

BEAMTON MONTESSORI

105, 500 Centre Ave. NE, Airdrie, AB T4B 1P9

E-mail: beamtonmontessori@gmail.com

School Website: beamtonmontessori.com

Work: 403-918-0121/403-980-4647

Child's Name: _____

Class Schedule (Indicate the days) _____

Preferred Session: _____

TERMS OF AGREEMENT

- All children must be potty trained prior to entering the program. The teacher will give assistance when necessary.
- The child is officially registered upon receipt of \$75 non-refundable registration fee and submission of signed registration form.
- Regular classes begin on first week of September and end on third week of June of the following year (10 month-classes in a year)
- Summer classes begin on the first week of July and end on the third week of August. Attendance for summer program is optional.
- **DROP OFF/PICK UP: The child is dropped off at 8:30a.m. Pick up time is at 11:30a.m. for morning class.**
For the afternoon session, drop off time is at 12:30p.m. and pick up is at 3:30p.m.
- The teacher waits at the entrance door to receive the child and ensure safety during class dismissal.
- There will be a grace period of 5 minutes after 11:30am/3:30pm for late pick ups. Succeeding minutes will have a late fee charge of \$1.00/minute. The late fee charge will be added to next month invoice.
- **SIGN IN AND SIGN OUT:** There is an attendance record by the door for parent/guardian to sign in, confirming the child is brought at school and the teacher takes the child under her care -"Transfer of Responsibility." Same way when the parent picks up the child to "resume responsibility." If a different person will pick up the child, the parent should inform the teacher in advance, while the person will be asked to show ID to confirm identity. For security purposes, the teacher will not release the child to anyone without the parent's permission.
- **THE PARENT LEAVES AFTER SIGNING IN. NO NEED TO HELP THE CHILD to take the coat or shoes off. Since these are part of their Practical Life Skills lesson, we let them do it on their own to develop independence and sense of responsibility. Teachers help when necessary.**

- Monthly invoice is sent through e-mail, 3 to 7 days before due date.
- **The tuition fee is payable every first day of each month.** No portion of fees paid will be refunded or cancelled in any event. Fees will be paid by e-transfer. Please e-transfer to beamtonmontessori@gmail.com Indicate “registration fee” or the month you are paying for.

If the parents prefer post-dated cheques, it is payable to Beamton Montessori Inc. They are responsible for having sufficient funds in their account. If the payment is insufficient, \$35 penalty is applied. Same cost of \$35 is charged for late fees.

- Tuition fees may increase based on the condition of the inflation rate. Parents will be notified in advance.
- One month notice in form of writing is required for parents in withdrawal of their child from the program.
- **If a 10 school days or more consecutive vacation is taken once per year, half the tuition for the next month invoice will be applied. Please note this reduction is only offered ONCE PER SCHOOL YEAR.**
- In the regular school year, the teachers and students are entitled to **2 week Christmas break and 1 week spring break as well as statutory holidays. This does not affect the tuition fees.**
- If the child will be absent, the parent/guardian should notify the school.
- **NO MAKE UP CLASS DAYS** for parent’s choice not to send the child in class for reasons like “We will attend a birthday party”, “I have errands to do, quite busy”, “My son does not want to go to school today” or any situations like mentioned. In case of sickness, the teacher will give work exercises/drills to catch up, since learning pace is individually-based, not by group.
- When the child does fall ill during class, the teacher will contact the parents to pick up the child immediately. If parents were not reached, the school staff will call the person listed on the “Emergency Contacts/Authorized Persons” to pick up the child, which in like manner, when parents did not arrive in 15 minutes after class dismissal time.
- Beamton Montessori Inc. will not be responsible for any payments of ambulance services needed by your child while in our care.
- The teacher may provide or allow for the provision of health care to a child only if there is a written consent obtained from the parent/guardian or the health care provided is in the nature of first aid.
- It is the parent’s responsibility to inform the teachers of any medical history and present conditions of the child, medications the child receives as well as allergies.
- **NO CHOCOLATES AND NUTS of all kinds** at snack time to prevent exposure or accidental sharing of food that may lead to allergy problems.
- **No cupcakes for birthday treats.** Fruits or veggies are ideal and healthier options.

- The parent may book appointment if he/she wishes to know the child's performance in the class or discuss modifications even when it is not schedule for the distribution of progress report cards.
- A day in the classroom can be flexible by lesson, time or activities depending on children's interest and need to keep their focus and interest.
- In case of extreme weather condition, it is on parents' discretion if they would like to bring the child at school. The teachers are available to accommodate the children for regular classes.
- When roads are impassable, classes may be cancelled. The school staff will e-mail, call or text the parents in advance in case of class suspension.
- I give permission for my child to participate or be featured in school website, school facebook page or local community websites in manner of video/photo postings of reading or any class activity to support/promote Beamton Montessori program. Please initial below:

_____yes, I allow to promote the program _____no, thank you

FIRE AND SAFETY

It is a Fire and Safety Department regulation that all child care programs practice awareness and safety measures in case of emergencies such as the occurrence of a fire in the building. In this regard we would like to inform you that we will be doing fire drill at least once a month, throughout the school year and summer months program as well.

We will monitor weather conditions to determine if it is ideal for children to have fire drill. When the weather is not permitting, we will practice it indoor.

The children will be accompanied by the school staff at all times and lead to muster point, which is in the North West grass area of the building. The lead teacher will carry children's portable record for the roll call. This lasts for approximately 10 minutes.

Please initial below indicating your permission to allow your child to leave the program premise and participate in the fire drills:

_____ I allow my child to leave school premises and participate in fire drill.

_____ I do not give permission for my child to leave school premises and participate in fire drill.

DISCIPLINE POLICY

- It is an ideal classroom atmosphere when learning is fun. Part of this is when children have good social relationship, that everyone respects each other such as respect of one's space, privacy and choice. The teacher can create this kind of atmosphere by setting attainable rules which are clearly explained to be followed by the class while expectations are successfully met.
- Discipline is to be delivered in a quiet and slow manner. Children are motivated to show good manners by polite words and actions.
- Any child disciplinary action taken should be reasonable in the circumstances and certain forms of punishment are not permitted that school staff must not, with respect with the child in the program, inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation; deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.
- Use of 1-2-3 Magic method (by Thomas Phelan-1- 2-3 Magic: Effective Discipline for Children 2-12). This gives the child time and choices to change their actions.
- If the child continues and does not cooperate with the above method, he/she is requested to move to another space, **allowing him/her to think and reflect** to change behaviour while the teacher helps the child to have a clear understanding of how one may correct the behavior.
- Orientation to the children of teacher's role as the authority in the classroom, one that sets the rules, deserves respect, directs the lessons and the second parent to listen to.

REMINDER ON CLOTHING, SAFETY AND TOYS:

- Bring a labelled bag of "change of clothes" – shirt, shorts/pants, underwear, socks and inside shoes to use when needed or after occasional outdoor activity.
- Umbrellas are not allowed inside the school. They are unsafe for small children. Kindly leave them in the car.
- **TOYS ARE NOT ALLOWED IN THE CLASSROOM** unless for purpose of "show and tell". These take away the focus of the child at work. Materials for learning sounds, numbers and Science are provided by the school.

- A copy of report card is given to the parents twice a year (December and June) to monitor children's progress and capabilities.

- A "Reading Recital and Presentation Day" will be held on the third week of June as year's culminating activity which is also the last day of the school.

The signatures below confirm that I (the parent/guardian) have read, understood, and abide to the terms of agreement and discipline policies of Beamton Montessori.

Parent's Signature

Date (Month/Day/Year)

Parent's Signature

Date (Month/Day/Year)

Thank you,

Noime Ilagan
Owner/Director
BEAMTON MONTESSORI