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**SCHOOL FEES**

REGISTRATION FEE **$195.00 (**Non-refundable)

**FEES FOR THE ACADEMIC YEAR (September 3, 2019 to June 23, 2020: 41 weeks)**

FULL-TIME PROGRAM: **5 day/week program** **$11 890.00**

PART-TIME PROGRAM: 2 day/week program $5300.00

**3 day/week program** **$7750.00**

**4 day/week program** **$10 300.00**

**INCLUDED IN FEES**

1. Children thrive in our complete and fully **bilingual Montessori educational program** taught by qualified teachers from 8:00 a.m. to 5:00 p.m. Childcare is included at no extra charge, from 7:00 a.m. to 8:00 a.m. and from 5:00 p.m. to 6:00 p.m. After 6:00 p.m. there is a late fee of $1.00 per minute, payable directly to the staff member in charge.
2. **Spanish for Pre-schoolers** is taught by our Spanish teacher in our Prekindergarten. Learning Spanish allows the child to appreciate the joy of learning a new language and motivates the child to continue with different languages later on in his/her education.
3. The children enjoy **a music program** given by a professional music teacher. Music classes are on Wednesdays and Thursdays (a half hour class in the afternoon – each child has one class per week, about 15-20 children per group). Classes include learning songs, using the percussion instruments, learning the rhythm of the music, practising some folk dancing routines, learning about music around the world, learning about and seeing different musical instruments, and much more. These classes are an integral part of the Montessori Program.
4. **Our Children’ Science program** is given by our qualified teaching staff. The purpose of the science program is to encourage the child’s natural interest in how things work and to foster a love for science. The goal is to open the child’s mind to the possibilities and the joy of scientific discovery so that as the child progresses throughout future years of schooling, he/she will be open to this type of learning.

5. **All educational material and school supplies are included in the school fees.** (Markers, notebooks, craft supplies, etc. are all provided by the school). There is **no school uniform**. The best clothing to wear to school is comfortable play clothing. We strongly also recommend that the children be dressed in clothing that they can easily go to the bathroom with.

6. **An excellent hot, nutritious meal with choice of milk or water is served every day at lunch** (please see the school monthly menu for a detailed description). The menu can be modified for allergies or specific food requirements. All food is prepared on the premises.

7. **Milk and water are provided at snack time** (approx. 9:45 a.m. and 3:30 p.m.). Note: Snack is not included. Parents are asked to send two healthy snacks each day in a small lunch box for the child.

**Important Note**: Food brought to the school for snack or parties must be **free of all nuts or traces of nuts** due to serious allergy concerns. Please read labels. Anything with nuts (almonds, walnuts, peanuts, hazelnuts, etc.) is not permitted. Products labelled “may contain traces of nuts” are also prohibited. Home baked snacks must be accompanied by a short note stating they are nut-free. **Thank you for your help.**

Montessori Pointe Claire, 116 Sunderland Ave, Pointe Claire, Que H9R 1L2

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****CALENDAR 2019-2020**

Labour Day holiday (closed) Monday, September2, 2019

First day of school Tuesday, September 3, 2019

Thanksgiving holiday (closed) Monday, October 2, 2019

Christmas break (closed) Tuesday, December 24, 2019

**to** Wednesday, January 1, 2019

School reopens Thursday, January 2, 2020

Easter holiday (closed Good Friday) Friday, April 10, 2020

(Open Easter Monday, April 13)

Victoria Day holiday (closed) Monday, May 18, 2020

Graduation Ceremony Friday, June 12, 2020

Last day of school Tuesday, June 23, 2020

Summer Camp starts Thursday, June 25, 2020

*Registration for summer camp, June 25 to August 28, 2020, takes place in February 2020. Registration is on a daily basis, calculated at $58 per day. There is no holiday closure during the summer period. Children can attend for as many or as few days as desired during the summer camp period. Children ages 6 to 8 years old can also attend camp in our amazing Senior Camper program. For more information visit our web site or ask as about this program.*

**SCHOOL YEAR PAYMENT SCHEDULE** (Payment is by postdated cheque)

For convenience, fees are divided into ten payments, as shown below. **The full series of postdated cheques is required in order for registration to be considered complete and the place for the child reserved and guaranteed.**  **PLEASE NOTE:** If your child is starting **AFTER** the beginning of the school year, please confirm the required payments with the office.

**On date of registration: $195.00 + 10 postdated cheques (made out to Montessori Pointe Claire) as follows:**

SCHOOL FEES: FULL-TIME PROGRAM (5 days per week for 41 weeks)

***Date of cheque Amount Date of cheque Amount***

1. August 1, 2019 $1189. 6. January 15, 2020 $1189.

2. September 15, 2019 1189. 7. February 15, 2020 1189.

3. October 15, 2019 1189. 8. March 15, 2020 1189.

4. November 15, 2019 1189. 9. April 15, 2020 1189.

5. December 15, 2019 1189. 10. May 15, 2020 1189.

SCHOOL FEES: PART-TIME PROGRAM (2, 3 or 4 days per week for 41 weeks)

***Date of cheque 2 days 3 days 4 days Date of cheque 2 days 3 days 4 days***

1. August 1, 2019 $530. $775. $1030. 6. January 15, 2020 $530. $775. $1030.

2. September 15, 2019 530. 775. 1030. 7. February 15, 2020 530. 775. 1030.

3. October 15, 2019 530. 775. 1030. 8. March 15, 2020 530. 775. 1030.

4. November 15, 2019 530. 775. 1030. 9. April 15, 2020 530. 775. 1030.

5. December 15, 2019 530. 775. 1030. 10. May 15, 2020 530. 775. 1030.

**Note**: NSF cheque fee is $25.00. Any NSF cheque must be replaced by a certified cheque or cash.

The school reserves the right to cancel registration if payments are not made on time and in full.

**Refund Policy**

The $195.00 registration fee is non-refundable. To cancel registration, **written** notice must be given by August 1, 2019. After August 1st, parents are responsible for paying the first installment of $530.00, $775.00, $1030.00 or $1189.00 in full whether the child attends school or not.

If a child leaves during the academic year, fees for the balance of the year will be refunded in full provided a 30 day **written notice** is given. If a 30 day notice is not provided, a **penalty of $530.00, $775.00, $1030.00 or $1189.00** (amount depending on program) is applicable.

A 30 day written notice is also required to change the child’s program to a reduced number of days per week.

There are **no refunds or substitution of days** for absences due to illness, vacation, legal holidays or other reason, or if the school closes due to snowstorm or power outage.

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#### OPTIONAL ACTIVITIES

1. **SPECIAL EVENTS.** In order to promote the children's interest in various themes, excursions and special visitors to the class are organized. There are typically 4 to 8 “Special Events” per month. Note that excursions are only for our Pre-Kindergarten and Junior Pre-Kindergarten groups. Examples of our special events include:

* An excursion to the Biodome or Ecomuseum
* A children’s music concert (piano, guitar, international instrument, trumpet)
* Going apple or pumpkin picking
* A magic show
* A woodworking craft workshop
* A “safety show”
* A visit from “the reptiles”
* An excursion to the Pointe Claire Stewart Hall Cultural Centre for a show and workshop
* Participating in a Sportball activity
* A special Yoga class with “Yogi Doug”
* A visit with the Animatch doggies
* A puppet theatre show

Information for Special Events is given at the beginning of each month with the monthly calendar. At that time, parents must complete the permission form and include the correct fee if they wish their child to participate. All these activities are optional and the approximate charge for field trips and special events is $30.00-$100.00 per month. Some of the fees collected will be donated to charitable organizations. Parents will be informed when this is the case.

2. **SWIMMING LESSONS for 3 - 5 year olds.** Children may register for swimming lessons at the heated indoor Pointe Claire pool (Pointe Claire Aquatic Dept. corner Douglas Shand and Maywood). Lessons are given by certified swimming instructors using the "Olympic Way" program. Supervision at the pool is by lifeguards and the teachers. Children must be toilet trained to participate. Cost of swimming lessons is about $170.00 for a 10-week session (In the mornings-usually on Thursdays- April to June) and includes transportation by school bus to the pool.

3. **GYMNASTICS LESSONS AT WIMGYM for 3 - 5 year olds.** Lessons are at Wimgym in Dorval. Wimgym is a professional gymnastics club that offers the "Kindergym" program for pre-schoolers. This is an excellent and very popular program. Cost of the Gymnastics program is about $180.00 for ten weeks and includes transportation by school bus to Wimgym. Wimgym classes are on Friday mornings from September to December, and also from March to June. Children must be toilet trained.

1. **SKATING PROGRAM AT POINTE CLAIRE ARENA for 3 – 5 year-olds.** Skating at the indoor main rink of the Pointe Claire Arena (corner of Douglas Shand and Maywood Roads). This rink is heated to a comfortable temperature. The skating program is based on the Canskate method of skating instruction. The skating lessons are given by qualified Canskate instructors, and also supervised by our teachers. This is a fun opportunity for the children to learn how to skate. Cost of skating lessons is about $110.00 for a 10-week session. Skating takes place on Friday mornings from January to March and is one of our favourite and very successful programs.
2. **THE FOLLOWING PROGRAMS ARE AVAILABLE (days of the week will vary). Some programs are for all children and some will be offered for specific ages.** The cost of these programs is approximately $45.00 to $65.00 per session:

**CLASSICAL BALLET AND KIDS THEATRE CLASSES:** We offer various creative movement programs for girls and boys given at our school by qualified instructors. These classes are scheduled at various times during the year.

**YOGA FOR CHILDREN**: Children’s yoga classes are offered three times per year. Yoga has been very popular!

**KODOMO KARATE**: A unique children’s Karate program is offered several times a year. This program is a blend of traditional martial arts etiquette and technique, with age appropriate games and manipulatives designed to bring young children a love and appreciation for the world of martial arts.

**ARTS AND CRAFTS**: In addition to our regular classroom craft activities we have workshops with specialists who offer in-depth arts and crafts programs where the children can explore art media guided by qualified artists.

***Please Note:*** **NO REFUNDS** ARE POSSIBLE FOR LESSONS OR SPECIAL EVENTS AFTER THE EVENT OR AFTER THE STARTING DATE OF A SESSION.

#### PARENT PARTICIPATION

1. **SPECIAL EVENTS** are planned where the parents are invited to “help out”. During International weeks, Music weeks, and Professions weeks, parents can come into their child’s classroom to talk about “their country” or “their musical instrument”, etc. This is an incredibly fun and successful part of the program.
2. **“WINE AND CHEESE” PARENT MEETINGS** take place 5 to 6 times per year in the evenings. These optional meetings are a great way for the parents to find out more about life at Montessori Pointe Claire.
3. **EXCURSIONS** require parent volunteers. Parents and grandparents are invited to come on our excursions and enjoy a day out with the children.

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# RULES AND REGULATIONS

**1.** **Montessori Pointe Claire is open from 7:00 a.m. to 6:00 p.m.** Our class hours are from 8:00 a.m. to 5:00 p.m. Childcare is included at no extra charge, from 7:00 a.m. to 8:00 a.m. and from 5:00 p.m. to 6:00 p.m.

**2.** **On arrival the adult who brings the child to school is responsible for**:

* Changing the child into his indoor shoes and hanging his coat, etc. in the child’s cubby in the cloakroom. Snack boxes go on the shelf outside the classroom door.
* Taking the child to the classroom and notifying the teacher of the child’s arrival so the teacher can “sign in” the child.

**3.**  There is no fixed time of arrival or departure. The children may arrive and depart at your convenience, with the exception of nap time. In order to benefit fully from the program we do however, suggest that children arrive by 8:45 or 9:00am. Also, please note, **from 8:15 a.m. to 4:00 p.m. classes are “in session”** and the teachers appreciate your being careful not to interrupt classroom activities (you may come into the classroom we just ask that you be discrete). **Children may not be dropped off during nap time**, approximately 12:15 to 2:30 pm depending on the group.

**4.** At time of registration parents or guardians must complete the **“Pick up Authorization Form”** which indicates who has permission to pick up the child. If a person other than the persons who have signed on this form will be picking up the child, a separate **written authorization** from one of the parents or guardians is required. Persons picking up the child may be asked to show a photo identification.

**5.** It is mandatory that children be picked up **by 6:00 p.m. sharp**. After 6:00 p.m. there is an additional charge of $1.00 per minute, payable directly and immediately to the teacher in charge.

**6.** On departure from the school each day the person picking up the child must “sign out” the child in the **registry book** **(sign out sheet)** provided for each classroom, indicating the name of the person picking the child up and time of departure. The sign out register is located either outside the classroom door or with one of the staff members if the children are outdoors.

**7.** At the **end of every month** the parent must sign his child’s attendance sheet to confirm the days the child has been present at school.

**8. Illness and medication**. If your child is ill with a fever, diarrhoea, conjunctivitis (eye infection) or other contagious disease, he is not permitted to come to school. Although it is not mandatory, we do appreciate your calling the office and letting us know if your child will not be attending for any reason.

If the child develops fever, or otherwise becomes ill at school, the parents will be called immediately. In case of fever, the teachers can give acetaminophen (Tylenol/Tempra) in its liquid form if you have completed the “Protocol for the administration of acetaminophen to treat fever” and that your child has been weighed in the past three months. If in the judgement of the teachers, the child is ill and needs to go home, the parents must come and pick up their child within a **60-minute period** (or arrange for someone, grandmother, etc., to pick up the child within this time). This is essential for the safety and well-being of your child and of the other children.

Please note that (other than Acetaminophen eg.Tylenol) the staff cannot administer **any** medication (including Advil, cough syrup or any homeopathic medicines) without written **authorization** from both parent **and doctor**. The teachers have a form “ADMINISTRATION DES MÉDICAMENTS” available when necessary. Parents must fill out this form and give the bottle/box of medication, **with the** **prescription affixed**, to the teacher (do not put medication in the lunch box). **A prescription is also necessary** for “over the counter” medication such as cough syrup, any creams or lotions, or “natural” medication.

1. **Expulsion Policy (as written in Quebec government regulations for daycares):** After advising the parents with two weeks’ notice, a child may be expelled for the following reasons:
2. The daycare may expel a child whose parents refuse or omit to pay the daycare fees as stipulated in the contract
3. The daycare may expel a child whose parents do not respect the rules of functioning of the daycare.
4. The daycare may expel a child if after establishing an intervention plan in cooperation with the parents in order to respond to the particular needs of the child, it becomes obvious that the daycare human and material resources cannot respond adequately to the particular needs of the child. The daycare may expel the child if the parents do not cooperate with the intervention plan.

The daycare may expel a child without notice and at any time when the health, security or well-being of the children or staff in the daycare are in danger.

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