



## PARENT HANDBOOK

2019~2020

<https://www.kindervalleyacademy.com/>



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## **INTRODUCTION**

Welcome to KINDERVALLEY MONTESSORI ACADEMY. The Parent Handbook's purpose is to give clear information to our parents regarding KMA's policies, operation procedures, and other important information.

## **HISTORY OF KINDERVALLEY MONTESSORI ACADEMY**

Kindervalley Montessori Academy was founded in 2019 by our dedicated Montessori educator, Sara Suzie Kim. The daily school program is operated by KMA's school principals, directors, and teachers who are qualified in the Montessori education. Our school Montessori teachers hold not just a bachelor's degree, but also complete a full Montessori teacher training program for certification as a Montessori Lead Teacher from the MACTE (Montessori Accreditation Council for Teacher Education), and AMI (Association Montessori Internationale). This incentive training includes child development, classroom management, Montessori philosophy, and the full Montessori curriculum. Our school's qualified Montessori Teachers lead the children to the enhanced Montessori education.

## **MISSION STATEMENT**

### **PHILOSOPHY**

Kindervalley Montessori Academy aims to fulfill Dr. Maria Montessori's education philosophy of a child-centered education approach. We believe that each child is a unique individual who is naturally eager for knowledge and capable of initiating learning in a supportive prepared learning environment. We guide and assist children to discover and develop their unique capabilities. KMA aims to guide the child in all planes of development regarding their physical, social, emotional, cognitive, and spiritual development.

### **MISSION**

- Provide the authentic learning environment.
- Respect diverse cultural backgrounds, race, color, religion, sexual orientation, disability and social difference.
- Pursue a harmonious learning environment.
- Raise independent, responsible individual citizenship.



## GOALS OF THE KINDERVALLEY MONTESSORI ACADEMY

Kindervalley Montessori Academy's primary goal is to foster and enhance each child's natural sense of joy and wonder towards the world. We support every student to explore the miraculous world by themselves through joyous exploration.

- Assist the child's mental, physical ability to work appropriately in the environment.
- Allow the child to have freedom to pursue knowledge and skills most relevant to the child's interests.
- Foster the child's responsibility, self-respect, security, and creativity, which in turn leads to collaboration and cooperation.
- Develop within the child a sense of independence, self-discipline, high self-esteem, concentration, motivation, sensitivity to things around him/her.
- Create a space for the child's development of physical coordination, emotional growth, social skills, and cognitive development.
- Create a community spirit that binds peoples of all races and cultures.
- Awaken the child's sense of imagination.
- Build responsible, independent individuals into a harmonious a member of the community.
- To bring happiness and joy to a child's life.

## BRIEF INFORMATION ABOUT MONTESSORI EDUCATION

The Montessori Method is an education system developed by Maria Montessori who was the first woman to ever qualify as a doctor in Italy (1896). Through her scientific observation and work with children, she founded the Casa die Bambini (or Children's House) where she developed a philosophy that met the progressive needs of the developing child. This philosophy is based on a child's intrinsic motivation for learning and self-initiated growth.

In a Montessori classroom, a child learns from interacting with materials which provide a concrete representation of an abstract concept. In this way, a child learns an abstract concept with concrete and interactive materials which compel a child to become a self-directed learner through experimenting and problem-solving. The teacher (or directress) guides a child in this process to build self-confidence and cognitive development.



The Montessori classroom is also unique in that it is a mixed age classroom, and the child has the option to choose their activity that are in line with their intrinsic interest. The curriculum is designed with uninterrupted activity time to develop their concentration.

## Montessori Curriculum Overview

### Practical Life

The Practical Life exercises include activities that involve the child in purposeful work that give a sense of accomplishment and pride while developing motor skills, coordination and proper work habits. This area of the curriculum encourages social development with specific focus on “Grace and Courtesy”.

### Sensorial

Materials that are included in this area of the Montessori Environment are geared to further development and refinement of the senses through classification and isolation of characteristics. This curriculum familiarizes the child to various geometric shapes and language that is explored further in Elementary School.

### Language

Students are introduced to materials that encourage vocabulary enrichment, phonetic sound recognition and cursive letter formation. The language curriculum includes pre-reading and pre-writing presentations and follows the child through to “Total Reading and Writing”.

### Mathematics

The Mathematics curriculum includes a variety of counting, number recognition as well as symbol and quantity matching exercises. The students’ progress to understanding Mathematics concepts using concrete materials and develop to understand abstract concepts.

### Cultural Curriculum

This area of study introduces the child to Geography, History, Botany, Zoology and Science curriculums. The students are again involved with vocabulary enriching materials that also create an awareness and appreciation for the physical world and all that it encompasses.

### Creative Art/Music & Movement

The students participate in various Art projects that reflect classroom themes, cultural celebrations and festive holidays. The students are also exposed to rhythm, songs, dance and movement.



### THE DIFFERENCES WITH TRADITIONAL SCHOOL SYSTEM

- Not graded.
- Multi age grouping.
- Choose subjects according to the child's own interests.
- No interruption during the attentive work cycle (3 hours work cycle).

### HOW DOES A MONTESSORI EDUCATION BENEFIT CHILDREN?

Montessori education offers our children opportunities to develop their potential as they step out into the world as engaged, competent, responsible, and respectable citizens with an understanding and appreciation that learning is for life.

"Education is a natural process carried out by the child and is not acquired by listening to words but by experiences in the environment" - Dr. Montessori

"The Goal of early childhood education should be to activate the child's own natural desire to learn" - Dr. Montessori

### MONTESSORI EDUCATIONAL AIMS

- Each child is valued as a unique individual.
- Beginning at an early age, Montessori students develop the sense of order, coordination, concentration, and independence.
- Students are part of a class and caring community.
- Montessori students enjoy freedom within limited guidelines.
- Students are supported in becoming active seekers of knowledge -Focus of a child centered education.

### **ADMISSION POLICY**

Kindervalley Montessori Academy treats every student equally regardless sex, color, race, nationality, ethnic background, and religion. Admissions are based on the availability of the aligned classroom ratio. Children between 12 months-5 years of age are eligible for enrollment at KMA. Children may attend at the center for a 10 ½ hour period between 6:30 AM and 6:00 PM, Monday through Friday. Documentations with fees are to be completed and returned to the school administration office before starting the first day of the school.

### PROGRAM

- Nido room (12 months - 18 months, Full Day only)
- Bambini room (19 months - 2.5 years, Full Day only)
- Junior Casa (2.5 years - 4 years, Half day/Extended Program - Full Day)





- Casa (Kindergarten) room: Intensive Academic Montessori Learning program (over 4 years, half day/Extended Program Full Day) \*previous a student should be finished Junior Casa Montessori program.

### **IMPORTANT DOCUMENTATIONS FOR ENROLLMENT**

- Child Enrollment Form.
- Child Information Form.
- Parent Policy Agreement Form.
- Child Health Report (including a photocopy of vaccination/immunization report).
- Passport size photo of your child.
- 12 months postdated cheques with additional fees.

### **ADDITIONAL FEES**

- Registration fee: \$350. The registration fee of \$350 is a one-time non-refundable fee per child.
- Deposit: \$1000(Full day program), \$500(Half day program). Upon enrollment, a deposit of \$1000 per child will be required in the case of a school fee payment delinquency and any other overdue payments, the school will cover these defaulted payments with the deposit as a remedy. If tuition or any other payment is not paid within 5 days from the original due date, KMA will transfer the deposit money to the school fees and any other expenses, unless arrangements are made with the school director ahead of time. The deposit will be returned within 30 days upon enrollment period completion. **If the parent falls into the default "Enrollment Termination Notice" one-month advance, the deposit will be deducted (one-month school tutor fee).**
- Annual Material Cost: \$50 (Half-Day student), \$80 (Extended Program student). KMA will cover consumable school curriculum materials. There is no need to purchase any supplies for your child. Examples may include creative art, science experiment cost, associated school curriculum supplies).
- Field Trip Fee (Only Full-Time/Extended Program students): \$100. KMA is designed to give real life experiences to the students twice a year. This fee will cover transportation fees, admission fees, meals/snacks and others. There is no need to pay any extra costs for field trips. Examples may include farm visiting, orchard garden tours, science centers, museums, folk villages)

### **PENALTY FEES**

A returned cheque or NSF will be charged \$25.

**\*\*NOTE:** Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reasons. Please note that



tuition rates do not change. We cannot make allowance for any days missed in your regular attendance schedule.

### **SIBLING ENROLLMENT BENEFIT**

A 10% discount is offered to families with more than one child enrolled. It will be applied for the second child enrollment only. This benefit will be applied for full time enrollment only.

Also, this sibling discount policy will be applied only one time at the first-time school fee payment.

### **WITHDRAWAL AND DISMISSAL POLICY**

At least a one-month advanced notice is required before withdrawing a child from our school. In the case of a parent falling into failure to provide an “Enrollment Termination Notice” one-month in advance, the school will consider it a default of notification. The notice must be made in a written form and not verbally. Account must be paid in full before withdrawing including the child’s tuition for that last month.

The school administrators reserve the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive frequent failure in paying the tuition fees.
- Not observing the regulations and rules of the school.
- Child has special needs that we cannot adequately meet with our current staffing job routines.
- Severe physical and/or verbal abuse to children or to staff by the child or the child’s parents.

### **WAITING LIST POLICY**

KMA welcomes parents/guardians to put their child’s name on the waiting list if the program that they are seeking does not have availability or if their child is not yet qualified for the program that they are wanting due to age or development requirements (examples: walking, potty-training). Students are maintained in the order that they were listed by date. If an opening should become available, the parents/guardians will be contacted, and a mutually acceptable response time will be established where they will indicate if they will be enrolling their child. Once a child is placed on the waiting list, parents/guardians are welcome to call into the school to follow-up on where their child is on the list at any time.

### **SCHOOL TOUR POLICY**

Prior to enrollment for a new student, the school director will arrange for the school tour date for prospective new children and parents. Each new family will have an opportunity to view our



new school facilities including the classroom and outdoor play areas. The school director will inform the new family of the school policies and KMA's operation system.

## ARRIVAL AND DISMISSAL POLICY

According to Government Licensing Regulations, the **Attendance "Sign-In and Sign-Out Sheet" is critically important. It is a responsibility for every parent.** Every parent or guardian should make sure that the child should be at the right classroom and on time.

Arrival and Dismissal time is quite a busy time for the classroom staff who should supervise the rest of the children. We cannot allow every parent or guardian to have too long of a conversation with the classroom staff at these times. We strongly recommend every parent that if they have any concerns or questions, to please make an appointment with our school director.

### **\*\*PERMISSION TO PICKUP THE CHILD\*\***

Every parent/guardian should notify the school the previous day or early morning about the pick-up person's specific information through email or phone (examples: relationship, sex, age, name). The person who is not designated as a pick up the child should have valid photo ID such as like driver license. In the case of the failure to provide the photo ID, THE SCHOOL WILL NOT RELEASE THE CHILD.

**\*\*Please notify the school before 8:00 am if your child will not attend the school, will have late attendance or any other changes. It will be helpful for that school day's operation.**

## DRESS CODE COMPLIANCE

The dress code will help to increase the spirit of unity, harmony, and pride in the classroom. Furthermore, it can minimize distractions which may come from different attire. Without this specific dress code, the child will not be allowed to attend the school class, and the child will need borrow the uniform from the school.

### Boys

- Top dress code: White/Navy golf shirt/polo shirt.
- Bottom dress code: Navy/Khaki (pants/shorts)



### Girls

- Top dress code: White/Navy golf shirt/polo shirt, or blouse
- Bottom dress code: Navy/Khaki (skirt, pants, or shorts)

### SAMPLE DRESS CODE



**\*NOTE:** Shirts without collars will not be allowed. All dress shoes should be well cleaned, not torn out. Cargo pants is not allowed as a school dress and hoodies are not allowed during class hours.

**\*Footwear:** Soft soled, solid black/navy shoes (without any animated characters)

**\*Socks/Tights:** Plain white/navy

**\*Accessories:** Fashion accessories will not be allowed. Only medical, religious and small earrings, bracelets are allowed.

### EXTRA CLOTHING

All school students are required to bring some extra clothing to the school. All extra clothing must be kept in the child's bag, and all items should have the child's name written on it. All parents should check the child's extra clothing in their regular routine.

### LOST AND FOUND

All students' items should have their name, but in the case of a lost item, the items will be placed in our school's lost and found bin. In addition, our Montessori classroom will have many small and attractive items. Sometimes, young children are fascinated with these small items,



and will bring these small items back home. It is important for the child to have proper parent guidelines in the case that your child possesses such school materials. The small items are very important for our school's Montessori curriculum, and we kindly ask that these materials are returned to the school. We kindly ask for our parents' strong assistance for a successful Montessori Education.

## **OUTDOOR PLAY CLOTHING AND SHOES**

Our school outdoor playground was designed to fulfill Dr. Montessori's educational philosophy. Outdoor activities are critically important for our young children's physical, mental and social development. With the weather permitting, the full day/extended program students will attend outdoor activities. If the weather is extremely cold or rainy, outdoor activities will be substituted with gym activities. Every student should have suitable outdoor clothing and shoes and should be durable, and safe for children.

## **SAFETY POLICY**

### **FIRST AID**

All school staffs and teachers will have and maintain First Aid Certifications in Standard First Aid and Level C CPR or Standard First Aid in Child Care. Each classroom will be equipped with a First Aid Kit. Whenever the students are leaving the classroom, the lead teacher will carry a First Aid Kit with emergency contact numbers and a phone.

### **INJURIES AND INCIDENT REPORT CARD**

In the event of a minor injury during school hours, the supervision teacher who attended the child's injury should make a report regarding that event with our standardized incident form.

Injuries regarding the area of head and face will be reported to the school director immediately and the school director will notify the parent of the injured child.

In the case of serious injury or other medical emergencies, immediate first aid treatment will be applied, and health services contacted. Parents will be notified immediately.

### **MEDICATION CONSENT FORM**

A student who has temporary or long-term medication needs will require the completion of "MEDICATION PARENT CONSENT FORM". Without this consent form, KMA's staffs/teachers are not authorized to provide any kind of medication to the child. A parent/guardian must give the written "MEDICATION CONSENT FORM" to the school. This form is available at the school



office. All medication must be in its original, labelled container. Prescription medications must include the child's name, physician's name, Name of the medication, dosage, and expiry date.

## STUDENT ILLNESS

In the case of a student's falling ill, we politely ask the parents to keep the sick child at home for the sake of the child and the other school students. **Children who experiencing vomiting (2 or more times in 24 hours), diarrhea (3 or more watery stools in 24 hours), and high fever (a body temperature above 100 degrees Fahrenheit), rash/or zits, eye infection, and any communicable diseases must stay at home. Before the sick child returns to the school, you may be required to obtain a doctor's note.**

## INFECTIOUS AND COMMUNICABLE DISEASES LIST

- Fever: 100 degree or higher - require a child to be symptom free for 24 hours before returning to school.
- Diarrhea - require a child to be symptom free for 24 hours before returning to school.
- Vomiting - require a child to be symptom free for 24 hours before returning to school.
- Rash: require a physician to determine that these symptoms do not indicate a communicable disease.
- Pink eye: require a child to have treatment has been initiated for 24 hours before returning to school.
- Head lice: from the end of the day until after first treatment.
- Scabies: until after treatment has been completed.
- Hand Foot and Mouth Disease: until sores have dried and crusted, no fever, A note from a physician determines that this disease does not indicate a communicable disease
- Strep throat: until 24 hours after initial antibiotic treatment and cession of fever.
- Tuberculosis: until a health care provider states that the child is on appropriate therapy and can attend the school.
- Chicken Pox: until all sores have dried and crushed (usually 6 days). A note from physician indicate this disease does not indicate a communicable disease.
- Pertussis: until 5 days of appropriate antibiotic treatment has been completed.
- Mumps: until 9 days after onset of illness.
- Hepatitis A: until 1 week after onset of illness.
- Measles: until 4 days after onset of rash.
- Rubella: until 6 days after onset of rash.
- Herpes simplex: without un-controlling drooling symptom.



## **ALLERGY AND ANAPHYLACTIC POLICY**

KMA is an “All Nuts and Nut Product Free” environment. The parents/guardians must inform their child’s medical conditions to the school, and all allergies must be disclosed to the teachers. Also, KMA will ensure that all staff members are informed of all allergies, including anaphylactic allergies that students may have that are in attendance. Each student with a life-threatening allergy will complete a FARE (Food Allergy & Anaphylaxis Emergency Care Plan) Form which provided by KMA. KMA will display this form on the bulletin board of the child’s class, kitchen, staff room, and office.

All the staff members, and teachers will be trained in First Aid and CPR while being employed at KMA.

## **NUTRITION POLICY**

Our school’s meal plan follows “Canada Food Guide”, and “Alberta Nutrition Guideline”. We believe that a child’s balanced healthy eating habits comes from early childhood, and our school kitchen staffs make it a priority to provide students with on-site warm, healthy meals and snacks. Every week, a meal menu plan will be displayed on the school bulletin board. Parents will be required to report any food allergies, food intolerances, or special restrictions to the school. Every meal and snack options from KMA will be low in sodium, low in sugar, low in fat, and any artificial flavors.

KMA is an all nuts and nut product free environment.

## **SMOKE FREE ZONE POLICY**

Smoking and any recreational smoking are strongly restricted inside the school property including the inside school premise and outdoor playground area.

## **SLEEP TIME POLICY**

All students enrolled in the Nida, Bambini, and Junior Casa classrooms at KMA will have a napping schedule per day. KMA will provide a cot and sheet for each student. Parents will be asked to bring their child’s own blanket and a pillow. All items should have their child’s name. All cots and sheets are sanitized and washed on a weekly basis. Students will take their blanket and pillow home each week for washing. Day time nap is very important for a young child’s healthy development. If parents do not want their child to nap at the school, they must provide their request in writing and should include the reason for their request.



## EMERGENCY PROCEDURES

### EVACUATION AND FIRE DRILL PRACTICE

KMA conducts “Emergency Evacuation & Fire Drill” six times per year. This practice will allow every students and staff to be familiar with standard emergency evacuation procedures and will be prepared in the case of a real situation. KMA students and staffs are required to vacate the school property, exit at the closest door and meet at a designated place

\*Meeting Location - Kiwanis Park: Intersection 38 Ave and 16 St SW.

### VISITORS

All visitors should sign-in and sign-out on the visitor form which is located at our office. This is important to maintain school safety and to monitor all visitors.

## SCHOOL CLOSING SCHEDULE

KMA will be closed on Statutory Holidays and Teacher Professional Development days which are held 3 times a year. The schedule will be posted at [www.kindervalleyacademy.com](http://www.kindervalleyacademy.com)

### STATUTORY HOLIDAYS

- New Year’s Day - Jan.
- Family Day - Feb.
- Good Friday - Mar. or Apr.
- Victoria Day - May
- Canada Day - July
- Heritage Day - Aug.
- Labor Day - Sep.
- Thanksgiving Day - Oct.
- Remembrance Day - Nov.
- Christmas Holidays- Dec 25/2019~ Jan .3<sup>rd</sup> /2020

### PROFESSIONAL DEVELOPMENT DAYS

- March, June, Oct.

### PARENT/ TEACHER CONFERENCE DAYS

- Apr, Nov

**\*Note: Please see the school calendar. A reminder of these Professional Development Days, and Parent/Teacher Conference days will be posted well in advance to make alternate child care arrangements.**





## DISCIPLINE AND GUIDANCE POLICY

At KMA, our school's goal is to help students develop their inner discipline. We guide students to be responsible for their actions and the consequences that follow. We guide students' positive interactions, redirecting students with respectable language. We assist students to understand another student's emotions and feelings. If a student is having difficult behaviors, the teacher will redirect the student and encourage appropriate behavior. If a student is demonstrating bullying behavior - teasing, verbal, emotional abuse, the student will be given a 3-step action plan.

### 1. Initial Consultation

The director may request that the parent or guardian meet for a conference. The problem will be defined on paper and intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent/guardian.

### 2. Second Consultation

If the initial plan fails, the parent will be asked to meet the director and the teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.

### 3. Disenrollment

Previous attempt has been followed, and no progress has been made toward solving the problem, the parent will be asked to find a new school. We strongly emphasize that such a conclusion would only be reached after all avenues have been explored or if KMA feels that the safety of other students is being jeopardized.

\* Attached Child Discipline policy

\* Attached Child Supervision Policy

\* Attached Complaint policy

## CONFIDENTIAL POLICY

All information that is requested to complete each student's file is solely used for KMA's purpose and the staff of KMA cannot share/release with any other parents/ guardian unless there is a consensual basis (Personal Information Protection Act). Any information provided will be highly sensitive.

Information will be considered confidential and will be discussed only in person with the official parents/guardians. We feel it is in the child's best interest that, when applicable, both parents attend these meetings. Under no circumstances will information be released over the phone. Parents may request a meeting at any time with the school director to discuss any concerns or questions regarding the care of the child.



## **BIRTHDAY CELEBRATION**

### **BIRTHDAY TREATS**

Birthday Celebration - "The Celebration of Life". We ask the parents who have their child's birthday bring their child's series of pictures from birth to now. The birthday student will be celebrated with classmates with pictures, the Montessori globe, twelve-month cards, and a birthday celebration song "The Earth goes around the Sun". All birthday snacks must be "Nuts Free", and healthy snacks.

- Low in sugar (Please avoid - cake, candy, chocolate, sugary biscuits and cookies).
- Low in grease.
- Low in salt.
- Low in artificial flavors.
- Recommend fresh fruits and vegetables.

### **TOYS, ELECTRIC GAME DEVICES, AND JEWELLERY FORBIDDEN POLICY**

Any kinds of toys, electric game devices, game cards, and jewelry are forbidden during class hours. If they have an item of educational interest, it may be considered in the class; however, the parent/guardian should discuss with the teacher before bringing that item.

### **FIELD TRIP**

Our school field trip is scheduled periodically (twice per year). Field trips and nature walks are considered an important part of the Montessori Educational Program. Our school will provide the same adequate responsible adult supervision for these excursions as is provided students while in attendance at the school. All families will be notified prior to any trips involving transportation. A permission slip must be signed and returned to the school. Students that are unable to attend the trip will remain at school and be placed under the supervision of another LEAD Guide. Parent volunteers are welcome to assist with field trips and any other school events

A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

### **TRANSPORTATION OF STUDENTS**

Parents/guardians who wish to transport students in their personal vehicles for off-site trips on behalf of KMA require the following documentations:

- A driver information form
- A photo copy of the driver license
- Signed waiver of liability form



- A vulnerable sector police records search
- Own vehicle insurance coverage - not less than \$2,000,000
- 10-year drivers' abstract report
- Final approval from school director

## STUDENT EVALUATION

### PROGRESS REPORTS/PARENT INTERVIEWS

The purpose of the reporting system is to notify each student's achievement not by grading, but through strong points and weak points, which are being demonstrated by the student. We encourage parents/guardians and teachers to meet on the scheduled interview date to discuss the student's report card and their child's learning progress.

All students will receive written progress report cards at the end of each term - January and June. Parent interviews will follow within the week. Throughout the school year, KMA always welcomes parents to observe our Montessori classrooms. If the parents/guardians want to observe the classrooms, they need to arrange a scheduled tour with the school director in advance.

### EXTRA CURRICULUM POLICY (**ONLY EXTENDED DAY PROGRAM STUDENTS**)

Our mission is the achievement of an authentic learning environment to the students. To achieve our mission, our school provides many extra-curricular activities for our extended program students. All our school extra-curricular teachers will have proper certifications for teaching specific curriculums, CPR and the police vulnerable sector checking report.

#### Creative Art

This class will provide an opportunity to discover the child's creative inner side and to express themselves through Art in all programs. The teacher will explore various artists and styles of art with students, and each student will have many different art experiences through the various art works.

#### French Lesson

Students will explore the French language through this curriculum. The students will participate in a variety of French activities that include alphabet pronunciation, word formation, parts of speech, and proper grammar usage according to each child's level. Also, songs, games, gestures, vocabulary etc. will be introduced.

#### Music Lesson and Theory



Students will begin to explore music through songs, dance and rhythm making in class. The music curriculum includes an instruction to understanding music compositions, note placement and its various dynamics. Also, the students will be introduced to composers, and music history. Various instruments will be explored through the music curriculum.

### Gymnastics

The physical education curriculum engages students to be active in their daily lives. This will assist in proper cardiovascular and body development. Through physical activities, students will develop their agility, balance, and coordination skills. Also, the student will learn cooperation, sportsmanship, and leadership.

### Tae Kwon Do

Students will learn the tenets of Tae-Kwon-Do's skills and attitudes. Taekwondo gives many benefits to students including:

- Building Fitness
- Learning Respect
- Practicing Self-Discipline
- Increasing Concentration

## **VOLUNTEER**

KMA always welcomes parent-volunteers. All parent-volunteers should obtain "A Vulnerable Sector Police Records Search", a criminal reference check which should be less 6 months from the date applied as a volunteer. Volunteers are not considered a ratio staff. Volunteers can assist in any school event, material making for the guides, reading buddy programs, program field trips, and support members during school events.

## **PARENT /GUARDIAN INVOLVEMENT**

### **PARENT COMMITTEE**

KMA welcomes every parent/guardian to participate in any school event and to help students to build a strong school community. Each year we will form "The Parent Committee" that organizes and plans special events, functions and fundraisers. A Vulnerable Sector Police Records Search will be required to participate in the Parent Committee.



## PARENT NIGHTS

Throughout the year the school will offer information sessions to introduce parents/guardians to the Montessori curriculum in the form of an “Open House” or “Montessori Forum/Conference”. We encourage parents/guardians to attend these informative events., as it will give insight to how the Montessori materials are used and the purpose behind them. The Montessori Forum will offer various useful information which is directly related with the Montessori Philosophy and Parenting.

## CODE OF CONDUCT

### GUIDING PRINCIPLES

1. Shows respect towards ourselves and others
  - Treat others in a way that you would like to be treated.
  - Show respect towards peers and adults.
  - Use language that is kind, polite and respectable.
2. Shows safety
  - Play in designated play areas.
  - Use equipment appropriately.
  - Move in and around the school in a safe and orderly manner.
3. Shows personal responsibilities
  - Complete assigned work to the best of your ability.
  - Listen attentively and follow instructions.
  - Take care of your physical needs - rest, exercise and nutrition.
4. Shows cooperative behaviors to solve the problems
  - Solve the problems by talking and listening to each other respectfully to find a solution.
  - When you can't solve the problem, ask for help.

### OUR STRATEGIES FOR POSITIVE BEHAVIORS AND AVOID PROBLEMS

1. We create a positive environment for students, parents, staff and others involved in our school.
2. We develop positive relationship between peers, teachers, parents and others.
3. We work together to solve the problems.
4. We encourage appropriate behavior.
5. We actively strive to create an environment that supports the healthy, safety, well-being of the students.



## CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

Disrespectable behavior or general classroom disruption that interferes with the orderly educational process in the classroom or other will be dealt with the following manner.

1. The teacher redirects the student toward work that will engage the student. The teacher records the incident.
2. If misbehavior continues, the teacher reports to the director. The director will inform to the parents.
3. If misbehavior continues, the student, the teacher, the parent and counsellor with director will meet. An appropriate consequence is decided on and recorded.
4. In the case of the behavior continuing, the parents may
  - Be asked to engage the service of a counselor at the parents' expense.
  - Be asked to withdraw the child from the school for the safety of the child and the safety of other students.

