

## BEAMTON MONTESSORI

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

E-mail: [beamtonmontessori@gmail.com](mailto:beamtonmontessori@gmail.com) School Website: [beamtonmontessori.com](http://beamtonmontessori.com)

Work: 403-918-0121

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 and terms of agreement forms. The registration fee covers securing the spot and child's full year supply of school materials.
- 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.
- Safety Measures:
  - a. Parents are asked to fill out an online attendance checklist before arriving to school. This is a helpful tool for operations purposes and is beneficial to keep an online attendance record. It helps to keep our classroom running efficiently.
  - b. When a child is observed to have sore throat, cough, nausea or other symptoms of sickness during class, the teacher will contact the parents to pick up the child immediately. If a parent can not be reached, the school staff will call the listed "emergency contact/ authorized person" to pick up the child. This same procedure will occur if the parent has not arrived 15 mins after school dismissal.
  - c. "ONE AT A TIME" entrance and exit when dropping off and picking up the child. The parent with the child can enter the program premise AFTER the last parent leaves.
  - d. Although physical distancing is no longer mandatory, we still ask that parents wait outside until their turn to enter or pick up their children. This helps avoid congestion in the front door and is a safety precaution.
  - e. Proper handwashing when the child arrives, before and after snack, and at any time that requires additional handwashing (example: when child sneezes or puts finger in mouth.)
  - f. Sanitizing of learning materials, rooms, and furniture before and after class.

- Beamton Montessori does not provide transportation for any type of off-site activities nor transportation of children from home to school or school to home. All kinds of transportation are provided by parents, guardian or adult who is authorized by parents to do the drop-off and pickup.
- DROP-OFF/PICKUP: **The child is dropped off at 8:30a.m. Pickup time is at 11:30a.m. for morning class. For the afternoon session, drop-off time is at 12:30p.m. and pickup 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 pickup arrivals. 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. 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, 2-3 days before due date.
- **Fees are payable every first day of each month.** No portion of fees paid will be refunded or cancelled in any event. Fees are paid by e-transfer. Please e-transfer to [beamtonmontessori@gmail.com](mailto:beamtonmontessori@gmail.com) Indicate "registration fee" or the month you are paying for.  
If a parent prefers post-dated cheques, it should be payable to Beamton Montessori Inc. They are responsible for having sufficient funds in their account. If the fund is insufficient, \$35 penalty is applied.
- Childcare subsidy is available to those families whose household income is under \$180k a year. Click here to apply: <https://applychildcaresubsidy.alberta.ca/>. There is also an affordability grant available to families whether qualified for subsidy or not. Beamton Montessori can apply for this on your behalf.
- Childcare fees increase 3% annually, an approved Alberta-Canada Early Learning and Child Care Agreement. Parents will be notified in advance.
- **One month notice in form of writing is required from parents in withdrawal of their child from the program. The child is required to attend a month class during one month notice period. If the child is unable to attend at this time and parents prefer to leave the program, the parents should pay its one month equivalent fees.**

- If a vacation of 10 consecutive school days or more is taken once per year, half the tuition for the next months' invoice will be reduced. Please note this reduction is only offered ONCE PER SCHOOL YEAR.
- In the regular school year, the teachers and students are entitled to 2 weeks Christmas break and 1 week spring break as well as statutory holidays. These do NOT affect the tuition fees.
- If your child is sick or going to be absent, please fill out the online attendance checklist and state the reason for absence.
- **NO MAKEUP CLASS or SWITCHING 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 situations such as dental and doctor's appointment. Also, **makeup class is not applied to replace statutory holidays.**
- Beamton Montessori will not be responsible for any payments of ambulance services while the child is present at the program.
- 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.
- Parents provide food for their child. **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 wishes to know the child's performance in the class or discuss modifications even when it is not scheduled 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 and 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 childcare programs practice awareness and safety measures in case of emergencies such as the occurrence of fire in the building. In this regard, we will be doing fire drill 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 practice indoor.

The primary staff and staff member will lead the children to muster point, which is in the North West grass area of the building. There is children's portable record for the roll call. This lasts for approximately 10-15 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 program premises and participate in fire drill.

\_\_\_\_\_ I do not give permission for my child to leave program premises and participate in fire drill.

## CHILD GUIDANCE 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.
- Child guidance is to be delivered in a quiet and slow manner. Children are motivated to show good manners by polite words and actions.
- Any child guidance 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 teachers' role who set the classroom rules, deserve respect, guide in the lessons and the second parent to listen to.

**REMINDER ON CLOTHING, SAFETY AND TOYS:**

- Bring **labelled shirt, shorts/pants, underwear, socks and indoor velcro or ready to wear shoes (no shoelaces)** 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.

- For children who are **ready**, who gain understanding and skill in reading, may participate in “Reading Recital Day.” This event is held on the third week of June as year’s culminating activity.

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

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

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Parent’s Signature

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Date (Month/Day/Year)

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Parent’s Signature

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Date (Month/Day/Year)

Thank you,

Noime Ilagan

Owner/Director

**BEAMTON MONTESSORI**