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# STT

### Section A: ABOUT STT

1. **School History and Tradition:**

Established in 1987, Silver Temple Theatre (STT) has a proud tradition of education excellence. STT students are offered a diversified, challenging and enriched Pre-school academic curriculum. Our educational program generally exceeds the Ontario Curriculum learning expectations in both depth and breadth. At STT, curriculum research and development is an ongoing process and remains a priority.

The STT pre-school program (Casa & Pre-Casa) are taught using the *Montessori Method* by qualified Montessori teachers. The program is further extended by introducing elements of enhanced programming; particularly with regard to the incorporation of technology. Our student-centered and student-directed educational method promotes exploration, experimentation, creativity and respect.

Situated in historic Unionville, Ontario, STT is widely recognized as one of the premier private schools in the province, noted for achievement expectations that foster success, character development and responsibility.

1. **Our Mission:**

***To promote academic excellence within an enriched curriculum by providing positive educational opportunities for students which foster leadership, achievement and a love for learning.***

Recognizing that information is always changing and evolving, at STT we focus on teaching children ***how*** to learn rather than merely ***what*** to learn. This approach reinforces creative thinking, problem solving, team building, and self-confidence. These four elements are critical to the development of future success.

1. **Our Philosophy and Beliefs:**

STT is dedicated to providing an exceptional learning experience. Students are active participants in their own education. Classroom lessons encourage students to explore, discover, challenge, and debate as they engage in dialogues with their peers and their teachers.

STT strives to provide a well-rounded approach to education. Students develop the skills they need to succeed in school and in life through activities that promote academic excellence, self-reliance, good sportsmanship, aesthetic appreciation, and critical thinking. We help our students to become self-motivated and self-disciplined scholars as well as responsible citizens in their community, their country, and their world. At STT, learning is a total life experience. STT reflects the full spectrum of educational approaches, traditional to progressive. Admission is selective and this helps to ensure that students are well matched to academic programs, the school’s objectives and the student achievement expectations. STT has class sizes which permit personalized learning, and students are expected to assume an increasingly active, leadership role. They learn to balance the curriculum expectations with other commitments.

* STT believes that character and ethics matter and school traditions emphasize honesty, civility, self-discipline and personal responsibility.

* STT believes that success requires personal resolve and self-motivation and these qualities must be developed.

* STT believes that successful outcomes are a sound measure of accountability.

1. **The Montessori Foundation:**

Supported by extensive research and proven over the course of time in thousands of Casa programs worldwide, the *Montessori Method* provides children with a “Head Start” which impacts their learning in future years. Addressing each child individually, the program helps children relate abstract concepts to concrete, sensorial experiences and materials. Our faculty is highly skilled at this process and cause learning to occur at an accelerated rate. Children need creative freedom and time to interact with their own ideas and potential solutions to problems. This is encouraged. Self-discipline, a sincere work ethic and personal responsibility are traits instilled by families and enhanced by our dedicated teachers.

1. **STT Academic Focus:**

At STT, we are **committed** to the following areas of focus**:**

* Advanced and enriched academic programming in all subject areas
* High student achievement and expectations
* Extensive grounding in STEM subjects (science, technology, engineering and mathematics)
* Balanced literacy, extensive and enhanced language arts programming, and wide exposure to many genres of literature
* Enhanced opportunities in the arts, athletics, and community service
* Multiple and varied extra-curricular school activities
* The development of thinking and leadership skills

Students learn to take responsibility for their own learning; as such, at STT, the highest expectations are those which students set for themselves.

1. **Enrichment:**

At STT, we believe in providing enrichment opportunities for **all** our students. This enrichment is delivered in class by classroom teachers, or, in grades 4-8, by teachers with special training or expertise.

Examples of Enrichment include Engineering and 3D printing, Robotics, Film-making, Forensics and Global Studies/Model United Nations. Each Enrichment opportunity is coupled with an optional afterschool Enrichment program for those students with particular interest in the subject. In a few instances, program enrichment is quite advanced and delivered within a withdrawal setting to students who require a higher degree of differentiation.

1. **Advanced Curriculum and Academic Support:**

The provision of an accelerated curriculum coupled with high performance expectations is a goal which remains in clear focus. Generally speaking, STT students work one grade level ahead in all academic subjects (i.e. grade 4 students follow the Ontario grade 5 core curriculum). We also believe that the students should hold high expectations for themselves as well. At STT, we attempt to ensure that the students’ programs are exemplary and continually refined as their abilities develop.

Some students may find this pace challenging. As such, those students who may require a degree of support through our Resource teachers, either within the classroom or in a withdrawal setting.

1. **STT At-a-Glance:**

* Facility includes a Performing Arts Centre, Art Studio and state-of-the-art Computer & Science labs
* Enrichment and tutorial programs
* Gifted program opportunities
* Ontario-certified teaching faculty
* Certified, specialist teachers in Vocal and Instrumental Music, Visual Art, French, Science, Technology, Drama and Physical Education
* Ontario Curriculum extensions taught at an accelerated learning pace
* Safe, secure, disciplined environment in a modern facility
* Character Education and Safe Schools initiatives
* High expectations for achievement
* High-quality instructional focus on STEM subjects and literacy education
* Extensive extra-curricular programs in the arts, athletics, community service and leadership
* Very strong caliber of students
* STT graduates gain admission to many of Ontario’s elite, private secondary schools which share the STT vision of excellence in education.
* Curriculum research and design leads to high quality program development and delivery
* High degree of transparency and direct accountability to families

### Section B:SCHOOL ROUTINES

**1. School Hours:**

Pre-Casa and Casa 9:00 am to 3:30 pm

**2. Arrival and Drop-Off:**

1. **Casa:** Between 8:00 am and 9:00 am, parents are requested to use the supervised drop-off area on the south side of the Casa building. At all other times parents are required to park in a designated parking spot and accompany Casa children into the school and drop them off in the appropriate supervised area.

**N.B.** Parents who bring their children before or after the designated drop-off time should accompany them into the school; they should not drop them off to enter the school on their own.

* + 1. **Late Arrival Policy:**

Pre-Casa and Casa students are expected to be in their classrooms by 9:00 am. Casa students arriving after 9:00 am are to be taken directly to their classroom by their parent/guardian.

Pre-school students are expected to be in their classrooms by 8:30 am. Students arriving after the beginning of the school day must first go directly to the office for a late slip. Parents of younger students may wish to escort their children to the office for this purpose.

**Please note:** At STT, we believe that punctuality is important. Students who are consistently late for class not only miss out on important learning opportunities but can be a distraction to the lesson already in progress. As such, we encourage parents to make every effort to ensure their children arrive on time. Tardiness will be tracked and parents of students who are chronically late will be contacted. Students who are late are expected to make up missed class work outside of regular class time.

* + 1. **Classroom and Hallway Conduct:**

While in hallways, students are expected to walk quietly and not to disturb classes in session. This is particularly important given our “staggered” schedule. Students who have not yet begun classes, are on lunch break or who are finished for the day must be aware that other classes may still be in session. Students are expected to follow the classroom rules outlined by the teacher. Students are expected to arrive for all classes on time and with all appropriate books and materials.

* + 1. **Recess:**

It is expected that all students should be dressed appropriately and be prepared to go outdoors for recess each day. **As a general guideline, any child who is too ill to go outside for recess should be considered too ill to attend school.**

**Please Note**: In inclement weather (extreme cold, extreme heat or rain) students may remain indoors for recess at the discretion of the Principal/Vice Principal.

* + 1. **Lunch Routines:**

**Lunch: Casa 12:00 pm-1:00 pm.**

The school would like to promote litter-less lunches. As such, parents are asked to use reusable food and drink containers whenever possible and, to help keep their child’s lunch box clean, to please send a plastic bag or cloth napkin to contain messy or half-eaten items for the return trip home.

1. **End-of-Day Dismissal:**

This year, parents of Pre-school students are requested to wait outside after school to accommodate an orderly and safe dismissal. Parents of Casa students are requested to phone the after school supervisor, wait outside in their car and their child will be brought to them.

**Please Note:** **students will not be released to anyone other than persons (parents/guardians) listed in the enrolment forms.** Casa and Pre-Casa parents will be assigned a security code that must be provided to the teacher/monitor if requested. In the event of any unscheduled pick-up by persons not listed in the official records, the teacher must be given a signed letter from the parent stating the full name of the person picking up the child and the relationship of this person to the child. The adult picking up may be asked for identification. Siblings must be 12 years of age or older to pick up a Casa child.

1. **After-School Procedures:**

**Casa and Pre-Casa:** The after-school program begins with snack time from 3:30 to 3:45 pm, after which the children enjoy circle and supervised individual activities at various centers (building toys, *Lego*, arts and crafts, etc.)

**Extra-Curricular Activities:** Clubs, sports, enrichment sessions and other planned extra-curricular activities usually take place between 3:45 and 6:00 pm, though some enrichment sessions may begin at 3:30. Parents should note that this timing is subject to change depending upon the scheduled activity and arrange to have their children picked up at the appropriate time.

**Extended Care Hours:** Our After-School program ends at 6:00 pm. A late charge of $1.00 will apply to every minute thereafter. Exceptions will be made for inclement weather and other emergency situations.

1. **Visitors:**

In order not to interrupt classes, students are not allowed to have visitors during class time, unless arranged with the teacher in advance. All visitors, parent volunteers, observers and guests are required to report to the main Pre-school office or main Casa office and sign in.

1. **Attendance:**

At STT, we believe that consistent attendance is necessary for establishing good habits. Absenteeism deters students from attaining their maximum academic potential. Extended holidays or absences may compromise learning opportunities and academic progress. Assessment measures and subsequent report card marks may also be adversely affected. As such, we encourage students to attend classes regularly; however, it is also understood that due to illness or other reasons, absence from school is sometimes unavoidable.

**Absence:** To report an absence enter a “planned absence” for their child on STT Website before the start of the school day. If you know in advance your child will be away, please enter a “planned absence” in STT Website or send a note/email to their teacher. In case of extended absence due to illness, parents may wish to consult with the homeroom teacher to make other arrangements for assignments or other work missed.

1. **Vacations During Instructional Time:**

Parents are encouraged to schedule vacations during school holidays. If this is not possible, please notify the school in writing at least a week in advance of the child’s departure. Parents and students are responsible for academic content and assignments missed during their child's absence.

1. **Non-Instructional Days/P.D. Days:**

A school calendar indicating professional activity days has been included in this handbook. PD days are used by staff to participate in professional development activities. This helps us maintain the highest caliber of instruction for our students. Students do not come to school on these days.

1. **Field Trips:**

Throughout the year, there are many outings and special events planned for the students. Field trips related to the curriculum are an integral part of our program. Parents will receive prior notification of such events. Should a student be ill or away for any reason on the day of the special event, there will be no refund of money paid for that trip as these events are reserved and paid for ahead of time.

**No alternate care is provided for students who do not participate in school excursions. Parents must make alternative arrangements for non-participating students.**

**Fees and Permission Forms**: All cash and/or forms sent to school must be sealed in an envelope with the student's name, class, the amount, and a brief explanation written on the outside. Permission forms, signed by parent, are required for every excursion. Cash is preferred.

1. **Bus Service:**

There are private bus services that provide transportation for school children. These are independent companies and are not connected to the school in any way. More information about these services is available in the Main Office.

1. **Casa and Pre-Casa Routines:**

**Snacks:** We kindly ask for parent contributions to our daily snack in Casa and Pre-Casa classes. Items such as pre-cut fruits and vegetables, yogurt, cheese or other nutritious snack foods will be requested. A monthly sign-up sheet will be posted outside of each Casa/Pre-Casa classroom.

In consideration of allergies and religious restrictions, please provide a list of all ingredients used in any homemade items such as cookies. **NO food with nuts, nut products or containing traces of nuts should be brought to school**. Items without a detailed list of ingredients will not be served to the class.

**Afternoon Nap:** Children who will be napping in the afternoon must bring a blanket, a crib sheet and a small pillow. All items must be labeled and should fit into a standard sized shopping bag, labeled with your child’s name. All items should be taken home on Friday night for laundering and returned Monday morning.

### Section C:DRESS CODE AND LEARNING MATERIALS

**1. School Uniforms:**

STT students are required to wear uniforms

There are **two** distinct uniforms for **Casa** students:

**Full dress uniform: This is to be worn on the first day of school, every Monday, and on other special days (parents will be notified in advance of these days)**.

**Children should wear their P.E (Gym) uniform on all other days of the week.**

**Boys:** Grey long dress pants or STT dress shorts (optional May 1-Oct 15)

White crested turtleneck or White, crested golf shirt (optional – May 1-Oct. 15)

Burgundy crested cardigan

Grey socks

Black shoes (not running shoes)

Outdoor shoes

**Girls:** Grey crested tunic

Long sleeved white blouse with rounded Peter Pan collar

Short-sleeved white blouse with rounded Peter Pan collar (optional – May 1-Oct 15)

N.B. Th**e** golf shirt is not part of the girls’ uniform

Burgundy, crested cardigan

Grey socks/tights

Black shoes (not running shoes)

Outdoor shoes

**Physical Education (P.E.) uniform:**

**Students should wear their P.E. uniform all day, every day.**

Burgundy sweatshirt and jogging pants

(White t-shirt and burgundy shorts may be worn on hot days, May 1 -Oct 15)

Running shoes with non-marking soles (Velcro preferred)

Clothing Bag, burgundy crested, used to keep extra clothing at school.

Parents should not buy items that are not on this list. The dress uniform, the P.E. uniforms and the clothing bag are mandatory.

There is **only** **one** uniform for **Pre-Casa and Jr. Casa** students:

**Physical Education (P.E.) uniform: Students should wear their P.E. uniform every day.**

Burgundy sweatshirt and jogging pants

(White t-shirt and burgundy shorts may be worn on hot days, May 1 -Oct 15)

Running shoes with non-marking soles (Velcro preferred)

Clothing Bag, burgundy crested, used to keep extra clothing at school.

1. **Additional Guidelines for Jr. Casa and Pre-Casa Students:**

**Change of Clothing:** All students in the Casa and Pre-Casa programs must have a complete change of clothing at school (shirt, pants, underwear and socks). Extra clothing is to be stored in the STT burgundy bag and hung on his/her coat hook.

**Winter Clothing:** During the winter, all students must have boots, coats, hats and mittens or gloves. All items must be labeled with the student's full name. Please avoid sending students to school in clothes that have difficult buckles or fasteners.

**No Backpacks:** Parents should not send backpacks to school with Casa and Pre-Casa students; there is limited storage space for these students on their hooks.

1. **Labels:**

All items brought to school must be clearly labeled. The child’s name, in full, should be clearly marked on all clothes, boots, shoes, lunch boxes, stationery etc. The school cannot be held responsible for any lost articles. Parents are asked to please check periodically that the items brought home (particularly clothing) do indeed belong to their child.

1. **School Materials:**

Property belonging to the school should remain at school unless permission for its transport has been given by the Principal and/or Teacher. If an item is accidentally taken from the school, please make sure that it is returned immediately.

1. **Electronic Equipment and Phones:**

Electronic game devices are not permitted at the school. Should a student bring a cell phone or similar device to school, they must turn the device off and then secure it in his/her locker upon arrival at school and only remove it when they intend to leave the school building. Should students contravene this policy, intentionally or by error, the item may be confiscated and held by the Principal/Vice-Principal until it can be returned to the parent. If this policy is repeatedly contravened, students will no longer be able to bring their devices to school.

### Section D:SPECIAL EVENTS

**1. End-of-Year Ceremonies:**

**Graduation:** The school celebrates the graduation of the Casa students into the Elementary program ( in another school)

**Awards:** Children are recognized throughout the year for outstanding effort, achievement and character in many ways. Teachers have recognition systems within their own classes in addition to awards presented monthly. These awards will change based on the goals each teacher has for their class at the time. In addition to this ongoing system of positive reinforcement, there will be an awards ceremony at the end of the year to recognize students who have shown outstanding effort and achievement throughout the year. The awards presented at the end-of-year assemblies are as follows:

**Academic Excellence Award**

Academic progress in all subject areas which is indicative of commendable achievement. (One per classroom)

**Academic Effort/ Positive Attitude Award**

Academic Effort and/or Positive Attitude with respect to one or more of the following: academics, character development, work ethic, peer relationships and personal growth. (One per classroom)

**Leadership Award**

One student from each class, who has demonstrated true leadership qualities within the school and amongst fellow students will be chosen for this award.

**Excelsior Award**

Each class teacher chooses a student whose performance has shown a significant improvement this year. This improvement could be academic or it could focus on improvement in personal and social development.

**Music Award**

One student is chosen from each grade that shows outstanding achievement in music. This should represent a combination of high marks, as well as evidence of a positive attitude and superior effort.

**French Award**

One student is chosen from each grade that shows outstanding achievement in French. This should represent a combination of high marks, as well as evidence of a positive attitude and superior effort.

**Sportsmanship**

One student from each grade is chosen who demonstrates outstanding sportsmanship, leadership and teamwork in all their athletic endeavors at school.

**Athletic Awards (Male/Female)**

A female and male athlete from each grade are chosen. The winners should be excellent all-round athletes who display superior or commendable skill in all or most aspects of the physical education program.

**Art (Grades 4-8)**

One student from each grade is chosen that displays skill, creativity, consistent effort and a positive attitude in all aspects of the art program.

**Drama (Grades 4-8)**

One student from each grade is chosen who demonstrates outstanding ability in the dramatic arts.

**Technology (Grades 4-8)**

1. **Birthdays:**

Casa and Pre-Casa parents may provide cake or cupcakes to celebrate their child’s birthday in the classroom. Those who choose to do so should remember to check and list ingredients and consult with the teacher well in advance. Parents should include napkins, paper plates, and plastic cutlery. Candles are not required; the teachers will conduct a Montessori ceremony with a song that involves one candle which is provided by the teacher.

1. **House System**

This program is designed to promote aspects of school life such as teamwork, responsibility and courtesy. House points are awarded to students in recognition of students’ daily contributions to the excellent learning atmosphere that our school enjoys. Each student is placed in one of five houses: MacDonald, Mackenzie King, Laurier, Borden and Trudeau. Siblings are placed in the same house.

### Section E: Pricing

1. Pricing Table

|  |  |
| --- | --- |
| Category | Pricing (Per year) |
| Toddler ( 1yr old and below) | $1,500 |
| Pre/Jr Casa ( 1 to 2.5 years old) | $1,000 |
| Sr. Casa ( 2.5 to 5 years old) | $1,500 |
| Jk and SK ( 5 to 7 years old) | $2,000 |