

BEAMTON MONTESSORI INC.

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

beamtonmontessori@gmail.com

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

CONTRACT

Child's Name: _____

Preferred Class Schedule : _____

Preferred Session: _____

Terms of Agreement

- All children must be potty trained prior to entering the program. The teacher will give assistance when necessary.
- 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)
- Enrollment for summer classes which begins on the first week of July to third week of August for academic enrichment is optional.
- DROP OFF AND PICK UP: The child is dropped off 5 minutes before 8:30a.m. (8:25a.m.) and picked up 5 minutes before 11:30a.m. (11:25a.m.) for morning class. For the afternoon session, 5 minutes before 12:30p.m. (12:25p.m.) and 5 minutes before 3:30p.m. (3:25p.m.)
- The teachers wait at the entrance door to receive the child and ensure safety during class dismissal.
- There will be a grace period of 15 minutes after 11:30am/3:30pm for late pick ups. Succeeding minutes will have a late fee charge of \$10.00. The late fee charge will be added to next month invoice. We still encourage parents to arrive promptly at class dismissal. This gives enough time for teachers to prepare the classroom for next class session as we want to be considerate with school staffs' lunch break and time off from work as well.
- SIGN IN AND SIGN OUT: There is an attendance sheet by the door for parent/guardian to sign in, confirming that you brought the child 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 safety purposes, the teacher will not release the child to anyone without the parent's permission.
- A monthly invoice is sent electronically via email on the 18th of every month. Payment will be due on the 1st of the following month. Late payments after the 1st will result in a \$10 penalty amount that will be added on the current invoice. No Portion of fees paid will be refunded or cancelled in any event. Fees will be paid using pre-authorized online payment system.
- The child is officially registered to the program upon receipt of \$75 non-refundable registration fee and submission of signed registration form and contract.
- Tuition fees may increase based on the condition of the inflation rate. Parents will be notified in advance.

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

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 assists the child to have a clear understanding of how one might 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 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 you have read and understood the terms of agreement and policies (CONTRACT) of Beamton Montessori Inc.

I have read and understood all the information above and agree with this financial commitment.

Parent's Signature

Date (Month/Day/Year)

Parent's Signature

Date (Month/Day/Year)