

Willowglen School

Westoak Trails Montessori Campus

Parent Handbook

Daily Schedule

7:30 am - 8:45 am	School Opens - Before school programs for registered students
8:45 am - 9:00 am	Students arrive for morning classes
9:00 am - 11:30 am	Morning Classes
11:30 am - 12:30 pm	Recess and Lunch Period
12:30 am - 1:00 pm	Quiet Activity / Nap Period
1:00 pm - 3:30 pm	Afternoon Classes
3:30 pm - 6:00 pm	After School Programs for registered students
6:00 pm	School closes promptly at 6:00 pm.

Drop off

Students who are not enrolled in the before school care should arrive between 8:45 and 9:00 am. Afternoon classes begin at 1:00 pm.

Students are encouraged to arrive promptly for class. It is disruptive to the classroom when students arrive after classes have begun.

Pick up

Morning classes end at 11:30 am. Afternoon classes end at 3:30 pm. One of the aims of Montessori is to encourage independence. For this reason, parents are asked to wait outside or in the foyer while children are dressing so that they may do as much as possible on their own. If an alternate person is to pick up your child please notify the office. First time visitors will be asked for identification for the safety of your child.

All students must be picked up by 6:00 pm at the latest. Any student who is not picked up by 6:00 pm. will be charged a late fee of \$10 for each 10 minutes or part thereof. Students who are repeatedly picked up late will no longer be allowed to partake in the after school program and must then be picked up at 3:30 pm.

Clothing

Students are required to wear the school uniform including black dress shoes.

All clothing items should be labeled.

Parents should provide an extra set of clothes to be kept at school consisting of a change of underwear, plain white shirt, and dark pants. All items should have the student's name in them. Spare clothing does not need to be uniform items.

Questions of teachers

Teachers are very busy during pick up and drop off times. If there are concerns or questions for your child's teacher, please write a short note outlining your question and the best time to call or wait until all children have been picked up and the teachers are not needed for the dismissal proceedings. Alternately all teachers have a school email address. There is an email address for all faculty in the form of lastname@willowglenschool.com

Student absences

If a student will be absent from school, please phone and inform the school as early as possible. A voice mail message is acceptable.

Parent visits

Parents are encouraged to take an active interest in their child's school day. For parents who wish to observe a class in progress an appointment is preferred however drop-ins are welcome. This ensures someone is available to let them in and answer any questions. All classrooms have been designed so that parents may watch the class from the hallway. In this way the students may continue working with less interruption and parents may have a better understanding of the activity which occurs in their absence.

Snacks

Morning and afternoon snacks are provided in the classroom. Children who are enrolled in the after-school program should bring their own peanut free snack and drink. Snacks must also be nutritious and in line with the Canada Food Guide. Candies and chocolates should not be part of children's snacks.

Emergency Procedures

In the event of an emergency which requires the immediate evacuation of the building, such as a fire, students will be moved to the Glen Abbey Community Centre. Parents will be contacted and arrangements made to pick-up the children.

Illnesses

Children who are sick should be kept at home. Willowglen School does not have the facilities to care for ill children. If a student becomes ill during the day, the parents will be contacted and arrangements made for the early pick up of the student. Please note the periods of exclusion as issued by the Public Health Department.

Measles	7 days from appearance of rash
German Measles	5 days from appearance of rash
Chicken pox	when the child feels well enough to return
Mumps	until swelling disappears
Strep Throat	48 hours from first dose of medication
Whooping Cough	3 weeks from onset
Pink Eye	24 Hours from the first dose of medication

If the family doctor feels that the preceding periods of exclusion are not necessary, then a note from the doctor will be required to this effect.

Bill 142 Immunization of School Pupils Act, 1983, states that all pupils in school be fully immunized against Measles, Mumps, Rubella (German Measles), Diphtheria, Tetanus and Polio.

School Closure

In the event of severe weather forcing Willowglen School to cancel classes, the closure will be announced on CFRB 1010 and MIX 99.9 as well as on the school answering machine.

If weather forces the closure of school during the day, parents will be contacted and arrangements made for early pick-up.

Birthdays

Birthdays are a special time for children. Teachers and classmates will have a small birthday celebration. Parents may wish to send a special snack such as cupcakes or a fruit tray to be shared with the class. Willowglen School is a peanut free environment.

Classroom volunteers

Willowglen School accepts as classroom volunteers, students enrolled in an acceptable post-secondary program. All volunteers must produce a current and acceptable police reference report. Parent volunteers are welcome and needed on all field trips.

Toys

Students should not bring toys to school as they are often broken or misplaced. Students may bring books or for those who nap, a blanket. All items brought to school should have the student's name in them.

Serious Occurrences

Serious occurrences include: serious injury to a child, fire or other disaster on site, complaint about service standard. In accordance with the Ontario government policies, should a serious occurrence happen then the "Serious Occurrence Notification Form" shall be posted in the front lobby and remain posted for a period of 10 days.

Probationary Period

Willowglen School reserves the right to dismiss any student from school if he does not seem to be benefiting from the Montessori program we provide.

Student Conduct

If a student's behaviour causes concern;

- 1) The classroom teacher will inform the parents verbally.
- 2) If the behaviour continues the teacher will inform the parents in writing.
- 3) If the behaviour continues the principal will speak to the parents.
- 4) If the behaviour continues the principal will inform the parents in writing.
- 5) If the behaviour continues the student will be dismissed from school.

For severe behaviour issues suspension or dismissal may occur earlier. Severe behaviour occurrences include inappropriate language, defiance towards staff and all forms of violence.

Physical Education

Weather permitting, students will have outdoor playtime before school, after school and at lunch recess. Additionally, students will have weekly physical education classes. These may be held outside in our playground, or may involve leaving the school campus. There are several nature trails and parks nearby and classes will make use of these when appropriate.