

# DISCOVER Montessori Preschool

---



## Parent's Handbook & Policy Manual 2017/2018

#202 5960 Tyson Rd Chilliwack B.C. V2R 3R5

[ms.amanda@telus.net](mailto:ms.amanda@telus.net)

Phone: 604-798-9237

**The parent handbook is issued prior to the beginning of the year. The parent(s) or guardian(s) must sign a form in duplicate to indicate they have received the handbook, and understand and agree to abide by the contents. A copy of the signed form is kept with the student's file. Please save this handbook for reference as needed throughout the year.**

## OUR SCHOOL:

Message from Miss Amanda	4
Mission Statement	5
Program Description	5
Licensing Agency	5
The Montessori Approach	5
Task of the Montessori Teaching Staff	6
Montessori Goals	6
Montessori Materials & Activities	6
Montessori Classroom Guidelines	7
Staff	8

## PROGRAM GUIDELINES:

Admission Criteria	8
Trial Period for Acceptance into the Preschool Program	8
Arrival and Departure Procedures	8
Sign In/Out	9
Late Pick-Up	9
Dismissal	9
Unauthorized Pick-Up's	9
Alleged Impaired Pick-Up	10
Parking lot Safety & Drop Off	10
Home- School Communication	10
Offsite Trips - Playground	12
Items from Home for School	12
Traditional and Non-Traditional Celebrations	13
Program Hours, Registration and Tuition Fees	14
Refunds and Withdrawals	15
Billing	15
Past due accounts	15
Policy on Attendance and Rescheduling	16

## Table of Contents

### DMP POLICIES AND PROCEDURES:

Missing Child Policy	16
Transportation Policy	16
Active Play Policy	16
Disruptive Behavior Policy	17
Child Abuse Policy	18
Reportable Incident	18
Corporal Punishment Statement	18
Social Media Policy	18
Health & Safety Guidelines	19
Illness Policy	19
When a Sick Child Can Return to School	21
School Closures and Holidays	21

### EMERGENCY PREPAREDNESS POLICY:

Snow Day	21
Electric Outage Policy	21
Emergency Relocation Site	21
Student Comfort Kit	22
Emergency Classroom Supply kit	22
Emergency Evacuation Procedure	22
Earthquake Evacuation Procedure	23
Fire Evacuation Procedure	23
Parent Activity Requirement	23
Volunteering the Gift of Time and Talent	23
DMP Daily Schedule	24

<b>Attachments:</b> Required Forms and necessary Items for School	24
---	----

## **A Message from Miss Amanda at Discover Montessori**

*Dear Parents,*

*We welcome you and your family to our School! We look forward to sharing with you the special feeling generated by the warmth and fellowship of our teaching staff, parents, and, most of all, the children.*

*The success of a Montessori School is very dependent on parents' involvement. Discover Montessori Preschool encourages you to become involved with your child's program, supporting the educational and social experiences and sharing in the joys and satisfactions the child experiences in his or her own learning. Plan to attend parent-teacher conferences, social and fund-raising activities and any other events. We encourage an open-door policy and invite you to come to observe your child often. You will discover much more about what your child is learning by observing.*

*Our schools email address and school phone number are posted at the School. Please contact us with any questions or suggestions you may have. We are glad you have chosen to be a part of Discover Montessori Preschool. We will all work together to ensure your child's success.*

*Sincerely,*

*Miss Amanda  
Director of DMP*

## **Mission Statement**

The mission of the Discover Montessori Preschool is to create a loving and nurturing environment where the children "learn, grow and become" their own productive being. The School also strives to be flexible regarding our families' needs while having a positive impact on our community.

## **Program Description**

Discover Montessori Preschool is a licensed Child Care Facility who seeks to meet the needs of children and parents who live and work in the Chilliwack and the surrounding areas by providing an excellent Pre-School programs centrally located near Watson, Tyson, Unsworth and Vedder Elementary school. Discover Montessori Preschool is an independently operated organization where parents are welcome and encouraged to participate in all aspects of the School. In order to participate parent/guardian must complete a criminal recode check specified for our Center.

## **Licensing Agency:**

Office of the Community Care Facilities Licensing

45470 Menholm Road, Chilliwack B.C.

Tel: (604)702-4950

To access Child Care regulations, go to: [http://www.bclaws.ca/Recon/document/ID/freeside/332\\_2007](http://www.bclaws.ca/Recon/document/ID/freeside/332_2007)

Regulations also available in the school foyer.

Child Care Corporate Complaint Line: Toll-free at 1-888-935-5669

## **The Montessori Approach**

The program is designed to help the child develop concentration, coordination, inner discipline, and good working habits. As the child grows to self-discipline, s/he is allowed greater and greater freedom to move about the environment and work with whatever materials s/he chooses, provided they are appropriate to the child's developmental level and that they are used in a constructive way. The children in a Montessori classroom learn by doing; they pursue their tasks independently either in a group or alone. The Montessori Teaching Staff acts as a guide and a stimulus to their never-ending curiosity. Montessori materials are designed to be self-correcting, which encourages independent problem solving and eliminates the correctional, disciplinary role of the traditional teacher. Montessori Teaching Staff and students are fast friends with a healthy respect for one another. Maria Montessori believed that a child who is allowed to develop his or her personality freely and independently, who is encouraged to investigate and try new things would grow to be a far more responsible and creative adult than one who is heavily suppressed and disciplined. Her philosophy is not to be confused with over-permissiveness. There is an order in a Montessori classroom that works to the advantage of everyone.

They gain a sense of responsibility for themselves and others, they also gain respect for the rights of others, which helps foster their respect for all human beings. Children quickly learn that if they care for their environment and their fellow peers, they themselves will have a richer variety of experiences. They learn that freedom is precious, but to retain it we must assume certain responsibilities. The Montessori environment is a highly social one in which the children are continually interacting with and caring for each other. They are proud of their environment because they are directly involved with caring for it and contributing to it. The Montessori environment is designed to be a total environment, representing the child's world. It is hoped that each child will achieve a feeling of self-confidence, enthusiasm, and responsibility about his/her world, and a sense of satisfaction about him/herself.

## **The task of the Montessori Teaching Staff**

- ❖ To awaken children's spirit and imagination.
- ❖ To encourage their normal desire for independence and high sense of self-esteem.
- ❖ To help them develop kindness, courtesy, and self-discipline that will allow them to become full members of society.
- ❖ To help children learn how to observe, question, and explore ideas independently.
- ❖ Creating joyful learning opportunities, assist children to master skills, and to nurture the child's potential.

Within the prepared environment, children of different ages and abilities work at their own rate, not under pressure to compete with other classmates. Children refer to their activities as "work." They speak of their "work" with pride, equating it to their parents' work.

## **Montessori Goals Summarized**

The primary goals of the Montessori Method are:

1. To promote the growth of a positive self-image in each child and satisfaction about him/herself, which is the key to the development of a person's full potential.
2. To promote feelings of enthusiasm and responsibility about one's world.
3. To create an awareness of one's own feelings and sensitivity to the feelings of others.
4. To encourage the natural desire, ability, self-discipline, and independence inherent in learning.
5. To ensure mastery of the basic skills required to pursue knowledge.
6. To teach physical coordination and control.
7. To develop the ability to concentrate and to attend to details.
8. To develop a sense of order.

## **Montessori Materials & Activities**

The materials in the classroom can be divided into five main areas. Activity with these materials involves physical and mental action, linking body and mind.

1. Practical Life Exercises such as pouring, grating, polishing, spooning, sorting, washing, buttoning, etc. help the child learn to function in his own environment, and are preliminary to more advanced learning. The child develops an attention to details, a lengthened span of concentration and muscular control and coordination through the successful completion of these basic exercises.

2. Sensorial Activities are designed to isolate and sharpen each of the five senses. Grading and comparing sounds, sizes, colors, textures, and shapes help organize the impressions a child receives. The materials have a built-in control of error so the child can correct his own mistakes. Sensorial materials are sequential and provide a foundation for mathematics and language.

3. Language Materials are presented in smaller groups to take advantage of the greatest interest on the part of the child. Children are taught the sound and formation of the letters kinesthetically through the use of sandpaper letters and similar materials. Word building activities of increasing difficulty are done over a long period of time. Reading follows naturally.

French is introduced at the preschool level.

4. Mathematical Concepts are presented through the extensive use of concrete materials. The child's sensorial training enables him to identify and differentiate the idea of quantity that is built into the Montessori materials. The child gains the conception of numbers and their application to arithmetical operations.

5. Geography, history, botany, biology, music and grammar are introduced through the use of concrete materials.

Enrichment activities are offered when available. Volunteers among parents and community members may provide special interest units.

In addition to activities involving the materials described above, the Montessori day includes a circle period, individual and group activity periods, and snack period. Art and craft projects, special interest units, cooking, music, games, and outdoor activities may also be a part of the child's daily schedule. Students may also have field trip opportunities throughout the school year for classroom enrichment. Parents must attend during field trips.

### **Montessori Classroom Guidelines**

The word "rules" often seems negative because it usually includes a lot of "don'ts" and connotes authority. However, within the Montessori framework, ground rules have evolved from a much more positive base. The guidelines or "ground rules" have evolved to provide a balance of rights and responsibilities. Without them, there would be confusion and disorder.

Guidelines communicate to the child, "I know you can and expect you will." The adult is there only to see that the limits are respected; the limits themselves are not within the adult but within the situation.

#### 1. Rights of the Child

- a. To program his/her own day (during the work period) and choose his/her own friends to work with.
- b. To work alone if desired.
- c. To repeat an activity as many times as needed or desired.
- d. To observe others in an activity (with their permission) without participating.
- e. To ask for and receive help from an adult.
- f. Refusal to join a group activity if s/he prefers.

#### 2. Responsibilities of the Child

- a. To respect the rights of others.
- b. To respect the environment.
- c. To complete the work cycle of the activities s/he has chosen (including project storage for completion at a later date).

#### 3. The Role of the Adult

- a. To respect the child.
- b. To prepare the environment.
- c. To act as an appropriate model.
- d. To observe the child at work.
- e. To reinforce the guidelines.
- f. To intervene if the child is disturbing, dangerous or destructive to him/herself or others.

#### 4. Classroom Guidelines

- a. Children move their bodies slowly and quietly, using "classroom appropriate voices".
- b. Children walk around someone's work (denoted by a mat or rug) and walk when moving anywhere through the building.
- c. Children ask to join someone's work and move away when another child prefers to work alone.
- d. Children return the materials to the shelf from which the work has been taken before choosing another activity.

#### **Staff**

This school will hold a maximum of 1:10 teacher to child ratio. The staff consists of Qualified Teachers who hold a valid First Aid and CPR Certificate, Early Childhood Certificate, Criminal Record clearance, and a Montessori trained Director. The preschool also may have Classroom Assistants, and Interns participating through local Colleges. Classroom Assistants and Interns are screened and supervised.

#### **PROGRAM GUIDELINES:**

##### **Admission Criteria**

- ❖ Our School admits children of any race, national or ethnic origin. Accommodating children with special needs will be dependent on the support the child needs. Final decision will be made at the digression of the Director.
- ❖ Children age 30 months to school age-including kindergarten age children are eligible for acceptance into the Preschool program.
- ❖ All parents are required to fill out and sign a Payment Agreement, Student Registration card, a Photo Release form, Community walk form, an Emergency Medical Permission Form, documentation of immunizations in accordance with Fraser Health, and an Authorization to Remove Child Form.
- ❖ Emergency Consent Card (for our off-school grounds First Aid Kit)
- ❖ Each parent must sign the Handbook receipt.
- ❖ Registration forms must be completed in full before a child may begin classes.

##### **Trial Period for Acceptance into the Preschool Program**

All students new to the program are accepted on a 0-10 school day trial basis. The purpose of the two-week trial period is to ensure that this is an appropriate program for your child. For instance, many Montessori materials contain small parts and a child who is not developmentally ready may put these objects in their mouth. After alerting the parents of this problem and if no progress is made with the child's actions, it is at the Director's discretion to withdraw the child from the program.

Other instances of developmental readiness may pose a problem for the child's safety and will be dealt with on an individual basis with the Montessori Teaching Staff. Fee's will be returned upon student's withdrawal.

##### **Arrival and Departure Procedures**

**Morning Arrival:** 8:45 a.m.

**Morning departure:** 11:45 a.m.

**Afternoon Arrival:** 12:30 p.m.

**Afternoon Departure:** 3:00 p.m.

### **Sign-In/Out**

The parent or authorized person(s) must sign-in their child(ren) upon arrival and sign-out their child(ren) upon pickup. Classroom teachers will have the sign-in/out sheet with them if they are anywhere other than the classroom (i.e. playground, public library).

### **Late Arrival**

At 8:40 am each morning and 12:25 pm each afternoon, the door to the preschool will be opened and a teacher will greet the children as they enter the classroom. After a short time the door to the preschool will be closed for safety reasons. You are welcome to arrive late by ringing the doorbell. Upon late arrival, the parent must ensure that their child enters the classroom safely and that a teacher is aware that the child has arrived. The teachers need to have a total count of the children at all times for safety reasons.

### **Late Pick-Ups**

There will be a significant charge of **\$2 per minute** for failure to pick up your child by 11:45 a.m. (morning class) and 3:00 p.m. (afternoon class). It is a courtesy to all staff and children to ensure you are on time for pick-up.

- ❖ **Teachers will document late pickups.**
- ❖ Late fee's need to be paid either the day of or within the end of that week. Please note of late isn't paid it will be added to the next month's preschool tuition.
- ❖ payment is due upon child's arrival to preschool the following day. Failure to pay for late pick-ups If late pickup is an ongoing problem and reasonable effort has not been made to solve it, notice of termination of services may be given.

If you anticipate the inability to pick up your child (e.g.: snowstorm or another emergency), please call the School. In the event that the School is not notified, a staff member will wait with your child at the School for 30 minutes. In addition, the staff member will try to telephone parents/guardians and the emergency contact person. If neither can be reached by telephone, the staff member will notify the police and Child Protective Services. The staff member or Director will stay with the child at the school until the child is picked up.

### **Dismissal**

- ❖ The doors remain locked until class dismisses. Should you need to pick your child up early, please ring the bell and someone will let you in.
- ❖ Your child will be released into your care. Children will not be released to anyone without authorization. We require written permission from the child's parent for changes in this regard. Note: Staff will I.D. in any cases where there is a question.
- ❖ Written permission may also come in the form of an email or text.
- ❖ Verbal permission granted with staff discretion.

### **Unauthorized Pick-Up's**

Parents/guardians are required to notify DMP staff in writing if someone else will be picking up their child. If the person picking up the child is not known to the preschool staff, information about the person will need to be provided (name, phone number, physical description). The person will be asked to show photo identification. If

an unauthorized person arrives to pick up a child, the child will remain under the supervision of the preschool staff. A staff member will speak to the individual and explain the policy that no child will be released without written authorization from the parent or guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and other children. If necessary, police will be called for assistance.

### **Alleged Impaired Pick-Up**

To the extent that it is possible, it is the preschool staff's responsibility not to release a child to an authorized person who is unable to adequately care for that child. If the preschool staff believes that a child will be at risk, they will offer to call a relative or friend to pick up the person and the child, or offer to call a cab to pick them up. If the person is driving a vehicle, the staff will explain that driving a vehicle while under the influence of drugs or alcohol is against the law and that they (the staff) are obligated to ensure the safety and well-being of the child. If the presumed impaired person chooses to get in the car with or without the child, the staff will immediately notify the police and provide description of the car and geographic vicinity. If the staff believes that a child is in need of protection, they will call the police and Child Protective Services.

### **Parking lot Safety & Drop Off**

The parking lot is very busy during drop-off and pick-up times and it cannot be stressed enough, that parents need to work together to observe and follow the safety guidelines listed below.

- ❖ Encourage your children to walk not run, in the parking lot.
- ❖ For everyone's safety, DRIVE SLOWLY at all times in the parking lot.
- ❖ Hold your preschooler's hands or have them hold onto your stroller until you are all safely inside building area.
- ❖ When backing out of parking spaces, DO NOT rely on electronic "car sensors" to see what is behind you. Physically look over your shoulders and check blind spots, check your mirrors, back up slowly and cautiously, remaining alert.

To alleviate congestion at the main entrance, please consider using the additional public parking on Watson Rd West of the roundabout. **WE THANK YOU IN ADVANCE FOR YOUR COOPERATION!**

### **Home-School Communication**

We want every DMP child and family to have a positive learning experience. It is extremely important that we create open lines of communication between home and school. If you have a question or concern about your child's experience at DMP, please immediately contact

Miss Amanda at

[ms.amanda@telus.net](mailto:ms.amanda@telus.net)

(604) 798 – 9237

Other guidelines for home-school communication include the following:

### **Observations**

Parents are encouraged to make classroom observations, especially before participation in Parent/Teacher Conferences so that there is a basis for discussion with the teacher. It is through direct observation of your child that you gain an understanding of the Montessori approach to education. Both scheduled and drop-in observations are encouraged.

## **Newsletter**

Parents will receive a monthly newsletter listing important dates, School functions, classroom activities and other important items of interest to you and your child. We would prefer to email newsletters and save a tree but if you require a paper copy please let staff know. A copy of the monthly Newsletter will be available for viewing in the classroom.

## **Notices and Bulletins**

Please remember to check frequently for parental activities, important reminders or any other information pertaining to the preschool. This will be posted on or near the entrance upon arrival and dismissal.

## **Communication with Second Families**

Whenever parents are separated, divorced, or for some other reason not living at the same address, we want to keep both parents informed of their child's progress and school matters.

- ❖ Copies of progress reports and announcements will be emailed to both parents.
- ❖ Both parents are equally welcomed at all school events.
- ❖ When Parent-Director conferences are scheduled, the Directors should not be asked to conduct separate conferences for each parent, as this experience can never be exactly duplicated.

## **Custody and Related Court Orders**

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The Parent/Guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. Without a custody or court order on file, staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pickup list, the policy on unauthorized persons will be implemented. The enrolling parent must provide all consents.

## **Parent-Teacher Conferences**

A formal parent-teacher conference may be set up at the request of the teacher or parents.

## **Evaluation of Student Progress**

Discover Montessori curriculum is carefully structured and sequenced and the Directors maintain careful records of each student's academic progress. We will send home a written narrative report at the end of the year in June for the preschool students to review the children's development and discuss how the Montessori program is contributing to their growth.

## **Privacy of Student Files**

Student files are confidential records and are kept secure from unauthorized access. Parents or guardians may have access to their child's file by written request to the office at least 24 hours in advance.

Officials of the Department of Education may have the right to review student files without the parents' or guardians' permission.

However, with a written court order, other government officials may inspect the contents of a student's file without the permission of the student or parent/guardian. In such a case, the school will inform the student and their family in writing that such an inspection has been requested or made.

A copy of the student's file may be sent to an outside professional, such as a psychologist or educational diagnostic if requested in writing by the parent(s), guardian(s).

### **Special Information from Home**

Often, changes that seem routine to us are quite unsettling to the small child. It is helpful to the staff to hear of any significant changes which may take place in the home environment. Situations which may affect your child's sense of security and level of attachment and general well-being include:

- ❖ Temporary absence of parent or caregiver
- ❖ Death of a family member or pet
- ❖ Illness of sibling or parent
- ❖ Separation or divorce
- ❖ Change in routine ie: moving

### **Offsite Trips - Playground**

You will be notified of upcoming field trips in the newsletters which are e-mailed and posted in the entry each month. A parent or alternative participation is essential. Staff is not available to care for children during this time.

Community walks - you have already given consent for community walks to our local playgrounds and public library by signing the Registration Contract.

Teachers and staff will wear reflective vests labeled with our school name and use a walking rope when traveling to and from our classroom to the playgrounds and to the public library. We will leave the school and walk to the Pedestrian Controlled Crosswalk near Mount Slesse Middle School. Once across, we will walk on the sidewalk all the way to our destination. One teacher stays with the children while the other ensures the play area is safe i.e.: sharp or broken objects or play equipment.

Visitors - We schedule visits from local resources where available. For example, Health nurse, librarian, and Parent Volunteers such as doctors, fire fighters, veterinarians, Police officers etc..

### **Items from Home for School**

**Snack:** In an effort to support healthy eating habits, snacks should include your version of meat or meat alternative, vegetable and/or fruit (2), enriched bread and, and a water bottle (No peanuts, sippy cups or yogurt tubes please). Typically snack time is at 11:00 (am class) and 2:00 (pm class)

We are committed to being a healthy environment, sugary items will not be consumed at school and will be sent home.

**Discover Montessori is a PEANUT AND NUT ALERT school. Please do not bring ANY peanut or nut products to school in snacks or in lunches. Any product not deemed to be peanut and nut free, may not be consumed at school and will be sent home with a note.**

## **Litterless Lunches**

We would like the students to be aware of how garbage can be reduced and how they can help keep our environment clean and healthy. We encourage all students to pack their lunch/snacks in re-useable containers/packages.

## **Extra Clothing**

Each child should have a labeled Ziploc bag of one complete outfit (shirt, slacks, underwear, and socks) all labeled with the child's name to prevent possible loss. This change of clothing is to be used in case of an accident and should be replaced seasonally as well as on an as-needed basis.

## **Requirement - Student Comfort Kit See list on page 22**

## **Traditional and Non-Traditional Celebrations**

**Birthdays** - Children love to celebrate their birthdays with their friends. In the preschool classroom, we have a special birthday ceremony in which we tell the class the story of the birthday child's life.

It is especially nice to send in a special snack in honor of your child's birthday. Fruit or vegetables are designated for these times. Please consult the teacher regarding allergies prior to bringing in cakes, muffins and or cookies.

**Please do not send birthday invitations to school to be passed out unless you plan on having the entire class attend. We don't want any hurt feelings.**

We respect all cultures and religions in our school. We welcome families to share their cultural celebrations if they care to. Some of the annual traditional and non-traditional may include:

- ❖ **Welcome Celebration:** A reception is held for all families just before school reopens. This gives parents and students an opportunity to meet the faculty, administration, board, and other parents and to view their classrooms.
- ❖ **Friendship Day:** Also, known as Valentine's Day is about discussing friendliness, caring, kindness and love towards one another.
- ❖ **Thanksgiving:** A time for reflection, giving thanks, and community service.
- ❖ **Remembrance Day:** We discuss the history of the poppy and what it means to be Peaceful.
- ❖ **Christmas:** Each year we celebrate the Christmas holiday with a trip to the local ice skating rink and the children perform a few songs. Parents and extend family members welcomed.
- ❖ **Earth Day:** Celebrating the coming of spring and the importance of stewardship for the Earth, the students become involved in meaningful environmental studies and projects.
- ❖ **Picnic Day:** On our last school day together, all students gather for fun and celebration and enjoy a picnic lunch at the local water park (weather permitting).

**Note: As a school, we will not celebrate Halloween with costumes. Please do not send children in costumes or send candy to school. We will enjoy this day making crafts, reading stories and singing songs.**

**Program Hours, Registration and Tuition Fees \*The following prices include %5 GST**

Enrollment Choices	Semester Tuition	Monthly Payment
Morning class 8:45 am – 11:45 am	2 days (Tues/Thurs)	\$190.00 (\$23.75/class)
	3 days (Mon/Wed/Fri)	\$275.00 (\$22.91/class)
	5 days (Mon-Friday)	\$375.00 (\$18.75/class)
Afternoon class 12:30 pm – 3:00 pm	2 days (Mon/Wed)	\$175.00 (\$21.88/class)
	2 days (Tues/Thurs)	\$175.00 (\$21.88/class)
	4 days (Mon-Thursday)	\$335.00 (\$20.93/class)

**ADMISSION POLICY:**

\$80.00 Non-Refundable Registration Fee for each child. 10% discount for returning children.  
Full year Family: (2 or more children): \$120 Full year

September and 50% of June’ s fees are due upon Registration.

Tuition fees paid by 8 post-dated Cheques (Oct-1/2 June) Payment is due on the first of each month.

Tuition Charges are based on the School’s yearly expenses; therefore, we cannot refund a portion of the tuition for days missed due to your child’s illness or due to the School closing for inclement weather, SD33 School District Winter and Spring break and Statutory Holidays.

**Child Care Subsidy**

If you are requiring Child Care Subsidy the payment of tuition or other monies are still owed to the school until the Child Care Claim comes into effect. No child will be able to attend school until fees are paid.

Discover Montessori will hold all paid funds in a trusted account and use as a top up for Subsidy unless the entire fee is paid by the Ministry

❖ **Registration forms must be completed in full before a child may begin classes.**

**Early Registration for the school year beginning in September are accepted and prioritized until December 1st, in the following order:**

- ❖ Returning children
- ❖ Sibling of returning children
- ❖ Sibling of previous enrolled children

**After January 1<sup>st</sup>, children will be accepted in order of application.**

## Refunds and Withdrawals

- (A) A minimum of **one month's** written notice prior to the withdrawal of a child from the school must be received in order to withdraw without financial penalty.
- (B) Failure to provide at least **one month's** written notice of withdrawal will result in the **50% June deposit tuition** payment being retained by Discover Montessori Preschool.
- (C) Withdrawal will be effective **one months** from the **date stamp** of delivery of the withdrawal letter.
- (D) Refunds will become effective on the last day of the month when **one month's** written notice of withdrawal is made in accordance with the Registration Agreement.
- (E) Such written notice to withdraw is not applicable after March 1<sup>st</sup> of the school year, as no refunds will be given under any circumstances. DMP would likely not be able to fill the preschool spot before the end of the school year.
- (F) No refunds will be issued in the situation where staffing changes over the year. The board ensures a quality of education will be maintained no matter who is running our program.
- (G) Partial Monthly Tuition will not be considered for Christmas and Spring Break school closures.

## Billing

The due date for the monthly tuition payment plan is the 1<sup>st</sup> of every month.

- ❖ Late accounts (i.e.: those not paid in full by the 15th of the month) will be assessed a fee of \$25.00 for each month the charges remain unpaid.
- ❖ The returned check charge is \$25.00 per return.

Refunds of prepaid tuition will only be granted under the following circumstances:

- ❖ If, after the 0-10 school day trial period the child is not accepted into the program. This is a decision made by the Director of the School (**see p.8 of Handbook**).
- ❖ If a child is unable to continue attending preschool for medical reasons, the one month's notice is waived, all post-dated cheques will be returned.
- ❖ Due to a move beyond Chilliwack/Sardis area.
- ❖ In the unlikely event that Discover Montessori Preschool is no longer able to provide care, we will provide all preschool families with two months' notice of our closure.

## Past due accounts

All past due accounts will receive a written courtesy reminder on the 26th of each month. If your account is 30 days past due then:

1. You will receive a phone call from the Director to discuss your outstanding balance and plans for payment;
2. If no payment or written/signed payment plan within 1 week of the phone call, you will receive a written letter from the Director;

3. If no payment plan or written/signed payment plan within 1 week of the letter, you will receive a certified written letter about your account going to collections and child(ren), if still attending, will be withdrawn.

### **Policy on Attendance and Rescheduling**

At the discretion of the director, pre-planned student absences may be made up a maximum of four times within any school year. Each rescheduled day must be made up within **a week** of the absence and may only apply to instances known to DMP in advance. Missed days due to **illness, school closings, or school and personal vacations do not apply.**

Rescheduling requests must be made in writing, submitted to the director, and must comply with availability of staff and space without changing student/teacher ratios within the classrooms. If there is no suitable day for a reschedule, based on the above factors, the missed day will be forfeited.

### **DMP POLICIES AND PROCEDURES:**

#### **Missing Child Policy**

Entrances to and from the center are always supervised by at least one member of staff at drop-off and pick-up times. We use child safety gates for additional security and lock doors once all children have been dropped off. If a child goes missing from the center, we follow this procedure:

- The person in charge carries out a thorough search of the building and outdoor area.
- Attendance is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security.
- The person in charge talks to staff to establish what happened.
- If the child is not found, the child's parent is contacted and the police are called.
- The person in charge contacts Chilliwack Fraser Health as soon as possible.

On outings, children are counted and assigned to specific staff members based on the color of the students pinnies. If a child goes missing from an outing where parents are not attending, we follow this procedure:

- Staff on the outing ask children to stand with their designated person and carry out a headcount to ensure no other child has gone astray.
- One staff member searches the immediate vicinity.
- Staff take the remaining children back to the center.
- Staff contact the police and report the child as missing.
- Staff contact the Parents.
- The person in charge contacts Chilliwack Fraser Health as soon as possible.

#### **Transportation Policy**

Transportation to and from program is the responsibility of the parent.

#### **Active Play Policy**

Discover Montessori preschoolers shall accumulate at least 40 minutes of physical activity spread throughout the three-hour class.

#### **What is ACTIVE PLAY?**

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping. During preschool active play may include games, sports and recreational activities, yoga, dancing, activity songs, community walk and visits to the nearby playground.

**Discover Montessori Preschool does not allow for screen time on the premises. No TV, computer, or iPads during regular class time. Fire safety video or Community helper video are an exception.**

**Disruptive Behavior Policy**

To “discipline” literally means to educate or train. Discover Montessori Preschool encourages the growth of self-discipline within the child. Maria Montessori believed that the only true discipline is “active” or “inner” discipline, developed by the child him/herself as s/he works at interesting tasks at home and/or school. The “joy of obedience” is developed. First, basic classroom policies, school policies and etiquette are explained to the children.

Children learn best by example. The one simple rule in all Discover Montessori School classrooms is that ONE MAY NOT DISTURB. When disruptive behavior occurs at DMP, the following procedures are enforced:

**1. Verbal redirection.** When a child first violates the behavior policy, it is assumed that s/he did not know or remember the proper way to behave. The teacher will demonstrate to the child how to behave and what to say in a particular situation.

**2. Warning & Incident report.** The second incident will result in a conversation with the child to discuss expected behavior. In addition, an incident report will be sent home to a parent/guardian.

**3. Phone call & conference.** The third incident will result in a phone call to a parent/guardian and the scheduling of a conference between the student, parent/guardian, and Director. The parent will receive a Classroom Behavior Checklist completed by Lead Teacher and Director.

**4. Dismissal from Program.** When all efforts made have failed to help the child change his/her behavior, and the integrity or safety of the Discover Montessori School is compromised by such behaviors, parents will be asked to find an alternative learning/child care environment for their child.

The Director may temporarily or permanently remove a child from a program if the behaviors of that child place other children, the staff, or the school in immediate danger.

The Disruptive Behavior Policy is progressively severe and not all of these options need to be exhausted prior to dismissal from the program. The steps in a progressive discipline policy serve as general guidelines and are not mandatory.

Disruptive behaviors are evaluated according to age and include, but are not limited to:

**Minor**

Pushing/Shoving  
Teasing  
Improper manners  
Not following directions  
Disrespect

**Moderate**

Teasing/Taunting  
Biting  
Fighting  
Misuse of playground  
Misuse of materials  
Insubordination  
Inappropriate language  
Bullying

**Severe**

Inappropriate contact  
Hitting, kicking, biting  
Verbal abuse, bullying  
Harassment, threats  
Throwing objects  
Stealing  
Inappropriate language  
Defiance  
Possession of any weapons

## **Child Abuse Policy**

All staff are knowledgeable in the recognition of potential signs of child abuse.

Employees of Discover Montessori School must report any suspected incidents of child abuse or maltreatment of enrolled students to the Child Protection Services in BC. Abuse and Maltreatment in the following manner:

1. School staff must report such information to the Director of the program.
2. When a report of alleged abuse or maltreatment of a child or children in a preschool care center is being made by a mandated reporter who is a staff member of the childcare center, the report must be made by a staff member who has direct knowledge of the allegation(s) of suspected abuse or maltreatment.
3. If the Director of the child day care center is the person allegedly responsible for the alleged abuse or maltreatment, staff must report the alleged abuse or maltreatment directly to the Child Protection Services.
4. The Director or operator of the child day care center is responsible for implementing procedures which ensure the safety and protection of any child named in a report of child abuse or maltreatment involving a situation which occurs while the child attends the center. Immediately after making a report, the director or operator of the center must take such appropriate action as is necessary to ensure the health and safety of the children involved in a report and as necessary, of any other children in the center. The Director or operator must also take all reasonable steps to preserve any potential evidence of abuse or maltreatment. Insofar as possible, any action taken under this subdivision must cause as little disruption as possible to the daily routine of the children in the center.

## **Reportable Incident**

Child Care Facilities must immediately notify a child's parent or emergency contact, if the child becomes ill or is injured; or, is involved (or may have been involved) in a reportable incident. In addition, the licensee must notify the Medical Health Officer within 24 hours of all reportable incidents; and/or if the licensee is aware that a child in care has a reportable communicable disease as listed on pages 20 and 21.

## **Corporal Punishment Statement**

Charter of The Rights of the Child, defines the Montessori Mission as protecting "the right of each child to have the freedom and opportunity to develop to his or her full potential". The Montessori approach cultivates a classroom order and the child's responsibility within that order as opposed to overly restrictive or suppressive forms of discipline. As such, there is no place for corporal punishment, nor is it permitted anywhere in the Montessori environment.

## **Social Media Policy**

**This social media policy applies to the parents, staff, and volunteers at Discover Montessori Preschool.**

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that: No photographs taken within the Preschool setting or at Preschool special events and outings with the children, are to be posted for public viewing, except those of your own child. This policy includes (but is not limited to) the following technologies: Social networking sites (e.g. Facebook, Snap Chat)

Blogs (i.e. Twitter) Media Sharing services (i.e. You Tube). **This excludes those photographs taken by staff which are sometimes used for display in the setting, for use on the DMP website and in other advertising material if parental permission is given.**

Staff should not accept service users, children and parents as friend's due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at Preschool. Staff observe confidentiality and refrain from discussing any issues relating to work.

Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality, bring Preschool into disrepute or that are deemed to be of a detrimental nature to the Preschool or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action in line with the Preschool disciplinary procedures (students will be asked to leave immediately).

### **Health & Safety Guidelines**

During the hours when your child is in School, every precaution is taken to protect each child and ensure good health. We are not allowed to administer medication, but we invite you to come to the School to give medications that your child must have during school hours. When medication is given at the School, the name of the medicine, dose, and the parent giving the dose will be logged for the School records.

A list of emergency numbers is filed in the School, which contains parents' home phone numbers, business numbers, and addresses. Should a parent be unavailable, however, it is necessary for the School to have authorization to receive medical treatment for the child. Teachers MAY NOT administer any medication to a child.

### **Contagious Disease**

Whenever a contagious disease or illness has been reported to the School, the School will notify all parents. If a doctor has diagnosed your child as having any contagious disease or illness, you are required to call the School and inform the Director of the diagnosis.

**Injuries** If your child sustains an injury during the School day, an injury report is filled out describing the situation that resulted in the injury, the injury itself, first aid procedures taken and the name of the adult supervisor who handled the situation. Both School personnel and parent sign this report when the child is picked up. Parents may request a copy of this report.

### **Illness Policy**

To protect children and staff from exposure to infections and contagious disease, the Montessori Teaching Staff or Director will encourage the ill child to sit in the library until their parent comes to pick up. The teacher will contact you to come and take your child home if your child exhibits any of these conditions during the school day:

### **Key criteria for exclusion of children who are ill**

- ❖ The child is too ill to participate in program activities.
- ❖ The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;

- ❖ An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash;

### **Fever:**

Temperature above 37.6°C (99.6°F) or higher orally, or 37.4°C (99.2°F) or higher taken axillary (armpit) or measured by an equivalent method, AND accompanied by behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea, breathing difficulty or cough).

### **Diarrhea:**

- ❖ Toilet-trained children if the diarrhea is causing soiled pants or clothing.
- ❖ Blood or mucous in the stools not explained by dietary change, medication, or hard stools.
- ❖ Confirmed medical diagnosis of salmonella, E. coli, or Shigella infection, until cleared in writing by the child's health care provider to return to the program.
- ❖ Vomiting more than two times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infections conditions ant he child remains adequately hydrated.
- ❖ Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other sign s or symptoms of illness.
- ❖ Mouth sores with drooling unless the child's heath care provider states in writing that the child is not infectious.
- ❖ Active tuberculosis until the child's primary care provider or local health department states in writing that the child is on appropriate treatment and can return.
- ❖ Streptococcal pharyngitis (strep throat or other streptococcal infection) until 24 hours after treatment has started.
- ❖ Head lice until after the eggs are gone. Directresses discretion.
- ❖ Scabies until treatment has been given.
- ❖ Chickenpox (varicella) until all lesions have dried or crusted (usually six days after onset of rash).
- ❖ Rubella until six days after rash appears.
- ❖ Pertussis until five days of appropriate antibiotic treatment.
- ❖ Mumps until five days after onset of parotid gland swelling.
- ❖ Measles until four days after onset of rash.
- ❖ Hepatitis A virus infection until the child is approved by the health care provider to return to the program.
- ❖ Any child determined by local health department to be contributing to the transmission of illness during an outbreak.
- ❖ Impetigo until treatment has been started.

**Please keep your child home if s/he exhibits any of the above symptoms.** Contagious diseases often begin with symptoms of a common cold. Your child may be refused admission to the classroom or sent home during the day if the staff detects an illness. The Montessori Teaching Staff also may request that the child stay home the entire following day, and/or request from the parent a written opinion from an appropriate health professional when the health of a child is in question. If a child is well enough to attend school, the child will be expected to participate in both indoor and outdoor activities.

If a parent fails to pick up a sick child within one hour from the time they are notified that the child needs to be taken home, a \$10 an hour fee will be levied. The Director reserve the right to request withdrawal of a child whose parents fail to abide by the prompt pick-up policy.

### **When a Sick Child Can Return to School**

- ❖ Cold/flu: Your child should be fever free without fever reducers for 24 hours and symptoms quieted to a few sniffles or coughs. No yellow or green mucus. Clear is okay.
- ❖ Strep Throat: On antibiotics and fever free for at least 24 hours. S/he should not have a sore throat.
- ❖ Conjunctivitis: On antibiotics for at least 24 hours and eye redness has lightened and there's no discharge.
- ❖ Chicken Pox: All lesions should be crusted over (generally 6 days after the rash breaks out).
- ❖ Ear infection: As long as the child is not in pain and is without fever.
- ❖ Parasitic infections: As directed by the child's physician.
- ❖ Vomiting/ Diarrhea: A minimum of 24 hours after last vomiting episode, and stools should have returned to normal.

Please speak with the Director regarding any illnesses not listed.

### **School Closure and Holidays**

Discover Montessori Preschool will be closed on all Statutory Holidays:

Labour Day, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, and Victoria Day.

### **Additional School Closures**

Discover Montessori Preschool will follow the public-school closures (SD33) for Christmas Holidays and Spring break as well as Professional Days within our preschool catchment.

### **EMERGENCY PREARDENESS POLICY:**

#### **Snow Day Policy**

If it is necessary to close the school due to weather conditions, it will be announced on our school answering machine. Discover Montessori Preschool makes this decision independently or in accordance with the Chilliwack Public School. We will try our best to announce closings by 7:05 a.m. and often the local radio station will notify the public of public-school closures (89.5 The Drive).

In the event of an early dismissal, parents will be notified via phone at the number(s) they have listed on their child's emergency card. **Credit will not be given or days rescheduled due to School closing.**

#### **Electric Outage Policy**

When an electric outage occurs at the School, the Director will determine if the school will remain open. If the decision is made to close the school, the parent and/or contact will be contacted by a phone call. Upon notification, the parent and/ or contact will be expected to pick up your child within 1 hour. When the school is closed due to an electric outage, it will not reopen until the next school day.

#### **Emergency Relocation Sites**

If there is ever an emergency at our school and it is not safe we will move to our relocation site for staff and children. Our primary relocation site is in the laneway in front of the residential houses located on Tyson Rd.

In the event that the emergency is more serious and we require community support our secondary emergency location site will be at the Sardis Library located at 5819 Tyson Rd, Chilliwack, BC Tele: (604) 858-5503

Our staff's primary concern is to get the children safely to the relocation site and then parent and or the emergency contact will be contacted.

**In the event that a major emergency occurs parents are to come and pick up their child(ren) immediately at the center or the designated Emergency Relocation Site.**

### **Student Comfort Kit**

Every student is required by Discover Montessori Prschool to have a comfort kit that remains in the classroom. This comfort kit is to be kept in a Large Ziploc Bag with your child's name. Please include the following:

- ❖ Small flashlight and batteries
- ❖ Emergency aluminized blanket
- ❖ A few Band-Aids
- ❖ 3 nonperishable foods (Granola bars, energy bar). NO NUTS!!
- ❖ 1 - 500 ml water bottle
- ❖ Small package of baby wipes (dollar store)
- ❖ Comfort note & Family photo
- ❖ Small comfort toy

**In the event that a major emergency occurs parents are to come and pick up their child(ren) immediately at the center or the designated Emergency Relocation Site.**

### **Emergency Classroom Supply kit**

In the event that an emergency occurs staff at DMP need to be prepared to stay at the childcare center for up to 72 hours. The supplies we keep on site include the following:

- ❖ Attendance list and Emergency cards
- ❖ Water, small drinking cups
- ❖ Non-perishable foods (dried fruit, granola bars, dehydrated food)
- ❖ First Aid Kit
- ❖ 2 Emergency blankets
- ❖ Radio (batteries)
- ❖ 2 Flash lights (batteries)
- ❖ Candles (waterproof matches)
- ❖ Hand wipes, soap, paper towels, toilet paper, tissue, latex gloves, sanitary supplies
- ❖ Duct tape
- ❖ Paper, pens, black sharpie, markers

### **Emergency Evacuation Procedure**

In the case of an emergency such as an earthquake or a fire we must be prepared and be able to respond accordingly. Practicing and preparing the children for a classroom evacuation in a developmentally appropriate way without fear is our aim. DMP practices Emergency Dills and Emergency Evacuation Procedures monthly.

- ❖ Staff and students will exit one of the emergency exits to imitate a fire emergency evacuation.

- ❖ Staff logs the preschools emergency drills with date, time and staff signature.
- ❖ Emergency Evacuation drill are practiced monthly.

### **Earthquake Evacuation Procedure**

The head teacher will instruct children and staff to crouch under the tables until the shaking stops. If we need to leave the building we will move to our secondary Emergency Relocation Site located at the Sardis Library 5819 Tyson Rd, Chilliwack, BC Tele: (604) 858-5503.

### **Fire Evacuation Procedure**

1. When the alarm sounds one staff member will escort the children to one of the two classroom emergency exits. The teacher will then count to ensure all students are accounted for, tell the Director/teacher.
2. Teacher and children will leave the premises and move to the Emergency Relocation Site.
3. The Director/teacher will scan all areas of the classroom to ensure no one is in the building.
4. The Director/teacher will then retrieve the Emergency Kit, off school Emergency bag containing the students Emergency Consent Forms and a cell phone.

The head Directress will meet her class at the Emergency Relocation Site.

### **Parent Activity Requirement**

Maria Montessori believed that a child's education is enriched by parental involvement in the fabric of the school and she saw parental involvement as an essential component of her philosophy. Parent involvement is the backbone of our school community and there are a wide variety of volunteer opportunities with differing time commitments to encourage all parents to contribute their energy and skills. Some activities may include deep cleaning the classroom, craft preparation, suggesting school outings, and volunteering at the school. Being involved at DMS is a great way to get to know each other better, and to learn more about the school. Don't hesitate to ask how your talents could be used within our school!

### **Volunteering the Gift of Time and Talent**

One of the most valuable contributions that families make to Discover Montessori is the gift of their time and expertise. Parents, grandparents, are invited to help out in the school assisting with classroom programs.

Parents and grandparents who give of their time and talent share with their family special memories and experiences that last well beyond their years at school.

A few ways in which you can help out at Discover Montessori

- ❖ Lend your time and support to our fund-raising efforts
- ❖ Help coordinate the Scholastic Book orders
- ❖ Volunteer for the Reading Program
- ❖ Help the Directors organize field trips or special lessons
- ❖ Help organize special events
- ❖ Share your talents and special interests, such as a musical instrument that you play, a second language that you speak, a craft that you enjoy, or a field that you've studied

School volunteers wishing to often participate must often have a completed **Criminal Records Check** done and handed in to the school **prior** to volunteering with our school.

### **Discover Montessori** **Preschool Daily Schedule**

Our daily schedule provides a basic framework for our days but is not rigid. Rigidity in a schedule offers its own set of problems. When children are especially engrossed in their work, or activity demands a few additional minutes, it is beneficial to adjust the schedule to accommodate the child.

The Preschool schedule may vary on a daily basis because it is based on the children's interests and needs. It also varies according to the weather and the season; we spend much more time outside when it's nice out and more time inside when it's not.

**8:25 a.m.** Teacher greets the children. The children hang up their backpacks, change shoes. Goodbyes are said, the day begins!!

**8:40 a.m. – 9:00 a.m.** Children choose a book from the library and sit at the carpet until circle time. Soft peaceful music plays in the background. Circle Time is an opportunity for sharing, short story, discussion of daily personal goals, the introduction of new activities or group lesson opportunities. Revising of language both English and French are discussed. Yoga, songs, and games are played.

**9:00 a.m. – 10:30 a.m.** Uninterrupted work cycle, individual and group Montessori lessons.

**10:30 a.m. – 10:40 a.m.** Time to tidy up for a snack.

**10:45 a.m. – 11:20 a.m.** Snack time and outdoor play if the weather is cooperating.

**11:20 a.m. – 11:30 a.m.** Short circle, hand out work, Goodbye song.

**The afternoon class (12:30 p.m. - 3:30 p.m.) follows the same flexible schedule.**

#### **Required Forms and necessary items for school:**

- Registration Form
- Medical/Emergency
- Tuition and Policy Agreement
- Child Questionnaire
- Extra clothes (in a Ziploc)
- Student Comfort Kit (page 22)
- 8 Passport photos (head shot, color photo)
- Indoor shoes