

**TABLE OF CONTENTS**

	<b>Page</b>
WHAT IS MONTESSORI?.....	2
OUR SCHOOL HOUSE HISTORY.....	3
QUIET WATERS MONTESSORI SCHOOL BELIEFS.....	3
PROGRAMS OFFERED AT QUIET WATERS MONTESSORI SCHOOL.....	4
TODDLER PROGRAM.....	4
CASA PROGRAM.....	5
BEFORE AND AFTER SCHOOL PROGRAM.....	6
WEEPING WILLOW SUMMER CAMP.....	6
<b>GENERAL INFORMATION:</b>	
SCHOOL HOURS.....	7
ABSENCE AND LATENESS.....	8
ADDITIONAL CLOTHING.....	8
ADMINISTRATION OF MEDICATION.....	8
ILLNESS.....	8
KISS AND RIDE IMPLEMENTATION.....	9
ARRIVAL AND DEPARTURE.....	9
CUBBY SPACE.....	9
LOST AND FOUND.....	10
PROGRESS REPORTS.....	10
FIELD TRIPS.....	11
OPEN HOUSE.....	11
SCHOOL CLOSING DUE TO WEATHER.....	11
SECURITY-SAFETY-EVACUATION.....	12
SMOKE FREE ENVIRONMENT.....	12
VOLUNTEER AND STUDENT SUPERVISION.....	13
PROHIBITED PRACTICES.....	13
OUR MONTESSORI PROGRAM.....	13

## **WE WELCOME YOU TO QUIET WATERS MONTESSORI ACADEMY**

### **What is Montessori?**

The Montessori Method, founded by Dr. Maria Montessori, is a philosophy that respects the unique individuality of each child. It is based on the belief that the child should be free to succeed and learn without restriction or criticism. The Montessori Method helps the child to learn in their own way and at their own pace. Each child has an individual program that is specified to their own needs and wants.

Maria Montessori believed that the child had the ability to absorb an extraordinary amount of information from the environment around them; this is what she termed as “the absorbent mind”. The child (from 3 to 6 years of age) learns and explores through their senses and is driven by his intense need to learn. Montessori is a tactile education with emphasis on the five senses, kinetic movement, small and large motor skills, and a concrete knowledge that develops into a later abstract way of thinking. The goal of Montessori is to give the child a stimulating environment that allows the child to use all of their five senses with freedom and without interruption.

The Montessori teacher is known as a “Directress” and as the name dictates it is he/she that directs the child in their daily activities. The child has “freedom within limits”. Maria Montessori stated that, “Freedom without organization is useless. The organization of the work, therefore, is the cornerstone of this new structure. But even that organization would be in vain without the liberty to make use of it.”

The classroom provides an environment that is conducive to learning, it is the child’s environment aptly named “The Children’s House”. The child moves freely in the environment, absorbing the information from the self-correcting materials and gains a sense of pride and confidence. According to Maria Montessori, once the child’s classroom is presented to them the “Directress” may simply step back and watch the child learn guiding them gently into a realm of endless knowledge and opportunity. This is the environment provided by Quiet Waters Montessori Academy. The child becomes independent, comfortable, has freedom within limits and therefore becomes confident and eager to learn.

“Help me to do it alone.”

### **Our School House History:**

Our School House is located in a renovated century home. Our school allows the child to be surrounded by a home-like environment while having access to state-of-the-art facilities. The school sits on a one-acre lot with mature trees and gardens for the children to enjoy. Surrounding our property are fields and farmland, truly a wonderful environment to learn.

### **Quiet Waters Montessori Academy Philosophy:**

- We believe in providing each child with an education that concentrates on their own individual needs at each stage of development according to the beliefs of Maria Montessori;
- We will provide each child with a strong foundation, rich curriculum, knowledge of environment, respect of humankind and awareness of their place in the world around them;
- We will ensure that Maria Montessori's beliefs, teachings, philosophy and respect for the child is implemented daily within the realm of Quiet Waters Montessori Academy;
- We strongly believe in parents, teachers, staff and community working together as a cohesive group to ensure that each child receives the richest education possible;
- We will maintain a low child/teacher ratio (8:1 in the Casa Classroom and 5:1 in the toddler classroom);
- We provide teachers that are Montessori trained and accredited. They embody the very essence of Maria Montessori and her philosophies;
- Finally, we can assure you that each child shall always find support and a nurturing environment while a student of Quiet Waters Montessori Academy.

## **PROGRAMS OFFERED AT QUIET WATERS MONTESSORI ACADEMY**

**MUSIC:** The music program is designed to develop a response to rhythm, tempo and melody through activities within the classroom. There is an emphasis on cultural exploration of music.

**ART:** The art program is integrated in the classroom. The children will be introduced to different mediums, classical works, crafts and cultures.

**FRENCH:** The French program is provided daily in the classroom. French is introduced through song, games and activities which brings the child an awareness of a new language.

### **1. TODDLER PROGRAM – AGES 18 MONTHS TO 2 ½ /3 YEARS**

Our toddler program offers children a natural extension of their home, focusing on the needs of each individual child. The natural ability of the child to learn is cultivated with a consistent routine within a secure, orderly environment. The toddlers will enjoy developing their ability to communicate and explore their prepared environment as they master new challenges.

Singing, exercising and playing games in our bright and homey toddler room and in our stunning outdoor environment are part of the children's daily routine.

Toddlers are introduced to practical life activities (eg: sweeping, dusting, buttoning, spooning, pouring etc) and sensorial activities (eg: pink tower, colour tablets etc). The children are also introduced to culture activities, language and mathematics. Basically, the children are provided with preliminary exercises to prepare them for the Casa Classroom, the next step in the Montessori Academy.

Toilet training and socialization are also part of our toddler program.

## **2. CASA PROGRAM – AGES 2 ½/3 YEARS TO 6 YEARS**

Our Casa program is a miniature society in which the children live and work cooperatively and with ease. Our school is set up in such a way as to encourage and facilitate this growth. Since the children in the class span across 3 years the children learn from each other and a community evolves within the children's world.

The aim of our school is to create an environment in which the children will work with others, respect the rights of others, while respecting their own individuality. This mini society allows the children to grow and prepares them for the society that exists in the outside world. We, as a school, will assist the child to develop a strong character and a natural love of learning that will last throughout his or her life.

All of this will take place in a carefully 'prepared environment' and under the observation of a qualified Montessori Directress. The children are permitted to choose and work freely with self-correcting materials that appeal to them. The Montessori Method of teaching helps the children to develop a sense of self-esteem.

### **Materials and Activities:**

The materials and activities in the Casa Prepared Environment generally fall into five main categories.

***Practical Life Activities:*** These activities relate to the awareness of movement, care of self and the environment. The exercises also enable the children to develop independence, concentration, order and coordination.

***Sensorial Materials:*** Through using these materials, the child will learn to make accurate judgments and comparisons of size, sound, shape and texture. These will aid the child in forming abstract concepts and relationships in the world around them.

***Mathematic Materials:*** Manipulative materials and exercises in this area will help the child to grasp the concepts of numeration, place value, base ten, addition, subtraction,

multiplication, division and introduction to the decimal system.

**Language Arts:** All subject areas are integrated into the total development of language, from listening to stories, expressing experiences and creative writing. The children learn to read by working with the Montessori phonetic language material.

**Cultural Materials:** Children are extremely interested to learn about the world around them, on both a global and local scale. The Montessori Classroom provides the children with information encompassing the subjects of botany, science, geography, history and art.

### **3. BEFORE AND AFTER SCHOOL PROGRAM**

7:00 a.m. to 8:30 a.m. 4:00 p.m. to 5:00 p.m. or 4:00 p.m. to 6:00 p.m.

Quiet Waters Montessori Academy offers a before and after school program that allows the children to extend their learning beyond the realm of Montessori. The program allows the child to begin and end their day in a safe, secure and nurturing environment. There are a number of activities including crafts, free play, music and outdoor time.

Invoices for this service will be sent out on a monthly basis.

Please let your teacher know in advance if you will be requiring this service. If your child is not picked up by 4:00 p.m. They will be placed in the after school program. Please note that this program is offered to help those families that need care for their children as a result of work schedules etc.

### **4. WEEPING WILLOW SUMMER CAMP – 18 MONTHS TO 6 YEARS**

Each week will be a highlighted with a theme. The children will be separated into age appropriate groups that allow for a low child to teacher ratio. The surroundings of Quiet Waters allow the children to experience outdoor activities. They will also be exposed to arts and crafts, sports and games. Please call the main office for more information and schedules.

## GENERAL INFORMATION

### **Toddler Program** (18 months to 2 ½ years)

- Full Day 8:30 a.m. to 4:00 p.m. (5 full day, 3 full day and 2 full day are the same hours)

### **Casa Program** (2 ½ years to 6 years)

- Full Day 8:30 a.m. to 4:00 p.m. (5 full day, 3 full day and 2 full day are the same hours)

### **Before and After School Program**

- Morning 7:00 a.m. to 8:30 a.m.
- Afternoon 4:00 p.m. to 5:00 p.m. OR 4:00 p.m. to 6:00 p.m.

Note: Quiet Waters Montessori Academy's programming begins at 9:00am and finishes at 3:30pm. There is a ½ hour arrival and dismissal time so as to have the transition time less hectic and stressful for the children.

**Absence and Lateness:**

For your child's safety, please contact the school before 8:30 a.m. if they will be absent from or will be arriving late to school. If the absence is due to illness, please specify the nature of the illness. This allows the school the ability to track the incidence of illness through the school.

**Additional Clothing:**

Please provide all children, regardless of age, with an entire change of clothing (seasonal). All clothing should be marked with the child's name in a plastic container.

**Administration of Medicine:**

Any medicines to be administered to a child must be in a sealable container that is clearly marked with the child's name. All medicines must be accompanied with a medication sheet that is signed by a parent or guardian. Administration forms are available at the office or from the child's directress. Parents are also free to come to the school to administer the medication. All medications are to be given to the Directress for proper storage. It is the parent's responsibility to pick up the medication at the end of the day. All parents MUST adhere to the policies and sign the Medicine Authorization Form before any medications will be given to the child.

**Illness:**

Quiet Waters Montessori Academy follows the guidelines set out by the Simcoe Muskoka Health Department. As stated in this guideline all children are to refrain from attending school until all symptoms of any communicable illness are absent. If a child becomes ill during school hours, we will contact you to please collect your child (or an emergency contact). If we are unable to contact anyone, we will take the appropriate steps to make sure that your child is cared for. All medical release forms must be completed and returned to the school no later than the first day of school.

**Kiss and Ride:**

Due to the nature and the position of Quiet Waters Montessori Academy we enforce a strict “Kiss and Ride” program. Experience has taught us that this is the easiest way to drop off and pick up your children. It eases with congestion and also is a security feature for the school. If you do need to speak with a teacher or the office, we would be more than happy to schedule an appointment. If you do use the parking lot, we ask that you escort your child into the school. Please do not leave your engine running.

**Arrival and Departure:**

In order to allow the children a sense of independence, parents are asked to make only brief goodbyes with the children. Please do not enter the classrooms. We ask that, if possible, pick up and drop off times be consistent as routine is extremely important to the “Montessori Child”.

When picking your child up we ask that you are patient as we bring your child to your car. Do not weave in and out of line as this creates a dangerous situation for all parties on the property. Your child will be brought out and assisted into the car by a staff member.

Please note that children are NOT permitted to leave with anyone other than their parent/guardian unless the office has been notified and an authorization form has been filled out.

**Cubby Space:**

Each child will be provided with his/her own cubby space. This is an area for your child to hang their belongings. We request that your child have a complete labeled set of clothing that can be left at school. These items are placed in sealed plastic containers. Each child MUST have a pair of indoor shoes to change into.

Note: Toddlers must bring their own toiletries/diapers/soothers/bedding/pillows and all items MUST be clearly labeled.

**Lost and Found:**

A lost and found basket is located in the front vestibule; please check on a regular basis for any of your child's misplaced belongings. At the completion of each school year all clothes that remain will be donated to a local charity.

**Progress Reports:**

At the end of first term you will have the opportunity to discuss your child's progress with the child's Directress during a scheduled Parent/Teacher Interview. These interviews are a chance for you to find out how your child has adapted to their environment and the progress that they have made. A notice of these interviews will be sent home and you will be notified of your time slot for the interview. If you would like to discuss your child's progress before that please set up an appointment with your Directress. Please try to not discuss your child's progress during pick up/drop off times.

A final written report will be sent home at the end of the school year.

### **Open House:**

Throughout the year we will provide an opportunity for parents and guardians to visit the school and learn about Montessori programs in detail.

### **School Closing Due to Inclement Weather:**

Due to wintery conditions, there may be times that the school may have to close. If this is the case parents will be sent an email, the closure will be posted on our Facebook Page and our webpage and an announcement will be made on 107.5 Kool Fm.

### **Security – Safety – Evacuation:**

All doors leading into the school are locked and, on an alarm,, to ensure your child's safety. Entry into the school is gained by ringing the bell at each door.

When a child receives minor injuries at the school an accident/incident report is filled out and a copy is sent home with the child. Please do not hesitate to call the school to discuss with your child's Directress. If at any time the injury is to the head the parent/guardian is always contacted. If the school feels the injury is serious enough parents will be notified, doctors called, and in the most serious of matters 911 will be called.

An evacuation plan is in place and practiced with the children on a regular basis. The local fire department conducts a fire drill yearly.

If at anytime there is a need to evacuate the property, we have made arrangements for all staff and children to congregate at Spring Tree Farm, located just west of the school. You will be notified to pick up your child at this designated area.

### **Smoke Free Environments:**

Within guidelines set out by the Ministry of Social Services ALL schools are smoke free environments. Therefore, Quiet Waters Montessori Academy property is a smoke free environment.

### **Volunteer and Student Supervision Policy:**

All students who attend Quiet Waters Montessori Academy will be supervised at all times by those who are employees of the school. All employees have both their VSC and their Standard First Aid and AED Training. Volunteers and placement students will not be counted in ratio and will not be permitted to have unsupervised access to any children who attend Quiet Waters.

### **Prohibited Practices:**

1. We at Quiet Waters Montessori Academy will not permit corporal punishment of any child
2. We will not be harsh or use degrading measures on any child that would humiliate the child or undermine their self respect.
3. We will not deprive any child of their basic needs including; food, shelter, clothing, bedding or any other necessities.
4. We will not use confinement on a child in any locked area as a form of punishment. Any staff who do not abide by these prohibited practices will be terminated immediately.

### **Our Montessori Program:**

Our program allows your child to reach their fullest potential! We encourage curiosity, aid your child in achieving their goals, enrich the curriculum and nourish your child to be a competent and capable individual. Our program statement elaborates on this concept and informs you on how we achieve this goal and how your child is able to grow in a safe and nurturing environment.

Please feel free to book an appointment to book a tour of our school. If you have any questions, concerns or require further information, please do not hesitate to contact the school at 705-436-5117

