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STAFF & CONTACT INFORMATION

Primary School

Rita Gausman – Administrator
Kathryn de Peralta

Teachers:

Kindergarten	Sandy Rai Michelle Remple
Grade 1	Kelsey Robertson Courtney Blaak
Grade 2	Rebecca Slosky Ann Power
Grade 3	Sarah Prato Faedra Mirhashemy

Intermediate School

Jessica Westersund - Administrator

Teachers:

Elizabeth Dindo
Tanner Robertson
Nicole Benedictson

Contact Information: Primary Campus

School Address: 14724 – 84th Avenue
Surrey, B.C. V3S 2M5

Telephone Number: 604-599-9918

Office Hours: 8:00 a.m. to 4:00 p.m. – Monday to Friday
Web site: cornerstonemontessorischool.ca

e-mail: office@cornerstone.school (Main email)
office@cornerstoneintermediate.com (Intermediate email)

STUDENT ATTENDANCE & QUALIFYING HOURS

Cornerstone is designated by the Ministry of Education, as a Class 1 school. As such, we are required to fulfill academic standards and a certain number of in-class hours each year, to maintain this rating.



Each year, we create a school calendar that fulfills the needs of the students, as we see them. Cornerstone’s school calendar is slightly different from other schools, as follows:

September

We begin the school year in September with students working and learning from their first day back to school. Many schools do not get into the full swing of the curriculum until mid-September.

Half Day Fridays

Fridays are always half days. As a Montessori school, there is a great deal of effort that goes into classroom preparation that goes above and beyond a regular classroom setting. Cornerstone teachers “teach to the child”, and not to the class. There are many extra hours of preparation required to teach in this style. Teachers remain at work all day on Friday, working in their classrooms, and often collaborating with their co-workers. Friday afternoons are also used at times for professional development, as we do not take Professional Development days throughout the school year.

Extra Long Weekends

For a few of the long weekends in the year (Thanksgiving, Remembrance Day, and Victoria Day), the school is also closed on the Friday prior to the long weekend. This gives all of our Cornerstone families a 4-day weekend to enjoy and plan a mini vacation.

Extended Closures during the Year

- **Christmas break** is typically around 17 days.
- **Mid-Winter break** is typically a full week in February.
- **Spring Break** is typically about a total of one week, plus two days.

CLASS TIMES



Class	Daily Arrival Time	Monday – Thursday Dismissal Time	Friday Dismissal Time
Kindergarten	8:50 - 9:00	2:30 - 2:40	11:45 – 12:00
Primary Grades 2 and 3	8:35 - 8:45	2:40 - 2:50	12:00 - 12:15
Intermediate Grades 4-7	8:20 - 8:30	2:50 - 3:00	12:15- 12:30

Sibling Arrival and Dismissal Procedure:

Parents who have more than one child attending Cornerstone School, and whose children have different dismissal times, please **pick up both students at the same time, at the later dismissal time.**

For example:

If you have children in Grades 1 and 3, please arrive at 2:45 pm.

For those with children in both Primary and Intermediate, please pick up your child at the **primary location first** at 2:45, followed by the intermediate location at 3:00.



OUR MISSION

Cornerstone School is dedicated to providing an enriching and challenging educational environment where each child is encouraged to grow to his or her fullest potential academically, emotionally and socially. We seek to:

- inspire a passion for excellence
- nurture each student's innate curiosity, creativity and imagination
- instil a strong set of values which include self-respect, honesty, integrity, responsibility, compassion, kindness, peacefulness, a desire to give something back to those who are in need.

THE LEARNING ENVIRONMENT

Learning activities in the school environment involve direct instruction, as well as, inquiry and discovery. Students participate in many hands-on activities with either real life objects or with concrete models that bring abstract concepts to life. This allows children to learn with a much deeper understanding.

The classroom environment is quiet and peaceful during lessons and focused work time. At other times, students are given the opportunity to work together in small groups or with hands on materials.

Dynamic, hands-on extension activities are available when students have completed assignments in the core subject areas.

Students often enjoy freedom of movement and choice of activity; their freedom always exists within carefully defined limits on the range of their behaviour.



ACADEMIC CURRICULUM

At Cornerstone we take pride in our advanced academic program. We set high standards and expect every student to be working at their maximum potential. Neat work is emphasized in all subjects.

Cornerstone School's curriculum follows the guidelines set out by the Provincial Government. It is the school's goal that students exceed the Provincial guidelines, particularly in the Language Arts and Math curriculum. This goal is, naturally, assessed individually with each child.



MONTESSORI INFLUENCE

Kindergarten

During the early years the Montessori approach to learning is the educational framework of our program. Classrooms are equipped with all of the traditional Montessori materials. The curriculum involves children in a series of lessons and activities that are sequential, manipulative and sensorial. Ultimately, these exercises bridge the gap between concrete and abstract learning.

Each child in the Kindergarten class has an individual Goal Sheet. This is their guide for the day. This goal sheet lays out the expectations for their day in Math, Language, Culture and Practical Life. Children take responsibility for completing the activities on their Goal Sheet daily, with the guidance and assistance of their teachers. Included in this Goal Sheet are new lessons that each child is given using the Montessori materials.

Kindergarten Student/Teacher Ratio: 12 students/1 teacher

Primary

The educational framework for the primary classes combines the Montessori philosophy of education with the “learning outcomes” prescribed by the Provincial Government.

During the morning portion of a child’s time at school, the primary focus is Language and Math. Montessori materials are used to assist students in understanding new Language and Math concepts. Lessons are given to small groups of children, ranging from two to five per group. Students are challenged at their own level. As each child masters basic concepts, they move on to a more abstract level of learning. Students in Grade 1 and 2 have a daily personalized goal sheet that outlines their Math and Language activities for the day.



Culture is the primary focus during the afternoon learning cycle. The Cultural Studies area of the classroom encompasses a variety of subjects that are supplementary to the Montessori method. Cultural subjects include: **Geography, Science, Botany, Zoology, and Art & Music**. Exploring these subjects provide children an opportunity to explore their curiosity of different worldly ideas.

Student/Teacher Ratio: 14 – 16 students/1 teacher

Intermediate

In the intermediate years at Cornerstone, our educational approach evolves into a more traditional style, building on the foundation set by our primary program. While we maintain our commitment to the Montessori philosophy, emphasizing manners, grace, courtesy, and hands-on learning projects, we also integrate regular technology use into our curriculum.



Cornerstone intermediate staff work together closely to ensure that each child is reaching their maximum potential. They often share information with one another in an effort to challenge those students who are capable of working above grade level, as well as to provide extra assistance for any child who may be struggling.

Student/Teacher Ratio: 14 –16 students/1 teacher

TRADITIONAL VALUES

Cornerstone takes a “traditional” approach in maintaining high standards with respect to behaviour, values and attitudes. A strong focus is placed on using good manners from as early as the kindergarten years.



Students are taught to respect their school environment, their classmates and their teachers.

Students are encouraged to take responsibility for maintaining their classroom and playground environment.

Our primary focus is always the well-being and best interest of the student.

CORNERSTONE STAFF

The teachers at Cornerstone hold a multitude of degrees and diplomas and are dedicated to providing an excellent learning environment for all students. They pride themselves in focusing on each child’s academic achievements, as well as the social, emotional, and physical needs of every child.

The teachers at Cornerstone are caring and nurturing, and are always available to parents and children, should there be any concerns.

Parents registering their children at Cornerstone School should be aware that the teachers on staff do not have specific training to work with children with special needs.



PARENT/TEACHER COMMUNICATION

All primary classes have a September parent meeting. It is very important that parents attend this meeting to gain a better understanding of what to expect for their child during their child's year.

1st Term Parent/Teacher Conferences

All classes schedule parent/teacher conferences towards the end of October. Parents are invited in for a 20 minute session to meet with their child's teacher, and review the work that their child is currently doing at school.

2nd Term Student Led Conferences

Students will guide their parents through this conference, and share with them samples of their work they have completed this term. Teachers are present at this conference, however all students, Kindergarten through to Grade 7, are encouraged to take the lead!

OUR DOORS ARE ALWAYS OPEN

Cornerstone teachers are always willing to schedule in extra time to meet with parents, if a parent feels they need some one-on-one time with their child's teacher(s).

We always encourage parents to ask questions, should they have any concerns or uncertainties about their child's education. Maintaining open lines of communication is healthy for our entire student body. Our doors are always open.



REPORT CARDS

Kindergarten

Kindergarten students receive two anecdotal report cards throughout their school year. The first one is delivered at the end of January, and the second one, at the end of the school year. This report card will provide you with information on everything your child has learned to date. Letter grades assessing your child's performance will not be given during a child's kindergarten year.

Primary & Intermediate

Grade 1 – 7 students receive two formal report cards, and one interim report card, throughout their school year.

1st Report Card:	Before Christmas Break
2nd Report Card:	This is an interim report, at Spring Break
3rd Report Card:	At year end

Grade 1 – 3 students do not receive letter grades.

Grade 4 students begin receiving letter grades with their mid-term report card in March.

Grade 5 – 7 students receive letter grades on all report cards.

NOTICES, NEWSLETTERS, PERMISSION FORMS

The school sends home a variety of notices and newsletters throughout the school year to keep parents up-to-date on events. **Notices and newsletters are sent via e-mail. It is very important that parents check their email on a daily basis and to inform the school of any change to their e-mail address.**

Permission forms for students attending field trips are sent home in paper format. It is appreciated if parents return the signed forms promptly.

Students CANNOT attend field trips if a Permission Form has not been signed by their parent/guardian.

HOMEWORK

Homework is work that has been assigned to be completed after school hours.

Kindergarten

Kindergarten students do not receive homework; however, we ask that parents spend time reading to their child daily.

Grade 1

Homework in Grade 1 consists primarily of participation in the “home reading program”. This will be set up for your child during Term 2.

Grades 2 and 3

Students will be expected to read independently for 15 minutes every evening. They will also be assigned a minimal amount of homework that coincides with their daily work.

Grades 4 – 7

Intermediate homework will consist of any combination of the following:

- assignments to reinforce concepts introduced in class
- daily work / assignments that are not completed in the allotted time frame at school
- special project assignments that may or may not require student collaboration outside of school hours (online).

Parents are asked not to complete a student’s homework.



CLASSROOM CONCERNS AND APPEALS

Any parent/guardian with a school concern is encouraged to take the following steps:

- Discuss the matter directly with the individual(s) involved as soon as possible.
- Any parent with a concern about their child's teacher, or about their child's progress, or about the curriculum being taught in the class is encouraged to discuss the matter directly with their child's teacher.
- If a discussion does not resolve the matter or if a discussion appears to be impractical the parent should arrange an appointment to meet with the school administrator to discuss the concern. The school administrator may be in a position to address the concern alone or may include the teacher(s) in the meeting.
- If the concern is not resolved the individual may meet with a member of Cornerstone School's Board. The meeting may be with one Board member alone, but will likely include a Board member, the school administrator and the individuals involved.
- Questions or concerns about school procedures and policies should be addressed with one of the school administrators.
- The majority of conflicts are resolved with a one-on-one meeting between the teacher and the parent or the administrator and the parent, depending on the issue to be resolved. Often, when the facts are made clear, the concerns are eliminated. It is in the best interest of the child that we work together in an atmosphere of trust.



PARENT CHAT LINE AND SOCIAL MEDIA

Cornerstone staff make every effort to address parent questions, suggestions and concerns. However, it is essential that questions and concerns be addressed to the child's teacher.

Discussing school practices and policies, or what is happening in your child's classroom on a group chat line is **highly inappropriate**. Parent chat lines and Social Media forums lead to problems as information is often not accurate.

PLEASE DO NOT PARTICIPATE IN THIS FORM OF COMMUNICATION.



PHYSICAL & EMOTIONAL SAFETY

Cornerstone Montessori School is committed to providing an educational environment that is:

- safe, caring and orderly;
- welcoming, respectful and affirming for all students, families and staff;
- free from fear of bullying, harassment and discrimination regardless of an individual's gender, race, culture, religion, sexual orientation or gender identity;
- respectful of diversity within the community;
- inclusive of all students, employees and families and ensures that all students, employees and families are equally included in all aspects of education and school life, and treated with respect and dignity.

Cornerstone School has a no tolerance policy for any physical violence, abuse of property, inappropriate teasing or bullying. Any incidents of this nature are dealt with immediately, either by the teacher or administrator. If the teacher deals with an issue of physical violence, abuse of property, inappropriate teasing or bullying, the school administrator must be informed of the situation. If the situation reoccurs, a meeting is scheduled with the parents to try and resolve the issue. Continuation of any such behaviour will result in the child being dismissed from the school.

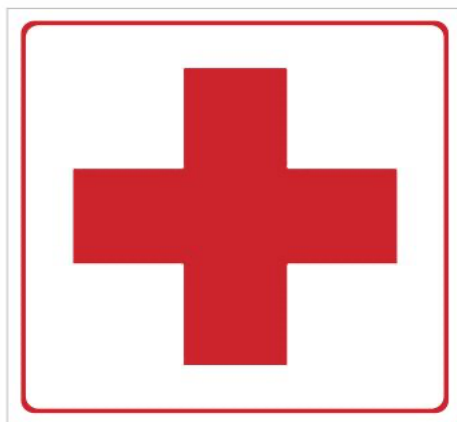
Teachers provide supervision during class time, both in the classrooms and when students are off site (at the gym, on field trips, etc.). Lunch supervisors and/or teachers provide supervision during the students' lunch time and play time. The primary property is fully fenced, and the intermediate property is mostly contained – with strictly enforced boundaries. For those days that are too cold or rainy, the schools are equipped with many board games and indoor activities for the students to enjoy.



EMERGENCY PROCEDURES AND FIRST AID

The school is equipped with several First Aid Kits for use at the school, on field trips, at PE classes at the gym (Bear Creek Church). Several of the staff are First Aid Certified and are available to be called upon in the event of a first aid emergency. If there is any indication of serious injury, 911 will be called and the student will be taken to the nearest hospital for emergency attention. Illness or injury at school must be reported to the school administrator.

Parents MUST ensure that the school ALWAYS has a current telephone number where they may be reached in the case of an emergency.



Allergies

It is the **responsibility of parents to advise the school if their child suffers from life-threatening allergies.** In the event of serious allergies the school administrator, the parents and the student's teacher(s) will agree on a plan of action:

- for keeping the child's environment as safe as possible;
- for responding to an allergic reaction at school.

The parent is responsible for supplying the school with an UP-TO-DATE epi-pen which must be at the school or with the child's teacher (if the child is off site) AT ALL TIMES.

As a part of this plan, the school will require guidance from the child's doctor. The school will **not take responsibility for keeping an epi-pen for a child unless this plan of action has been completed.**

PHYSICAL EDUCATION

All Cornerstone students attend Physical Education classes twice each week in the gymnasium at Nova Church, which is located at 8383 – 140th Street.

Primary students are transported to the gym on the school bus. A teacher is always in attendance on the bus, and during the gym class.



FIELD TRIPS



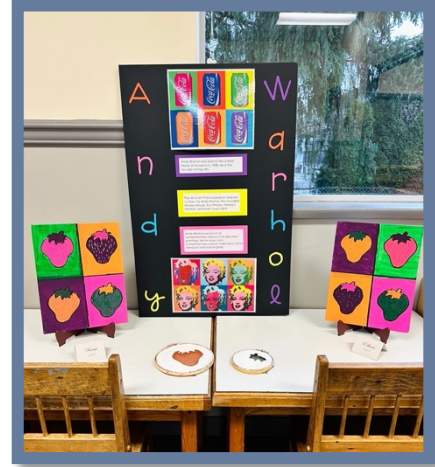
Field trips are arranged throughout the school year for all elementary students. Some field trips are curriculum-related e.g. a visit to the Vancouver Planetarium if a class is studying the solar system. Other field trips are seasonal, cultural or athletic in nature (e.g. ice-skating, swimming, roller-skating events or live theatre).

The school will keep parents informed of all upcoming field trips for their child's class via e-mail. As Cornerstone has a low student teacher ratio, we seldom ask for parent volunteers to assist on field trips. If, however, we are in need of some extra adults, the teacher will reach out and ask for parent helpers.

FINE ARTS

Fine Arts covers Music, Drama, Art and Dance. All students at Cornerstone School take part in Fine Arts throughout the school year.

During a child's primary years, Fine Arts is usually incorporated into the curriculum. Dance may be part of a Physical Education unit at the school gymnasium. Art is typically part of the Culture Unit being studied in each class. Primary students often sing songs in their class with their teacher, and there are times that they have a special music or dance teacher in preparation for a Spring performance.



At the intermediate school, the components of Fine Arts are typically a stand alone subject, but change from one term to the next. A block of time is designated weekly to Fine Arts; however, for Term 1, the focus may be on Visual Arts, and could change for Term 2 and 3 to Drama, Music or Dance.



LIBRARY

Both the Primary School and Intermediate School have small libraries set up for their students that are used daily by staff and students. In addition to the school libraries, staff schedule in regular trips with their students to the local Fleetwood Library, which is only a five minute drive by bus (same bus company that transports students for our fieldtrips and on gym days).



LUNCHTIME GUIDELINES

Students have 30 minutes to eat their lunch in the classroom and then 30 minutes of outdoor play time. Younger children are given additional time to eat their lunch when necessary.

All students are supervised by their teacher(s) during the time they are eating their lunch. Students are expected to remain seated at a desk while eating and use good table manners. When they are finished their lunch, they are responsible for cleaning their desk tops.

During their outdoor play time, students are supervised by their teachers who are familiar with the play area rules and regulations.



FOOD BROUGHT TO SCHOOL

Cornerstone School sets guidelines for food that is brought into the school. Parents should understand that it is important that students not eat food that is high in sugar, salt and preservatives during school hours. Students are expected to concentrate and remain calm at school and these types of foods affect some children in a very negative manner.

Morning snack

Students should bring a daily morning snack of fresh fruit or vegetables. Please do not send fruit leather or dips for fruit or vegetables; this defeats the purpose of a nutritious snack.

Lunches

We ask that parents send balanced and nutritious lunches to school (e.g. sandwich on whole wheat bread, soup or pasta in a thermos, fruit and vegetables, yogurt or milk).

Please **do not** send the following in your child's lunches:

- pre-packaged foods
- pop, candies or chocolate bars
- "Lunchables"
- "fruit roll ups"
- food from fast food restaurants, e.g. McDonalds, Dairy Queen, etc.
- foods that contain a high sugar content.



CELEBRATIONS

It is part of the Montessori curriculum to include many celebrations throughout the school year, and for the children to learn about different Cultural Celebrations that are celebrated around the world.

When celebrating a special occasion with the students, the teachers always strive to avoid commercialized products and styles of celebration. For example, for Halloween, the primary children could all learn about the life cycle of a pumpkin, perhaps carve a pumpkin, roast pumpkin seeds, or bake something with pumpkin. The students will take part in Halloween art activities, and perhaps learn about the history of Halloween, and how it is celebrated in different countries.

Teachers will avoid topics about witches and goblins, and scary costumes. They will also not take part in providing Halloween treats.

WE ASK THAT PARENTS DO NOT BRING ANY SPECIAL TREATS, GIFTS, BALLOONS, ETC. to the school for any type of celebration.

Birthday Celebrations

Children's birthdays are recognized throughout the school, however each teacher will have a different way of celebrating it. Again, it is the school's policy that parents do not bring in any special treats, gifts, treat bags, balloons, etc. when it is your child's birthday. This style of birthday celebration is appropriate to have in your home, and not at school.

Special Snacks

We do sometimes ask parent volunteers to supply snacks for their child's class on special occasions - Christmas, Valentine's Day, etc. In this case, a snack list will be posted and parents are asked to sign up for specific items.



SCHOOL UNIFORMS



Students at Cornerstone wear a school uniform. The uniforms are supplied by a private uniform company:

UNIMAX Uniforms

#109, 18663 – 52ND Avenue, Surrey

Phone: 604-575-7758

E-mail: betty@jnalvit.com

The clothes are comfortable and easy to maintain. Students may choose to wear either black dress shoes or black or dark blue running shoes with their uniforms.

Students should wear their track suits on days that they attend physical education classes.

The uniform company books a day in the Spring when they visit the school to take uniform orders. In addition, uniforms can be ordered at any time throughout the year by simply phoning or visiting the uniform company.

Cornerstone School does not add a percentage to the uniforms for their own profits.

In order to maintain consistency and high standards with our school uniform, **all uniforms must be purchased from UNIMAX UNIFORMS, no exceptions. All cheques are made payable directly to Unimax Uniforms.**

It is expected that uniforms will fit students appropriately and will be maintained in good condition. PLEASE DO NOT PURCHASE UNIFORMS FOR YOUR CHILD THAT ARE TOO BIG. If your child is wearing a school uniform that is not the correct size, the school will ask that you either return it, or purchase another uniform that fits your child. When students out grow their uniforms or when items of clothing begin to look worn and discoloured, new items of clothing should be purchased.

ADDITIONAL SCHOOL EXPENSES

Invoices are issued in September and in February for additional school expenses which include:

Field Trips

In most years, field trip expenses are estimated at the beginning of the term. Teachers and administrative staff monitor and record the amount spent by each class. If the class spends less than the amount collected, the additional monies are carried over to the next term. If there is a bit of money left at the end of the school year, it might be spent on a special event or a classroom snack. Teachers will try to keep within the estimated budget; however, if opportunities arise for field trips that are valuable to the students' education and exceed the estimated budget, the school may decide to send an additional request for further field trip expenses.



Pizza and Casual Day

Once a month the school will order in pizza for hot lunch. Hot lunch will also include a simple desert, which is often some type of ice-cream.

The school always has CASUAL DAY on the same day as hot lunch. Students can wear their choice of clothing on this day. Casual clothing should be school appropriate and respectful.

STUDENT ABSENCES FROM SCHOOL

If your child is going to be absent from school, we ask that you please call the school between 8:00 and 8:30 a.m. (604-599-9918). If you need to contact the school earlier in the morning, please feel free to leave a message on the answering machine.

In accordance with Independent School requirements, the school records each day where a child is absent. Parents are required to sign “Absentee Forms” for every day that a child is absent from school.



The school **DISCOURAGES EXTENDED ABSENCES FROM SCHOOL**. In the event that an extended absence is unavoidable, teachers will provide students with as much of the curriculum that will be taught at school as possible. This would include a combination of:

- an outline of the learning outcomes to be taught
- assignments that have been prepared for the learning outcomes

ARRIVAL AND DISMISSAL

Primary Campus

Cornerstone School has staggered arrival and dismissal times to minimize the amount of traffic in the school parking lot. Minimizing traffic congestion will minimize the risk of an accident.

Student safety is the responsibility of parents until the school doors open at the designated arrival time.

Children should not be left to walk through the parking lot unattended.

PLEASE: If a family member or friend brings your child to school, or picks them up from school, please be sure to regularly relay all important arrival and dismissal information to them and to inform the school of any changes to a child's pick up person.



PARKING LOT PROCEDURES

PRIMARY CAMPUS

- Cars cannot stop in the middle of the parking lot to drop off children. You **MUST** park your vehicle.
- All adults and students **MUST** use the sidewalk only when walking from your car to the school. **NEVER** walk behind the cars in the middle of the parking lot.
- If you have parked on the side street, please use the side gate to enter the school property. **DO NOT** walk through the school entrance driveway.
- If you have younger children walking with you, please hold their hands.



It is the law in British Columbia that:

- **children wear seat belts**
- **small children sit in booster seats**
- **drivers not talk on cell phones while driving**

INTERMEDIATE CAMPUS

Drop Off:

- School doors will be open at 8:20am each day. Please do not drop your child off before this time, unless otherwise discussed with staff.
- Please drop your child off no later than 8:40am, to ensure your child is prepared for their day by 8:45am.

Dismissal:

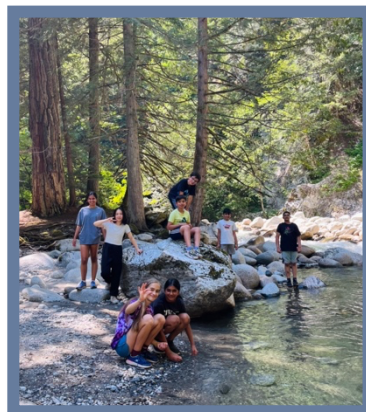
- Please do not line up vehicles under the awning until dismissal time. You may line up further back in the parking lot, as to not disrupt other traffic to the building.
- If you are under the awning waiting and your child is not quite ready, you may be asked to loop to the back of the line or to park, and a staff member will bring your child across the parking lot.

SPECIAL EVENTS

Students at Cornerstone School participate in a variety of Special Events throughout the school year. Events vary from year to year. Cornerstone staff often like to change the events in an effort to incorporate all areas of the curriculum, i.e. music, sports, science, etc.

In the past, some of the events held at the school have been a Spring Concert, Science Fair, Family Picnic, and a three day camp experience for the intermediate students.

Parents will be notified of any upcoming events this year, as they will be planned in accordance with our curriculum.



POLICIES AND PROCEDURES

Cornerstone School operates under a written set of guidelines which are contained in the school's "Policies and Procedures" binder. Although many of the school's formal policies and procedures are not contained in this handbook, parents who wish information about these additional policies and procedures may review them at the school office.

NSF CHEQUES

In the event that a payment is returned to the school as "not sufficient funds", the school will inform the parents and will ask that the payment be replaced immediately. Administration fees to cover the cost of NSF cheques and debits are as follows:

- payment is replaced, in cash, within 2 days of notification - \$40.00
- payment is replaced, in cash, within 7 days of notification – \$50.00
- payment is replaced by cheque, within 2 days of notification - \$50.00
- payment is replaced by cheque, within 7 days of notification - \$75.00

Should the second payment also be returned as "NSF" the administration fee will be \$100.00 and will be due and payable in cash immediately.

DISCIPLINE POLICY

Meeting with parents or guardians

- The teacher will seek input from parents with respect to the child's behaviour.
- The teacher will present his/her observations of the student's behaviour to the parents.
- The teacher and parents will develop a plan of action.
- If appropriate, parents may be encouraged to seek assistance from the appropriate community resources.
- The School Administrator may participate in the meeting with the parent(s).

Individual Behaviour Management Plan

- If appropriate, the teacher(s) will develop a behaviour management plan – the plan may be developed in consultation with parents and or other professionals.
- The plan should be reviewed and evaluated on a regular basis.

Termination of Services

- If the parent(s) is not willing to consult with the school regarding the child's behaviour or is not supportive in working together to develop a behaviour management plan, the school will terminate its services to the child/parent(s).
- If the child's behaviour is disruptive to the class and there are no changes to the behaviour within a reasonable period of time, the school will terminate its services.

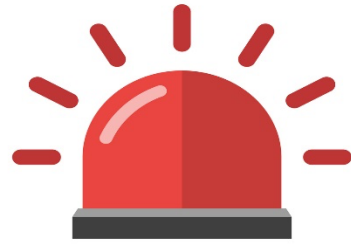
HEALTH POLICY

Please do not send your child to school if your child is showing any signs of illness. The following is a list of symptoms to guide you in deciding whether your child should avoid school.

- **FEVER**
- **BAD COUGH**
- **VOMITING**
- **RASH**
- **DIARRHEA**
- **COLOURED NASAL DISCHARGE**

If your child has a communicable disease, **please inform the school immediately.**

EMERGENCIES



In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper medical attention for your child.

It is therefore very important that you **keep your child's records up to date**. If you have moved, changed jobs, have a new phone number, etc., please be sure to make these changes in the office immediately.

POOR WEATHER CLOSING

Private schools are more inclined to cancel classes during poor weather conditions (snow and ice) as most children are driven to school. As your family's well-being is our first concern, we will always err on the side of safety, and cancel classes if we feel that the roads are hazardous.

Please understand that it is often very difficult to assess the situation by 6:30 a.m., when a decision has to be made. It is quite common in the Lower Mainland for the roads to be treacherous first thing in the morning, but with a change in weather, quite safe by noon.

We have in the past made a decision in the evening, to open school at a later time for the following morning i.e. 10:00 am. This allows time for the morning traffic to clear and for the municipalities to have possibly cleared the main roads.

Please: It is imperative that parents check their e-mails for updated information on possible school closures.



PARENT AGREEMENT

The Parent Agreement contained with the students' registration form is re-printed here simply as a reminder to parents of the contents of the Agreement.

I, the undersigned, agree to the following:

1. To enroll my child at Cornerstone Montessori School for the current school year.
2. To provide the school with all fees on the date they are due and any cash tuition payments a minimum of 5 working days prior to the dates they are due.
3. When arriving at school, to bring my child on time and to pick up my child from school on time and to phone the school no later than 9:00 a.m. if my child is going to be absent.
4. To notify the school if there are any changes to family relationship, legal custody and/or access arrangements, or the living arrangements of my child; to provide the school with appropriate Court Orders.
5. To notify the school in advance if any person other than the parent/guardian is picking up my child.
6. I understand that absences due to illness or holiday and school closures due to severe weather conditions and/or natural disasters are not exempt from payment.
7. To keep my child from school if there is any question of illness; to notify the school about any serious illness; and to call the school if my child will be absent from school.
8. That permission is granted to call a physician or ambulance in case of an emergency.
9. The school reserves the right to release a child if the school decides it is best for the child and/or the school.
10. To purchase the school uniform from Unimax and to ensure my child wears it every day other than "casual days".
11. I understand that there is no refund (or transfer) on any of the payments made to Cornerstone Montessori School, which includes the registration fee, deposit, monthly tuition, or term expenses.
12. In order for my child to have a positive school experience, I understand there will be a phase-in schedule for part of the month of September (for Kindergarten and grade 1 students only).
13. To not take part in a parent group chat line and social media forums. Should I have any questions or concerns about the school in general, or any staff, that I will deal with Cornerstone administrative staff and teachers directly, and not take my concerns to other Cornerstone parents.

SCHOOL CALENDAR

September 5th	-	School Opens
October 2nd	-	School closed for Truth and Reconciliation Day
October 5th	-	Charity Run
October 6th-9th	-	School closed for 4-day weekend
October 8th	-	Thanksgiving
October 19th	-	Evening Parent/Teacher Conferences
October 20th	-	Parent/Teacher Conferences cont'd (no school)
November 10th - 13th	-	School closed for 4-day weekend
November 11th	-	Remembrance Day
December 15th	-	Last day of School – half day
December 16 – January 2nd	-	Christmas Break
January 3rd	-	School Re-opens
February 8th	-	Evening Student Led Conferences
February 9th	-	Student Led Conferences cont'd (no school)
February 12th – 16th	-	School Closed for Mid-Winter Break
February 19th	-	School Closed for Family Day
March 20th	-	Last day of school
March 21st – April 1st	-	Closed for Spring Break
March 29th	-	Good Friday
April 1st	-	Easter Monday
May 9th	-	Student Fair
May 17th – 20th	-	School closed for 4-day weekend
May 20th	-	Victoria Day
June 6th	-	Sports Day and Family Picnic
June 21st	-	Last Day of School

These dates are subject to change (with notice).

