



Orchard House Handbook & Academic Calendar

A guideline for parents

Dear Parents,

Welcome to another school year at Orchard House! In order for you to become familiar with our school and our policies we have put together a handbook for you to refer to. Please take the time to review it as it contains information that will be useful to you for all your years with us. Please keep it handy for referral. Please know that we are always available to answer your questions and concerns.

Respectfully,

Miss Tina

514.483.6556

admin@orchard-house.ca

Schedule

The centre is open from 7:30 am – 5:00 pm daily, Monday to Friday.

7:30 – 8:00	Early drop - off (communal time in the gym)*
8:30	Morning session begins (classrooms open)
8:30 -11:15	Tumble Tots
8:30 - 11:30	Thoughtful Threes
8:30 – 11:30	Flourishing Fours
11:30 – 12:30	Lunch Bunch
12:30 – 3:00	Afternoon Activities
3:00 – 5:00	Extended day care *

**Extra fees will apply.*

Attendance

If your child is unable to come to school, or will be late for any reason, please advise the school at your earliest convenience.

Dropping Off and Picking Up

Children must be dropped off at the door of the school and personally handed to a staff member. We do not allow children to wait outside for their parents or guardians.

Release of Students

When anyone other than the parent, guardian, or other authorized adult is asked to pick up a child from school, the following procedure must be followed:

- 1- The teacher/director must be notified in advance and given the name of the person picking up the child.
- 2- The person picking up the child must provide photo id to show at pick- up.

Illness and Absenteeism

Please do not send your child to school if they show signs of:

- fever,
- diarrhea,
- throat infection,
- stomach ache,
- ear ache,
- enlarged glands,
- rash,
- profuse amounts of mucus from the nose,
- vomiting,
- red or discharging eyes
- head lice or nits

If a child shows any of these signs at school, parents will be contacted and asked to pick up their child. A child should be free of fever for 24 hours before returning to school after illness.

In case of emergency, parents (or, alternatively, the emergency contact person) will be contacted immediately. If necessary, the child will be taken to hospital and the school will act in the parents' name until the parents arrive.

Notification

If you have a change in personal information (e.g. address, parental contact numbers, pick up arrangements), please notify the school immediately writing.

School Bag

Each child must bring a school bag daily, which contains:

- A water bottle with fresh water replaced daily
- A HEALTHY snack (cheese, yogurt, fresh fruits & vegetables)

Every item must be clearly **labelled**.

Your child should be able to open & close the school bag autonomously.

Please ensure that the bag is large enough to contain all items including the school agenda.

Items to stay in school

Each child must leave these items at school:

- Diapers and wipes (if necessary)

- A pair of inside shoes
- Change of clothes

Change of Clothes

Each child must bring a clear Ziploc bag at the beginning of the school year which contains a complete set of change of clothes, to include: pants, top, socks & underwear. Every item including the bag must be clearly **labelled** with the child's full name.

Settling in Procedure

You & your child will be invited to visit the school prior to starting. There will also be a scheduled time for you and your child to meet his/her teacher prior to the commencement of school.

Snowstorms

Please ensure that your child is well dressed for the winter. In case of severe weather, call the school and listen to the message in case of school closure.

Parent Communication

The school is very much a "Children's House" and we wish to keep disturbances to a minimum. Parents are welcome to visit, or to meet with the teachers, but prior appointments are important. We do encourage parents to enquire about day-to-day occurrences, either verbally or through written notes. Moreover, Orchard House implements a daily communication journal. This agenda is a primary tool for parents and teachers to communicate daily messages, *for example: ask a question; (who is my child playing with?) or a quick note to say that you're going out of town etc...* Parents are expected to read over and initial the agenda daily. The agenda should be brought home each afternoon and returned to school each morning.

Child Evaluations

Children's progress is recorded on an on-going basis through observations and teacher progress charts. The information will be relayed to parents in the form of report cards two times per year.

Pedagogical Days

These days are reserved for professional development, lesson planning, teacher lectures and workshops.

Special Needs

Dr. Montessori initiated her method for children with disabilities. The school aims to maintain this approach and it welcomes children with special needs, so long as we feel that their needs can be effectively met.

Peanut Free Environment

The school will create a peanut-free environment for the safety of the children. We ask you to support this gesture and to not send any peanuts or food with traces of peanuts with your child.

Birthday Parties

If you would like your child to celebrate their birthday in the classroom, please let the teacher know well in advance. We welcome birthday cake for the occasion, as well as napkins, paper plates and plastic cutlery. Candles, balloons & loot bags are NOT permitted. To avoid disruptions, siblings are not permitted to attend the party.

Birthday cards and invitations may only be distributed at school if the whole class is invited.

Field trips

A supervising adult must accompany each child on school outings. One supervising adult may accompany up to three children.

Confidentiality

You may be assured of our total discretion and confidentiality regarding your personal details and your child's progress.