

BEAMTON MONTESSORI

Daycare, In-House Preschool and Kindergarten Curriculum

#105, 500 Centre Ave. NE, Airdrie, Alberta T4B 1P9

Work: (403) 918-0121 Website: www.beamtonmontessori.com

Email: beamtonmontessori@gmail.com

REGISTRATION FORM

Date of Registration: _____

Desired Start Date: _____

Age on the first day of attendance: ____ (yrs.) and ____ (mos.)

Child Information

First and last name only: _____

Date of birth (month in word/day/year): _____ Gender (F/M)

Home address: _____

Home phone: _____

Parent Information

Mother's first and last name only: _____

Address if different from child's home address: _____

Mobile phone: _____ Work phone: _____

Email address: _____

Father's first and last name only: _____

Address if different from child's home address: _____

Mobile phone: _____ Work phone: _____

Email address: _____

Emergency Contact Information (OTHER THAN PARENTS)

1. Name: _____ Relationship to child: _____

Contact number: _____ Address: _____

2. Name: _____ Relationship to child: _____

Contact number: _____ Address: _____

Authorized person(s) permitted to pick up your child at Beamton (MAY INCLUDE PARENTS)

1. Name: _____ Relationship to child: _____
Contact number: _____
2. Name: _____ Relationship to child: _____
Contact number: _____

How did you hear about us?

- ☐ Driving by
- ☐ Family/Friend Referral, from whom? _____
- ☐ Website

Schedule Options and Fees

Please note that a minimum of 100 hours per month is required to access government grant which leaves parents **\$326.25 of monthly fees**. There is a **non-refundable registration fee of \$110 upon enrollment**. Below are the calculated schedules that meet 100 hours in a month.

CIRCLE the option which applies to your preference. We do not offer half day or part-time care.

Option 1: 5x a week- 5 hours daily

Option 2: 4x a week- 6 and 6.5 hours alternately (Example: Monday-6 hrs./Tuesday-6.5 hrs./Wednesday-6 hrs./Thursday-6.5 hrs.)

Option 3: 3x a week- 8 hours each day (Remaining 4 hrs. must be attended on other days. Please make necessary arrangements)

CIRCLE the days of interest.

Monday Tuesday Wednesday Thursday Friday

You may customize your child's attendance time within the provided period between **7:30 AM- 4:00 PM only**.

Specify drop-off and pick-up times on the blank below. Example: 8AM-1PM or 9AM-2PM

Option 4: Other _____

E-mail address for sending monthly invoice and notifications: _____

Health Information

Child's Alberta health care number: _____

Health clinic: _____

Doctor's name and contact number: _____

Is your child toilet trained? (Yes/No) _____

Does your child have any of the following concerns? (Yes/No)

Physical: _____ Social/Behavioral: _____

Vision: _____ Hearing: _____

Speech: _____

Does your child have any diet restrictions? (Yes/No) _____

Does your child have any allergies? (Yes/No)

If yes, please specify. _____

Is your child on any medication? (Yes/No) _____

Are all the immunizations up to date? (Yes/No) If not, why? _____

If your child does have allergies but no EpiPen kept at school, **please indicate what symptoms, signs or skin reaction should the staff be aware of** and who to notify first when these symptoms occur. _____

IF your child requires an EPIPEN, please initial the following consent.

I give consent to all staff of Beamton Montessori to **administer an EpiPen** to my child due to a severe allergic reaction. **This may also include administration of first aid and calling 911 when necessary.** The EpiPen will be stored in a locked box inside a secured drawer at Beamton facility.

Please initial here: _____ Date: _____

Meals and Snacks

Parents provide meals and snacks for their children. We do not reheat children's food at the daycare facility. Please provide your child's food in a thermos to ensure it remains at an appropriate temperature until mealtime.

Transportation

Beamton Montessori does NOT provide transportation for any type of off-site activities nor transportation of children to and from school. **All kinds of transportation are provided by parents and authorized guardian or adult.**

Childcare Participant Number

It is required to create a unique childcare participant number (CCPN) for each child attending a licensed childcare program. The CCPN will be used as a basis for government to pay childcare providers for the children registered in their programs.

To generate a CCPN, your childcare provider will enter the following information into a secure provincial registration system called the Child Care Licensing Portal:

- child's first and last name;
- child's date of birth;
- parent or guardian's first and last name;
- parent or guardian's phone number and email;
- type of program;
- enrollment start date; and
- monthly hours child is registered to attend.

As required by Alberta's *Early Learning and Child Care Act* and Regulation, licensed childcare programs must securely share this information with the government. Your consent as parent or guardian is obtained by childcare programs before submitting any details, in line with privacy laws.

PARENTAL CONSENT

I, (name) _____, the parent/guardian of (child's name) _____, confirm my permission to Beamton Montessori to use and share personal information with the government through the Child Care Licensing Portal as part of the Early Learning and Child Care Act and any grant agreements.

Parent(s) Signature

Month/Day/Year

TERMS OF AGREEMENT

- The child is officially registered upon submission of signed **registration and terms of agreement forms** and receipt of **\$110 non-refundable annual registration fee**. The registration fee covers securing your child's spot and learning materials.
- Every September at the start of the regular school year, the registration fee of \$110 is required and non-refundable. Please keep the staff informed of any updates to your child's registration information, including changes to your home address, authorized pick-up persons, attendance schedule, or other relevant information.
- All children must be potty-trained prior to entering the program. The staff will give assistance when necessary.
- The regular program operates year-round, excluding statutory holidays, professional or organizational days and Christmas break. Monthly fees remain unchanged regardless of these scheduled closures.
- If necessary, a newly enrolled child may initially attend for shortened hours to support a smooth transition. This arrangement will continue until the child becomes comfortable and well adjusted to the program's routine and classroom environment. Shortened attendance during the transition period will NOT affect the monthly fees. The specific attendance arrangement will be mutually agreed upon by the parents and the program operator.
- The monthly invoice will be sent by email 2-3 days prior to the due date. No portion of fees paid will be refunded or cancelled in any event unless the desired time schedule is unavailable.
- **Due date for childcare fees is on the 1st day of each month. If payment is not received within the 3-day grace period following the due date, a \$35 late-payment penalty will be applied.** Fees are paid via e-transfer to beamtonmontessori@gmail.com Please provide your **child's first name ONLY** as your security answer. This will facilitate convenient access to your account and transactions.
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.

Safety Measures

- a. When a child is observed to have runny nose, sore throat, cough, nausea, or other symptoms of sickness during childcare hours, the staff will contact the parents to pick up the child immediately. If a parent can not be reached, the "emergency contact or authorized pick-up persons" will be contacted. The same procedure applies if the parent has not arrived within 5 minutes after the scheduled dismissal time.
- b. Only parent(s) and child may enter or exit the program premise at a time during drop-off and pick-up. The next parent(s) and child may enter once the previous parent(s) has exited the premises. This prevents congestion at the entrance and serves as a safety precaution.
- c. Proper handwashing is required upon arrival, before and after snacks, and whenever handwashing is necessary (ex: when child sneezes or puts finger in mouth).
- d. NO umbrellas in the facility as they are unsafe for younger children. Kindly leave them in the car.
- e. Sanitizing of learning materials, rooms, and furniture before and after class.

Probation

To ensure each child's readiness for the classroom and maintain a harmonious learning atmosphere, we have established a probation period of 1 month for new registered children. This policy allows us to assess each child's ability to engage safely and independently within the Montessori environment, meeting both personal and community expectations. If within the probation period the child consistently shows need for additional support to meet these criteria, alternative arrangements can be discussed to better suit the child's current developmental needs.

The staff will observe and evaluate each new student based on:

- a. **Safety with classroom materials:** The child must demonstrate the ability to explore learning materials safely, without presenting a hazard to themselves or others.
 - b. **Bathroom independence:** The child is expected to use the bathroom independently, which includes managing clothing, using the toilet, and washing hands with minimal adult assistance.
 - c. **Social behavior:** The child should exhibit safe and respectful interactions with classmates and staff.
- Bring labelled blanket, shirt, shorts or pants, underwear, socks and black indoor velcro shoes (NO shoelaces and marking shoes) for indoor and outdoor use. Every Friday, or on the child's last scheduled day of attendance for the week, the child's blanket will be sent home for washing and should be returned the following week.

Please sign _____

- DROP-OFF and PICK-UP: Children must be dropped off and picked up according to their scheduled attendance times. Staff will receive the child at the entrance upon drop-off and ensure the child's safety during the dismissal and pick-up process. **A 5-minute grace period will be provided after the scheduled pick-up time. After the grace period, a late fee of \$1.00 per minute will apply and must be paid in cash on the same day. The same fee will apply if a child is dropped off earlier than their scheduled drop-off time.** Please come on time to avoid unnecessary charges.
- SIGN IN AND SIGN OUT: There is an attendance record by the door for parent or guardian to sign in, confirming the child is brought at the facility, and the staff 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 staff in advance, while the person will be asked to show ID to confirm identity. The staff 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 remove coat or shoes off. Since these are part of their Practical Life Skills lesson, we let them do on their own to develop independence and sense of responsibility. Staff will help when necessary.
- The applicable government grant is provided for children registered in the program. Beamton Montessori will apply for the grant in your behalf, and no action is required from you.
- One-month notice in writing is required by parents in withdrawal of their child from the program. The child is required to attend the program during the one-month notice period. If the child is unable to attend at this time and the parents choose to withdraw from the program, they should pay its one-month (\$326.25) equivalent fees.
- If a child is absent for a full month due to vacation or sickness requiring an extended period of recovery, the monthly fee will remain \$326.25. The same will apply for each subsequent month of absence, provided that the child's registration remains active.
- 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 attend class today" or situations such as dental and doctor's appointment. Also, MAKEUP CLASS IS NOT APPLIED TO REPLACE STATUTORY HOLIDAYS, PD DAYS OR ORGANIZATIONAL DAYS.
- Parent volunteers may be requested in the event of staff absences due to illness or emergencies, as well as when additional assistance is needed for potential field trips.

Available days: _____AM/PM

- Beamton Montessori will not be responsible for any payments of ambulance services while the child is present in the program.
- The staff may provide or allow for the provision of health care to a child only if there is a written consent obtained from the parent or the health care provided is in manner of first aid. (See your child's Health Information for reference).
- It is the parents' responsibility to inform the staff of any medical history and present conditions of the child, medications the child receives, as well as allergies. (See your child's Health Information for reference).
- Parents provide meals and drinks for their child. NO CHOCOLATES AND NUTS of all kinds to prevent exposure or accidental sharing of food that may lead to allergy problems.
- NO CUPCAKES FOR BIRTHDAY TREATS. Fruits or veggies are recommended healthier options.
- TOYS FROM HOME 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, Science, and toys are provided by the program.
- The parents may book appointment if they wish to learn their child's performance in the class or discuss modifications.
- In the event of extreme weather conditions, parents may use their discretion in deciding whether to bring their child to Beamton. Staff will remain available to provide regular care for children who attend the program.
- When road conditions become unsafe or impassable, daycare program may be suspended. Parents will be notified in advance by email, phone call, or text message if the program needs to close due to such conditions.
- I give permission for my child to participate in or be featured on Beamton website, Facebook page or local community websites through photos or videos of reading and other program activities for the purpose of promoting the program. Please initial.

_____ Yes, I allow to promote the program.

_____ No, thank you.

Please sign _____

Fire and Safety

It is a Child Care Licensing and 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. Therefore, we conduct a fire drill once a month throughout the year. During suitable weather conditions, we practice outdoors. In inclement weather, the activity is conducted indoors. The staff member carrying the portable record will lead the children to muster point (northwest grass area of the building) for roll call and discussion of safety precautions. This lasts for approximately 8-10 minutes.

Field Trips

Proper procedure will be followed to ensure the safety of your child on and off the school premises. Common outdoor activity is a short walk and play to nearby community playground (Jensen Park) during summer season. A consent letter will be sent to the parents including the details of the activity. The adult-child ratio will be considerably observed.

Transportation is not provided by the program in any type of field trips.

Child Guidance Policy

- A classroom provides an ideal learning environment when learning is enjoyable and engaging. Part of creating this positive atmosphere is fostering healthy social relationships among the children, where everyone respects one another's personal space, privacy, and choices. Staff can help establish this environment by setting clear, age-appropriate, and attainable rules, explaining them carefully to the children, and consistently reinforcing these expectations.
- Child guidance will be provided respectfully, encouraging children to develop positive behaviours through appropriate words and actions.
- Any child guidance should be reasonable in the circumstances and certain forms of punishment are not permitted that program 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) which gives the child time and choices to change their actions.
- If the child continues to have difficulty cooperating with the guidance provided, they may be invited to move to a separate space for a brief period. This provides an opportunity for the child to calm down, reflect on their actions, and consider more appropriate ways to respond. The staff will support the child in understanding the behaviour and learning positive ways to make better choices.
- An orientation with the children on the role of the staff, emphasizing that they are responsible for establishing classroom rules, deserve the children's respect, provide guidance throughout their learning, and serve as trusted adults whom the children can approach and talk to.

A copy of report card is provided to the parents twice a year (last day of February and last day of July) to monitor children's progress and capabilities. If a child does not complete the full semester from September to January and/or February to June, a report card will not be issued due to incomplete attendance. However, staff may discuss the child's progress with the parent, based on the child's daily record card.

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

Parent(s) Signature

(Month/Day/Year)