

CLANMORE PARENT HANDBOOK and CALENDAR

Please Note: The Clanmore Montessori COVID Handbook takes primacy over this handbook in the event of overlap.

Table of Contents

School Hours / Guidelines: Drop Off and Pick Up	page 2
Procedure: Drop Off, Pick Up	3
Clanmore Staff	4
Communication	5
Parent Education and Curriculum Events Social & Personal Development (Restitution)	6
Observation	7
Reporting on Your Child's Progress	8
Clanmore Parent Association	9
Policies & Procedures	10
Health Policy: Periods of Exclusion	11

Index

Communication	page 5
Curriculum Evenings	6
Drop Off/Pick Up Information	2-3
Health Policies/Periods of Exclusion	11
Observation	7
Parent Association	9
Parent/Teacher Conferences	8
Procedures/Policies	10
Attendance	
Appointments	
Birthdays	
Health Policy	
Holidays/Changes in Your Schedule	
Medication/Ointment Policy	
School Closures	
Snacks	
Tax Receipts	
Reporting on Your Child's Progress	8
School Hours	2
Social Development/Restitution	6
Staffing	4

School Hours

Half Day (Toddler, Casa)	arrival 8:45am / dismissal 11:30am (Toddler) arrival 8:40am / dismissal 11:30am (Casa)
School Day (Toddler, Casa)	arrival 8:45am / dismissal 3:30pm (Toddler) arrival 8:40am / dismissal 3:30pm (Casa)
School Day (Elementary)	arrival 8:30am / dismissal 3:45pm
School Day (Middle School)	arrival 8:15am / dismissal 4:00pm
Extended Day/Partial Extended Day (Toddler, Casa, Elementary) (Middle School, unsupervised)	arrival 7:30am (onwards) dismissal (until) 5:30pm arrival 8:00 (onwards) / dismissal (until) 5:30pm

Occasional Before and After School Care is subject to availability.

After School Co-curricular Programming is offered. Registration is on a per program basis

Guidelines: Drop Off and Pick Up

- Using our “kiss and ride” system, please pull into the parallel parking lane adjacent to the sidewalk, and pull forward as the cars move up through the line. Please ensure that your child remains buckled in until your car has come to a full stop.
- If you choose to park and walk your child up to the school, **please hold his/her hand** while walking near motor vehicles. Use the parking spots available along the wooden fence, or park in the Town of Oakville parking lot just north of Clanmore off Armiger Lane.
- Please wait for a staff member to greet your child, never leaving him/her unattended. If you arrive late, please enter through the reception doors and a staff member will escort your child directly to his/her classroom.
- At dismissal, it is important that you **stay in your car and your children will be brought to you**. We cannot dismiss children to parents who have left their cars unattended in these spaces to walk up, as this creates traffic flow and safety issues.
- Middle school students may let themselves in to the school. Upon arrival, they must report directly to their teacher/s.
- Ensure that persons picking up your child are authorized by you to do so on the school pick-up consent form on Hubbli or via written note or email.
- For appointments, please pick up prior to 11:15am or 3:15pm to avoid parking lot traffic.

Drop Off

Enter Armiger Lane, east of the school, off Lakeshore Road and drive to the end of the lane. Turn left on to the school property.

Teachers will greet the children at the cars and escort them into the building.

Door 1: Casa North

Door 2: Middle School

Door 3: Casa East & West; Upper & Lower Elementary East & West

Door 6: Toddler

Middle School students may let themselves into the school. Upon arrival though they must report directly to their teacher/s.

If you wish to walk to the building with your child, please park your car in one of the school parking spaces, or in the parking lot north of the school, and escort your child by hand to the door where he/she would normally enter.

Pick Up

Door 6: Toddler

Playground 4: All students, except Toddler, are dismissed from the playground in fair weather.

Inclement weather dismissal is from entry doors as listed above.

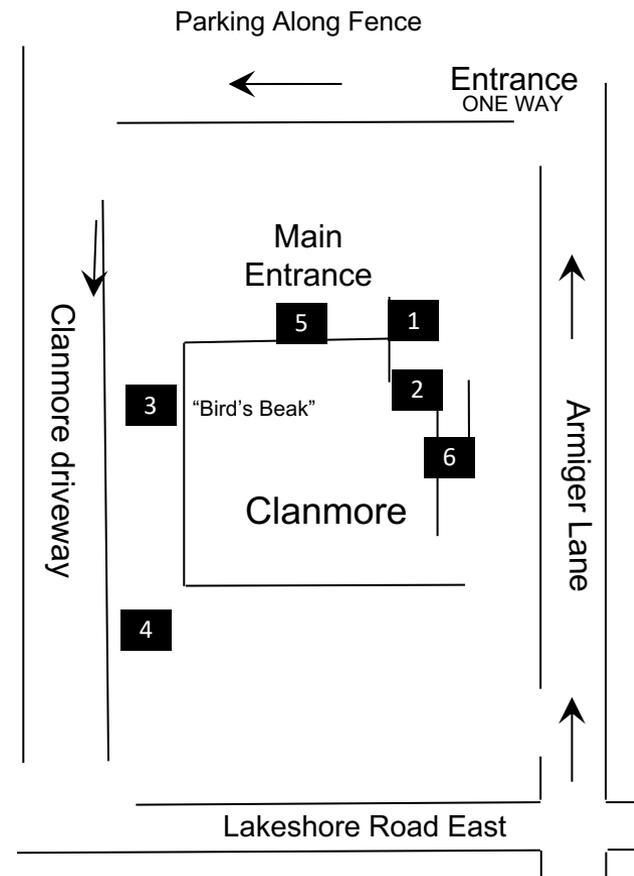
Please remain in your cars and the teachers will escort the children to you.

Note: Middle School students are dismissed independently at 4pm.

Note: For appointments etc., we ask that you please pick up prior to 11:15am or 3:15pm to avoid parking lot traffic.

Other Times

If at times other than pick up or drop off you wish to enter the school, please use our main entrance (Door 5). Similarly, if you arrive at a time when the door through which your child would normally enter is locked, please use the school's main entrance and check in with the person on reception.



Clanmore Montessori School Staff

Toddler Staff

Toddler Program Administration

Anna Ossott
Lucy Salas
Dani Barr
Angela Patient

Casa Staff

Casa Program Support

Carrie Caldarone
Charlene Roberts
Kim Valicek
Teresa McLean
Michelle Robin
Leila Sairally
Beatriz Narvaez
Olena Melnykova
Jaspreet Banwait

Lower Elementary Staff

Joanne Grassi
Tarunya Gouthaman
Andrea Mak
Jennifer d'Albenas

Upper Elementary Staff

Renée Osterback
Marianne Bedore
Daniel Manly
Gayle Barrow

Middle School Staff

Middle School Adjunct Staff

Kristina Wright
Kate Barrack
Daniel Manly
Veronika Overton

Additional Recess/Extended Day/Supply Staff

Lesley Hillis

School Owners

Grace Kidney
Cathy Sustronk

Admissions Co-ordinator

Elaine Delsnyder

Communication Co-ordinator

Anne Mercer

Policy and Finance Co-ordinator

Leslie Austin

Educational Consultant

Azza Daba

Event Co-ordinator and Administration

Veronika Overton

Kitchen and Lunch Program Coordinators

Wendy McCrae and Bev Galway

Reception and Administration

Elvira Vincent DePaul

Specialty Staff

Elaine Kerr-Morgan - Art
Anna Lafarge & Beatriz Narvaez - French
Cosima Loranger & Rachel Stewart - Music
Jason Rybak - Physical Education
Megan Kelly - Drama & Theatre Arts (MS)

Communication

At Clanmore we know that communication between the school and our families is vital as we all work together for the success of your children and their school.

If you have a comment, question or any information to pass along, we offer you the following options:

- Written notes

- Telephone messages: (905) 337-8283

- Emails: teachers@clanmore.ca

Please be aware that it is a Clanmore policy that we will not discuss a child via email. Feel free to send us an email or written note requesting a meeting or telephone call (make sure to include your child's class in the subject line). Additionally, we ask that you avoid including sensitive information in your email communication (in this instance you are welcome to write us a note). We want to maintain respect and protect the children at all times.

- In Person Meetings

In addition to Parent-Teacher Conferences, we are happy to schedule meetings upon request.

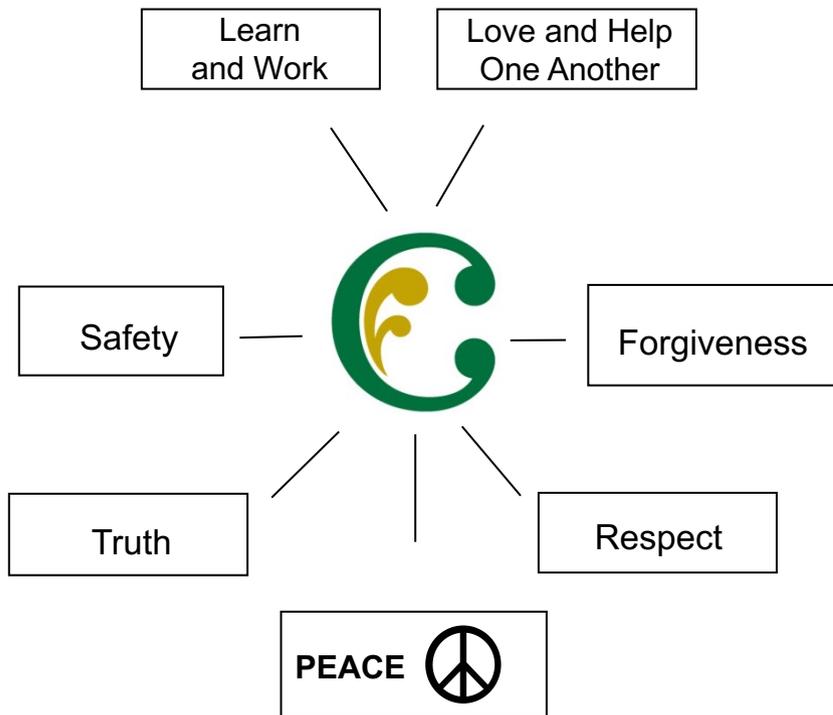
To keep in touch with what is happening at Clanmore we invite you to:

- Observe in any of our classrooms
- Volunteer as your schedule permits
- Check the website calendar frequently. (You can have this electronic Google calendar shared with you directly.)
- Visit our blog (There is a link on our website.)
- Visit us, follow us, join us on **Facebook** (Clanmore Montessori) and **Instagram** (@Clanmore) and please join our private **Facebook group** (Clanmore Montessori Group).
Our Parent Association also has an Instagram account too! Please support your PA.
- Make a note of the information and dates in the email correspondence we send out.
- Attend as many of our curriculum and social functions as you are able.

Parent Information and Curriculum Events

These events are for you to learn more about Montessori education, child development and what you can do at home to best support your child. We are often told that the children are not very forthcoming in their descriptions of their days; these events, therefore, will afford you a glimpse into the world we share with your children each day. In addition, they are also a wonderful time to connect with your child's teachers and other parents, as well as providing an opportunity for you have your questions answered and gain new insights.

Your attendance at parent information and curriculum events is vital. We hope to see you there.



Restitution – Social and Personal Development at Clanmore

Restitution: creating the conditions where a child can fix his/her mistakes and return to the group strengthened.

Elementary and Middle School

Using the ideas of Diane Gossen on Restitution, at Clanmore we work to meet our needs of belonging, power, fun and freedom in an environment which endorses both our beliefs as well as the intrinsic motivation of each person. At Clanmore the children believe that we attend school to work and learn, to help ourselves and one another, to love and be loved, to be in an atmosphere of truth and respect and to be safe. Our ultimate goal is peace for all. Discussions and activities centre around these beliefs and are, of necessity, age appropriate and always aimed at offering independence and strengthening the individual within the community.

Casa Children

The Casa children are introduced to the ideas of the restitution theory in a very concrete way. They are guided with care through social difficulties, and are encouraged to begin using the problem-solving strategies which we model and role-play with them.

Observation at Clanmore

Toddler / Casa

After November 1st, parents are invited to spend time at the observation window (toddler) or in their child's classroom (or any other classroom), observing the environment, the teachers, the children and the systems and ways of the community. We provide an adult sized chair and a clipboard & pen, should you wish to take notes. If you have any questions about what you see, we are pleased to follow up with a telephone call at your request.

To book a 20 minute observation appointment, please call, send an email or handwritten note to the attention of your child's teachers. They will do their very best to meet your scheduling needs, as well as the needs of the children in the classroom. Please note classroom observations close at the end of May.

Elementary

Each year, we have two unique opportunities for our Elementary Parents.

- Beginning in November, we encourage you to book a "guided observation" during which a teacher will sit with you and guide you in your observation. Please call, send a handwritten note or email to book. Please note guided observations close at the end of May.
- During the year we will also invite you to Student-led Classroom Demonstrations, as well as Portfolio Meetings for the Upper Elementary students. The demonstrations are an opportunity for the children to model for you a typical "day at Clanmore". They are an opportunity to observe your own child as well as all the others actively involved in their learning while they demonstrate various exercises.

Middle School

All Clanmore parents are welcome to observe the Middle School at any time throughout the year. Please contact the Middle School core teachers to book an observation appointment and lunch visit.

In addition to an annual Parent-Teacher conference, twice a year Middle School parents are invited to join their children and their teachers in Student-led Conferences.

Middle School parents are always welcome to attend Middle School events and student presentations held throughout the year.

Reporting On Your Child's Progress

Parent / Teacher Conferences

Parent/Teacher conferences are held in the 1st and 3rd terms for all children at the Preschool and Elementary levels. Middle school conferences, some of which are student-led, are held in all three terms. Conferences are an essential component of the communication between you and the school, as they allow for an opportunity to discuss your child in detail. Here are some questions to consider to ensure that you make the most of this time:

Have you observed in your child's classroom this year?

Have you reviewed information gathered at curriculum events?

Have you prepared a list of questions?

Have you requested an observation in a class at the next level, if your child is ready to move on?

Have you ensured availability for all parent/teacher conference times as set out in the Clanmore calendar?

Written Reports

Written reports are prepared for Elementary and Middle School students. Reports are prepared at the end of Term 1 for Middle School students, and at the end of Term 3 for both Elementary and Middle School students.

By Request

In addition to scheduled conferences, parents are welcome to request a phone call or meeting during the school year to discuss their child's progress. Similarly, teachers may request an extraordinary Parent-Teacher meeting to discuss your child's progress.

Your Child's Work

Toddler and Casa parents will learn the most about their child's progress through observation and Parent-Teacher Conferences. Elementary and Middle School students also bring home completed work which is informative. All Elementary students keep work journals and the Upper Elementary children host portfolio meetings in which they share samples of their work with parents, in effect, parent/child conferences. The Middle School students also participate in Student-led Conferences, in which they use as reference selected samples of their work.

Clanmore Parent Association

Mission Statement

The Parent Community at Clanmore fosters the nurturing environment that supports the children, their teachers, the parents themselves and the school.

Parental involvement at Clanmore is an integral part of the Clanmore experience. From Pizza Day lunches and Listening to Reading, to story-telling, cooking, gardening and so much more, parents provide invaluable input to enrich programs – both academic and extra-curricular. The Parent Association is a forum where parents arrange activities to enhance the children’s learning experience. It is a wonderful way to get to know the children and other parents. The Parent Association is an essential and treasured element of the Clanmore community.

All Clanmore parents are welcome to participate in any way.

Some initiatives have included:

- Gardening
- Listening to Reading
- Parent Fund Raising
- Pumpkin Carving Family Event
- Planning social events
- Scholastic book sales
- Pizza and Sub Days
- Annual Family Skating Party
- Garden Party
- Winter Tree trimming

New ideas are always welcome! Come and join us.
Contact parents@clanmore.ca for more information.
Follow us on Instagram: @Clanmore_PA

Policies and Procedures

Attendance If your child will be absent, please send an email to teachers@clanmore.ca or call **905-337-8283**. A message will be passed to the teachers. If the reason for absence is illness, please detail the relevant symptoms. If you arrive late deliver your child to reception. Middle school students may let themselves into the school. Upon arrival they must report directly to their teacher/s.

Appointments (medical, dental, hair etc.) Try to schedule your child's appointments outside of school hours. Children coming and going are a distraction to the other children, and make presentation scheduling very difficult for the teachers. Please pick up no later than 11:15am for morning appointments and no later than 3:15pm for afternoon appointments. This avoids traffic congestion in the driveway.

Medication/Ointment Policy Generally we do not encourage medicine-taking at school, however if your child needs to take medication or apply any cream (including non-prescription lotions) during school hours, the Medication/Topical Cream Form is available on our website (clanmore.ca: Admissions-Forms). You must complete this form prior to sending your child to school with medicine/ointment.

Birthdays Our birthday celebrations are casual class celebrations organized by your child's teacher/s. If you wish to send in a birthday snack, please keep it simple, healthy, nut-free, and commercially prepared, including for reference the ingredient list. Please keep in mind that birthdays are often celebrated before lunch. We kindly request that birthday party invitations be extended privately by parents. Please email teachers@clanmore.ca for a copy of the class list for email addresses.

Snacks Snacks are provided by the school to tide the children over until lunch/the end of the day. They are not a replacement for breakfast or lunch.

Outdoor Activities The children spend time outdoors in **all seasons**. Please ensure that your child wears or has available suitable clothing for the whole day's forecast, including wet or cold conditions. Environment Canada referenced temperatures (with/without windchill) Toddler students (down to -10° C), Casa students (-15° C), Elementary and Middle School students (-20° C).

Holidays/Changes in Your Schedule If you are planning a holiday without your child or changing your family routine, let us know so that we may best support your child at school.

Tax Receipts Tax Receipt Request Forms are sent out by email in January. Upon receipt of a request, Clanmore will issue a tax receipt by February 28th.

School Closures In the event of inclement weather, Clanmore will close if the Halton Schools are closed. For all closures, you will be notified by email.

Health Policy Please see periods of exclusion guidelines on the following page.

Clanmore Montessori School Health Policy: Periods of Exclusion

For your information, we include the following data from the Halton Region Health Department for the most common illnesses. Some symptoms may indicate a communicable disease, and the child should be excluded from a school environment for a prescribed period of time. Please note that information provided here may change. The COVID Handbook takes primacy over the information here.

<u>Symptom/Illness</u>	<u>Period of Exclusion</u>
<ul style="list-style-type: none"> • Fever Temperature of 38.5°C (101°F) or higher 	Until symptom has subsided without medication
<ul style="list-style-type: none"> • Vomiting – 2 or more episodes of vomiting within previous 24 hours 	Until 24 hours after vomiting <u>stops</u> (time may be increased during times of heavy illness)
<ul style="list-style-type: none"> • Diarrhea – an increased number of abnormally loose stools in the previous 24 hours; or 3 or more loose stools per day without obvious dietary, drug or medical cause 	Until 24 hours after diarrhea <u>stops</u> (time may be increased during times of heavy illness)
<ul style="list-style-type: none"> • Influenza 	Until 5 days after onset of symptoms
<ul style="list-style-type: none"> • Pinworms 	Until 24 hours after treatment begins
<ul style="list-style-type: none"> • Strep Throat • Impetigo • Scarlet Fever • Pink Eye (conjunctivitis) 	Until the antibiotic treatment prescribed by a doctor has been taken for at least 24 hours
<ul style="list-style-type: none"> • Head Lice 	