

SCHOOL FEES

REGISTRATION FEE **\$195.00** Payable on date of registration

FEES FOR THE ACADEMIC YEAR (September 5, 2022 to June 23, 2023: 41 weeks)

Note that we are open for the entire summer with our Summer Camp program

For children from ages 16 months to 8 years of age.



FULL-TIME PROGRAM: **5 day/week program** **\$13 320.00**

PART-TIME PROGRAM: **2 day/week program** **\$ 5 700.00**

3 day/week program **\$ 8 360.00**

4 day/week program **\$11 150.00**

INCLUDED IN FEES

1. Children thrive in our **bilingual (instruction in French and English) Montessori-based 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. **Introduction to additional languages.** Learning new languages allows the child to appreciate the joy of languages and motivates the child to continue with different languages later in his/her education. Children are introduced to Spanish and Mandarin with fun games and activities.
3. The children enjoy a **music program** given by a professional music teacher. 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.
4. **Our Children' Science program** is given by our "Science Gals". 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 remember that science is "fun". The children love seeing "The Science Gal" come to class!
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.
6. **What to bring to school:** Children will need a pair of indoor shoes (e.g., running shoes), a change of clothing in a Ziploc bag, a small blanket for nap (excepting prekindergarten), and where needed diapers and wipes. A water bottle and morning and afternoon snack in a small snack box are also brought by the child every day.
7. **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.

Note that snack is not included. Parents are asked to send two healthy snacks each day in a small lunch box for the child as well as a water bottle for their child. We have found that snack from home is an excellent way for the child to feel a connection with home and to allow the parents to adjust the daily menu according to their own child's needs.

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.**

Children are free to bring a milk alternate for lunch and snack such as oat milk or coconut milk. The only requirement is that the beverage be nut free.

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

Tel: 514 697-3792 office@montessoripc.com www.montessoripc.com

CALENDAR 2022-2023:

Our academic year from September 5 to June 23 is 41 weeks in length and does not include the week of closure during Christmas break

Labour Day holiday (closed)	Monday, September 5, 2022
First day of school	Tuesday, September 6, 2022
Thanksgiving holiday (closed)	Monday, October 10, 2022
Christmas break (closed)-PLEASE NOTE CHRISTMAS BREAK WEEK IS NOT CALCULATED IN THE SCHOOL FEES	Monday, December 26 <u>to</u> Friday, December 30, 2022



Observance of New Year's day (closed)	Monday, January 2, 2023
School <u>reopens</u>	Tuesday, January 3, 2023
Easter holiday (closed Good Friday) (Open Easter Monday, April 10)	Friday, April 7, 2023
National Patriot's Day -Victoria Day holiday (closed)	Monday, May 22, 2023
Last day of school	Thursday, June 23, 2023
Summer Camp starts	Tuesday, June 27, 2023

Registration for summer camp, June 27, 2023 to September 2, 2023, takes place in February 2023. Registration is on a daily basis, calculated at \$65 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

For convenience, fees are divided into ten payments, as shown below. **The full series of postdated cheques is required on registration.** You may also pay by electronic transfer following the schedule below. For transfers use etransfer@montessoripc.com and include a note on the transfer indicating the child's full name. Invoices will not be issued. Payments need to be made on the correct date to maintain your child's place.

NOTE: If your child is starting **AFTER** the beginning of the school year (after September 6th, 2022), 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)

<u>Date of cheque</u>	<u>Amount</u>	<u>Date of cheque</u>	<u>Amount</u>
1. August 15, 2022	\$1332.	6. January 15, 2023	\$1332.
2. September 15, 2022	1332.	7. February 15, 2023	1332.
3. October 15, 2022	1332.	8. March 15, 2023	1332.
4. November 15, 2022	1332.	9. April 15, 2023	1332.
5. December 15, 2022	1332.	10. May 15, 2023	1332.

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

<u>Date of cheque</u>	<u>2 days</u>	<u>3 days</u>	<u>4 days</u>	<u>Date of cheque</u>	<u>2 days</u>	<u>3 days</u>	<u>4 days</u>
1. August 15, 2022	\$570.	\$836.	\$1115.	6. January 15, 2023	\$570.	\$836.	\$1115.
2. September 15, 2022	570.	836.	1115.	7. February 15, 2023	570.	836.	1115.
3. October 15, 2022	570.	836.	1115.	8. March 15, 2023	570.	836.	1115.
4. November 15, 2022	570.	836.	1115.	9. April 15, 2023	570.	836.	1115.
5. December 15, 2022	570.	836.	1115.	10. May 15, 2023	570.	836.	1115.

Note: NSF cheque fee is \$25.00. Any NSF cheque must be replaced by a certified cheque, electronic transfer, or cash.
The school reserves the right to cancel registration if payments are not made on time and in full.

Refund Policy

We ask for one month's notice that a child will be leaving or reducing the number of days per week in the program.

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.

Montessori Pointe Claire, 116 Sunderland Ave, Pointe Claire, Que H9R 1L2
Tel: 514 697-3792 office@montessoripc.com www.montessoripc.com

OPTIONAL ACTIVITIES

1. **SPECIAL EVENTS.** To promote the children's interest in various themes, excursions and special visitors to the class are organized. There are several "Special Events" per month. Note that excursions are only for children 2 ½ and older who are completely toilet trained. Examples of our special events include:

- An excursion to the Biodome or Ecomuseum or trampoline club
- A children's music concert (piano, guitar, international instrument, trumpet)
- Going apple or pumpkin picking at a local farm
- A magic show
- 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 performance by indigenous dancers
- 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 to 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 \$210.00 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 to 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 immensely 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 from March to June. Children must be toilet trained.

4. **SKATING PROGRAM AT POINTE CLAIRE ARENA for 3 to 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 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 highly successful programs.

5. **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 \$70.00 per six-week session:

CLASSICAL BALLET, ZUMBA 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.

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.

ADDITIONAL MUSIC CLASSES that complement our music program are available for parents who wish to enrol their child.

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 4 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 and have input.

3. **EXCURSIONS** require parent volunteers. Parents and grandparents are invited to come on our excursions and enjoy a day out with the children.

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 by 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.
 - If you require the teacher's assistance at drop off, please do not hesitate to go to the classroom and let the teacher know.
3. There is no fixed time of arrival or departure. The children may arrive and depart at your convenience, except for nap time. Although this is not obligatory, to benefit fully from the program, we do suggest that children ideally arrive from 8:15 to 8:45am. 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 four-week period** the parent must sign his child's attendance sheet (official government document for each child) to confirm the days the child has been present at school.
8. **Illness and medication.** If your child is ill with a fever, diarrhea, conjunctivitis (eye infection) or other contagious disease, he/she is not permitted to come to school. Although it is not mandatory, we do appreciate a call to the office to let us know if your child will not be attending for any reason. We will pass the message to the child's teacher. If there is a case of an infectious disease in the classroom, this information will be posted by the classroom door.

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) 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, the staff cannot administer **any** medication (including Advil, cough syrup or any homeopathic medicines) without written **authorization** from both parent **and doctor (almost everything requires a prescription from the doctor: Benadryl, cough syrup, "natural" medication, all require a prescription)**. The teachers have a form 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).

9. **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:
 1. The daycare may expel a child whose parents refuse or omit to pay the daycare fees as stipulated in the contract
 2. The daycare may expel a child whose parents do not respect the rules of functioning of the daycare.
 3. 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.