

**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 (Time Schedule): \_\_\_\_\_

**TERMS OF AGREEMENT**

- The child is officially registered upon submission of signed Registration and Terms of Agreement forms and receipt of \$75 non-refundable registration fee. The registration fee covers securing the spot and child's full year supply of school materials.
- Every September, at the start of the new school year, the \$75 registration fee is required and non-refundable. We also require new/updated Registration and Terms of Agreement forms.
- 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)
- Summer classes begin on the first week of July and end on the third week of August. Attendance for summer program is optional.
- Monthly invoice is sent through e-mail, 2-3 days before due date. No portion of fees paid will be refunded or cancelled in any event unless the desired class schedule is unavailable.
- Fees are payable every first day of each month. If payments are late by two consecutive months, or anytime thereafter a penalty of \$35 will be applied. Fees are paid via e-transfer. Please e-transfer to [beamtonmontessori@gmail.com](mailto:beamtonmontessori@gmail.com) For your security question, please indicate **"What is my child's first name?"** for easy access transaction. 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.

Please sign \_\_\_\_\_

- Safety Measures:
  - a. When a child is observed to have runny nose, 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 minutes after school dismissal.
  - b. “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.
  - c. Although physical distancing is no longer mandatory, we still require 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.
  - d. Proper handwashing when the child arrives, before and after snack, and at any time that requires handwashing (ex: when child sneezes or puts finger in mouth).
  - e. 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 8:20a.m. Pickup time is at 11:20-11:30a.m. for morning class. For the afternoon session, drop-off time is at 12:20p.m. and pickup time is at 3:20-3:30p.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 11:30a.m./3:30p.m. for late pickups. Succeeding minutes after 11:35 and 3:35 will have a late fee charge of \\$1.00/minute. It is paid in cash on the same day.](#) Courtesy of the parents to teachers’ time is crucial, as there is a limited period between pickup times, sanitizing of furniture and school materials as well as lunch breaks and teachers’ personal plans. Please come on time.
- 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.
- Child care subsidy (\$125/mo.) is available to those families whose household income is under \$180k in the last year’s notice of assessment. Google Child Care Subsidy Alberta for online application. There is also an affordability grant (\$75/mo.) available to families whether qualified for subsidy or not. Beamton Montessori can apply for this on your behalf.

Please sign \_\_\_\_\_

- 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 for 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, **20% of the tuition for the month's invoice will be reduced**. Please note this reduction is only offered ONCE PER SCHOOL YEAR. If a vacation will be 10 days to 2 months or more, the first month will have 20% reduction while the succeeding months are paid in full. This is applied for the returning students, not for ones who will be permanently withdrawn.
- 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.
- 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**.
- Mandatory wearing of school uniform on Monday, Tuesday, Thursday, and Friday. Wednesday is a "wash day", kids can wear anything comfortable on this day. You can purchase school uniform (\$95/set) at school. You have the option for one-time payment or split the cost, example: \$50 in the current month and \$45 for the following month.
- 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 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 needs 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.

Please sign \_\_\_\_\_

- 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: \_\_\_\_\_ 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 Northwest grass area of the building. There is children's portable record for the roll call. This lasts for approximately 8-10 minutes.

#### 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.

Please sign\_\_\_\_\_

REMINDER ON CLOTHING, SAFETY AND TOYS:

- Bring [labelled shirt, shorts/pants, underwear, socks and indoor velcro or ready to wear shoes \(no shoelaces and non-marking\)](#) 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 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 and Science and toys 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 (last week of February and July) to monitor children’s progress and capabilities. If the child has not completed the full semester (Sept.-Jan.) and/or (Feb.-Jun.) he/she will not receive a report card due to incomplete attendance. [However, the teacher can discuss the child’s progress in person based on individual record card.](#)

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.

\_\_\_\_\_  
Parent’s Signature      Date

\_\_\_\_\_  
Date (Month/Day/Year)

\_\_\_\_\_  
Parent’s Signature      Date

\_\_\_\_\_  
Date (Month/Day/Year)

Thank you,  
Noime Ilagan  
Owner/Director  
BEAMTON MONTESSORI