

SCHOOL FEES

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

FEES FOR THE ACADEMIC YEAR (September 4, 2023 to June 21, 2024: 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** **\$14 350.00**

PART-TIME PROGRAM: **2 day/week program** **\$ 6 560.00**

3 day/week program **\$ 9 350.00**

4 day/week program **\$12 300.00**

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 **yoga program** given once a week in the classroom. Children enjoy practicing many different yoga poses and learning about breathing and relaxation. A great activity for body awareness and balance.
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 2023-2024:

Our academic year from September 5 to June 21 is 41 weeks in length and does not include the week of closure during Christmas break

Labour Day holiday (closed)	Monday, September 4, 2023
First day of school	Tuesday, September 5, 2023
Thanksgiving holiday (closed)	Monday, October 9, 2023
Christmas break (closed)-PLEASE NOTE CHRISTMAS BREAK WEEK IS NOT CALCULATED IN THE SCHOOL FEES	Monday, December 25 <u>to</u> Friday, December 29, 2023



Observance of New Year's day (closed)	Monday, January 1, 2024
School <u>reopens</u>	Tuesday, January 2, 2024
Easter holiday (closed Good Friday) (Open Easter Monday, April 1)	Friday, March 29, 2024
National Patriot's Day -Victoria Day holiday (closed)	Monday, May 20, 2024
Last day of school before camp	Friday, June 21, 2024
Summer Camp starts	Tuesday, June 25, 2024

Registration for summer camp, June 25, 2024 to August 30, 2024, takes place in February 2024. 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. **Payment is by cheque, cash or by electronic transfer.** For transfers use etransfer@montessoripc.com and include a note on the transfer indicating the child's full name. If your transfer requires a password (most often it will not) please use the street name "Sunderland" as the password. 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 5th, 2023), please confirm the required payments with the office.

On date of registration: \$195.00

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

<u>Date of cheque or transfer</u>	<u>Amount</u>	<u>Date of cheque/transfer</u>	<u>Amount</u>
1. August 15, 2023	\$1435.	6. January 15, 2024	\$1435.
2. September 15, 2023	1435.	7. February 15, 2024	1435.
3. October 15, 2023	1435.	8. March 15, 2024	1435.
4. November 15, 2023	1435.	9. April 15, 2024	1435.
5. December 15, 2023	1435.	10. May 15, 2024	1435.

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

<u>Date of cheque/transfer</u>	<u>2 days</u>	<u>3 days</u>	<u>4 days</u>	<u>Date of cheque/transfer</u>	<u>2 days</u>	<u>3 days</u>	<u>4 days</u>
1. August 15, 2023	\$656.	\$935.	\$1230.	6. January 15, 2024	\$656.	\$935.	\$1230.
2. September 15, 2023	656.	935.	1230.	7. February 15, 2024	656.	935.	1230.
3. October 15, 2023	656.	935.	1230.	8. March 15, 2024	656.	935.	1230.
4. November 15, 2023	656.	935.	1230.	9. April 15, 2024	656.	935.	1230.
5. December 15, 2023	656.	935.	1230.	10. May 15, 2024	656.	935.	1230.

Note: NSF cheque fee is \$35.00. 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. "Snow days" are determined according to the local schoolboards. If the Marguerite Bourgeois and the Lester B Pearson school are closed we are also automatically closed for a snow day.

*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 THAT TAKE PLACE AT SCHOOL.** We are always excited when we have a special performer at Montessori! There is a small fee charged to the parents to pay for the cost of the performance (between \$5.00 to \$15.00 per show). Signing up for the shows is optional. Performances include:

- Clown show
- Puppet show
- Magic shows (Todsky magician, Blair Marshall magician)
- Safety workshops (Clinique PsySanté- Kidz Mpowered-Safe Touch workshop; The Child Assault Prevention (CAP) project)
- Children's theatre (Le Petite Valise Théâtre, Théâtre Tortue Berlué)
- Dance performances (Irish dance, Native hoop dance, African dance)
- Piano performances
- Performances with many different musical instruments (Guitar, Trumpets, International instruments)
- Visit from a veterinarian.
- Visit with pets (dog, cat, parrot)
- Visit with a dentist or hygienist.
- A physical activity class
- A visit from the policewomen, the firefighters, or the ambulance drivers

There are normally two to four special events per month. Parents receive a sign up form with their child's calendar which includes special events and field trips. All of these are optional; parents choose which activities to enrol their child.

- 2 EXCURSIONS.** Once a month we go somewhere special by school bus. All excursions are optional. Children not attending the excursion continue their classroom activities. Children under two must be accompanied by a parents or guardian to participate in the excursion. Parent volunteers are requested for excursions. Parents may also attend the excursions without needing to volunteer to watch other children. Excursions are wonderful to teach children about so many things, and the bus ride is always fun! Excursions include:

- The Pointe Claire Cultural Centre Stewart Hall children's program of entertainment and workshops
- The Montreal Biodome
- The Ecomuseum
- ZigZagZoo indoor play centre
- St Eustache Ostrich Farm Nid'Otruche
- Apple or pumpkin picking at a local farm
- Pointe Claire Aquatic centre swim and gym outing
- St Constant train museum
- Granby Zoo
- Park Safari

- 3 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 \$250.00 for a 9-week session. Skating takes place on Friday mornings from January to March and is one of our favourite and highly successful programs

- 4 THE FOLLOWING PROGRAMS ARE AVAILABLE (days of the week will vary).** The cost of these programs is approximately \$75.00 per six-week session:

CLASSICAL BALLET, ZUMBA DANCE, CHILDREN'S AEROBICS PROGRAM: We offer various creative movement programs given at our school by qualified instructors. These classes are scheduled at various times during the year and take place during the day withing the child's regular school hours.

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.

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.