development days set aside each year to attend conferences and/or to meet as a whole staff and in smaller groups to review our work and plan for improvements. We also meet monthly to discuss ongoing issues or topics of particular interest.

We **document and review** the impact of the above strategies on the children and their families through observation, conversation, meetings, surveys, etc. At Alder Ridge, the management has number of ways in which we will mentor and support our teachers in implementing our program goals:

- All employees, students and volunteers shall review and sign off on the program statement prior to interacting with children, annually and when the program statement has been modified. Records of this shall be kept for 3 years.
- Monthly team meetings will take place with the teachers in each classroom to support them in their program implementation.
- Monthly staff meetings will take place with the full staff team to provide a forum for on-going learning for staff and an opportunity to contribute to the evolution of the program and overall effectiveness of the school.
- Individual observations of each teacher will take place twice per year, accompanied by feedback and mentoring on their performance and teaching style.
- On-going monitoring of the classrooms will be done to ensure that the **Contravention Policy** is being observed and that none of the **prohibited practices** are happening. In the event that any prohibited practices should occur immediate disciplinary action will take place according to the school policy. (Refer to the Contravention Policy for detail).
- Training and orientation will be provided to all students and volunteers so that they are familiar with the program statement and implementing all aspects of it along with the classroom teachers.
- Alder Ridge **prohibits** the carrying out of any of the following practices:
- Corporal punishment of the child;

- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;  
or
- Inflicting any bodily harm on children including making children eat or drink against their will.