



Brason Academy Montessori School
Parent's Handbook

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Mission Statement:

Our mission will be to respect each child. “Children learn what they live” is a true statement. Because children are so emotionally, psychologically, developmentally, and physically affected by what is in their environment, we are confident that we will offer an environment that fosters and promotes self-confidence, respect for each other, and a positive attitude about the world we live in.

Philosophy:

Our philosophy is effective yet simple. Both our symbol and our name are indicative of our philosophy. The symbol of the sun was a conscious decision as we believe that the sun signifies very positive attributes: warmth, brightness, happiness; it makes things grow. Because the preschool years are some of the most important years in a child’s social, physical, psychological, verbal and sensory development, our School is dedicated to the positive growth and development of the children registered at our facility.

Co-operation and not Competition

Compassion and not Criticism

Attendance/Punctuality

In order to minimize classroom disruption and to give the student a sense of order and punctuality, it is important for all students to arrive on time for the program that begins promptly at 9:00 am and 1:30 pm. Children arriving on time are more prepared for the day of learning. A late arrival for the class is both disruptive and distracting for the ongoing learning presentations. Children also miss out on the introduction of new topics and materials presented by their teachers.

Arrival & Departure

To ensure your child's safety, upon arrival, please accompany your child to a staff member, and remain with your child, until the staff has assumed responsibility for supervision. It is advisable to inform the staff of any changes in routine or behavior that may affect your child's participation in the program. When picking up your child, please ensure that a staff member is aware of your departure. If a parent is unable to pick up their child, it is essential that the school be notified at the earliest of the name of the person who is to do so in writing. ***We recommend that you come for your child at a regular "specified" time. Children feel more secure when their daily pick-up timetable is maintained. This also respects and avoids interrupting other students whose programming is in progress.***

Releasing Students

When anyone other than the parent/guardian, who ordinarily takes the student home, is asked to pick up a student from the school, the following procedure must be followed:

The teacher must be given a signed letter from the parent/guardian stating the full name and identification of the person, who will be picking up the child. Anything short of this information in the letter will not be acceptable, to ensure the security of your child.

If it is not possible to get a written letter to us in time, we need a phone call authorizing us to release the student, and the full name of the person and identification number to whom the child/student may be released. The authorized full name of the person with identification must be on the release form.

Late Pickup

Parents are reminded to make every effort to pickup their children by 11:30am or 3:30pm. There is a late fee charge of \$1.00 per each minute after 11:30am or 3:30pm to be paid to the teacher looking after your child. Unless you are a full-time student and/or you have opted/paid for before and after school programs. The times for before and after school programming are:

Before school programming: 8:00 a.m. – 9:00 a.m.

After school programming: 3:30 p.m. – 5:30 p.m.

A late fee will be charged for pick up times after 5:30 at a rate of \$1.00 per minute in order to adequately compensate staff who may have to supervise your child beyond school hours.

Emergency

In the event of an emergency requiring hospital visit, your child will be immediately taken to the closest hospital where you can meet your child and the supervisory staff. In the event that you cannot be reached, your emergency contact will be notified. Please ensure that this person is aware of this responsibility. Please make sure that the center should have all of the correct names, information and numbers.

Newsletter

A newsletter will be sent home to the parent/guardian once a month, announcing upcoming learning events, curriculum and notification of any changes. Newsletters will serve the purpose of learning events, important school and classroom information. This will ensure more effective communication between parents, teachers and administration. Parent feedback is important to our school. Parents are always welcome to meet with the supervisor/administrator regarding any concerns or inquiries

Tax Receipts

Official School Tax receipts will be issued to the parent by the first week of March for the preceding year.

Money and Documents

Monies, cheques or documents sent to school, must be sealed in an envelope labeled with the student's name.

Fees & Enrolment Policies

Registration:

In order to be enrolled in the Brason Academy Montessori School program, parents or guardians must complete a Registration Package and fill in all required forms presented as part thereof accompanied with appropriate fees. Upon receipt of such documents along with appropriate non-refundable deposit, a child's enrolment will be confirmed. Please note the Academy reserves the right to enrolment.

Fees:

Fee schedule for various types of programs offered along with fee payment and refund policies are presented separately. It is necessary to abide by these policies in order to ensure continued enrolment in accordance with the school policies. ***Please note fees are based on the annual tuition fee and broken down into monthly payments for convenience. Parents are responsible for the entire tuition fees based on the program(s) selected. Fees are prorated based on time of entry into the Academy.***

Please note all fees are due by the 1st of every month. All late fees incur a charge of 1% per day late.

All cheques returned with non-sufficient funds (NSF) will incur bank charges of 40.00 plus the late charges.

Type of Programs:

The fee schedule package explains the types of programs offered.

Absences:

Fees are due on the first of every month regardless of the number of days a child is absent due to illness, inclement weather; early pick up, vacation, school or statutory holidays. Should a child be absent with a communicable disease, a Doctor's certificate stating that the child is free and clear of the disease will be required for re-admission.

Withdrawal

Registration is a one-year commitment and as per the enrolment agreement ***parents/guardians are responsible for the full year's tuition fees.*** Should an emergency situation arise, it will be at the sole discretion of the Academy to waive any outstanding fees.

Evaluation Period

Please note the Academy has a two week probationary period in which observations of each child are made to determine suitability to the program. Our school environment should always be a positive one for our students. Therefore, we reserve the right to dismiss any child from Brason Academy Montessori School who does not seem to be benefiting from the programs we offer and encourage.

Change of Information

Should your telephone number, address at home or your place of business change, please notify the school immediately. Any emergency contacts that should be added or changed should also be noted/changed on the student form in the office.

Behavior Management

Children appear to learn best when they are given reasonable limits and freedom to choose. Discipline is planned to assist the child to become self-disciplined through the use of choices and logical consequences. Children are disciplined in a positive manner at a level that is appropriate to their action and their ages. Methods of discipline are discussed at staff meetings and consistent disciplinary measures are agreed upon. Staff and parents/guardians are welcome to exchange ideas during parent-teacher interviews when needed.

The school will not permit the following disciplinary methods:

- ❖ Corporal punishment
- ❖ Derogatory comments
- ❖ Confinement in locked rooms as a form of punishment
- ❖ Deprivation of food, clothing, or shelter

Should a child's behavior affect the health and safety of another child, the child will be sent home. Continued behavior management issues affecting the well-being, health and safety of other children, will result in suspension of the child in question. Brason Academy reserves the right at its discretion, to withdraw/expel a child for continued behavior management issues. This right is also observed for parents and guardians who are unable to respect the policies and procedures of the Academy.

Conflict Resolution Guidelines for Escalation of Behavior:

1. Incident is recorded and child(ren) involved are spoken to using appropriate behavior management guidelines.
2. Parent's are informed and action plan determined
3. Repeated incident affecting health & safety of children, will result in suspension for 3 days.
4. Inability to change behavior will result in withdrawal of child from the program.

Allergies

As there are children who are allergic to peanuts and nut products, our school is peanut free environment. We ask parents to refrain from sending any food products with peanuts as an ingredient. For precautionary purposes, any food that is sent to school parties must contain a list of the ingredients. Children with severe allergies are required to keep an epinephrine pen at school in case of emergency. It is imperative that our school supervisor/administrator is made aware of any allergy or other medical concerns, which your child may have. If your child requires an Epi-pen, please fill out a personal Emergency Plan available at the office upon registration.

Health and Medication (CHD guidelines are followed)

Children showing signs of illness (e.g. fever, excessively overtired, diarrhea, vomiting, alarming coughs, etc) must remain home for their own well-being and for the protection of others. Parents will be called if your child becomes ill at school. Should this occur, please pick up your child as soon as possible. This is for the benefit of all our children, including your own. Parents must be prepared to make other arrangements for their children when they are ill. Should a parent feel that their child is unable to participate in outdoor activities, then the child is too ill to be in attendance at the school.

Please ensure that all proper medical forms are current and inform the supervisor/administrator of any changes in vital information occur. This will ensure that our school can take the appropriate measures in the event of an emergency.

A designated staff will administer current medication when a parent provides daily written authorization. In accordance with the Day Nurseries Act all medication be in its original container with the pharmacy name and number, clearly labeled with the child's name, name of the medication, dosage, the date of purchase and instructions for storage and administration of the drug.

A Medication Administration Permission Form must be filled out by the parent(s) for any staff member to administer any medications to a child. If a child requires fever reducing medicine, he/she is still considered ill and must remain at home.

Snack/Nutrition

Students at the Academy are provided with nutritious snacks and meals on a daily basis from the Canada Food Guide. Should a parent require a special diet, parents must provide a written letter indicating such as well as providing enough nutritious items for their child's duration at school. Catered lunches are available for full day students.

children with allergies. Please read the labels on the products before sending them to school. If they contain nuts of any kind, please leave them at home.

All food will be from the Canada Food Guide.

Please note any parent sending in special food specific for their child, due to dietary restrictions, or any other situations (previously arranged with the administration office) must label their child's food and containers clearly with his or her full name.

Failure to label child's food item will result in that item being stored and returned. As per the Day Nurseries Act, all items/bottles must be clearly labeled in order to be served to your child.

Clothing and Possessions

Children should be dressed in clothing that is appropriate for physical activity, the weather and the season. A complete change of clothing must be kept at the school in case needed. Remember to bring in a set of clean clothes, if previous ones are taken home to be washed. All clothing must be clearly labeled with your child's name.

Bedding/Linen for Cots

All children are required to bring their own bedding to school. All bedding will be sent home with children on Friday to be laundered and brought back to school on Monday for use by the child for the week. It is the parent's responsibility to ensure their child's belongings are clearly marked with child's name.

Toys

Toys may not be brought to school unless with the teacher's permission (show and share days), to avoid being misused or broken. The Academy is not responsible for lost or broken toys brought to school.

Birthdays

If you like your child to celebrate his/her birthday in the classroom let the teacher know well in advance. Birthdays can be celebrated with treats that can be served to all of the other children, such as, fruit, cupcakes, cake and cookies. All treats must be accompanied with an original list of all the ingredients and must be nut free.

Report Cards

Students are assessed daily by their teachers. This is done through observation, written work as well as oral expressions. Report cards will be administered twice a year. The initial observation report will be completed four weeks after the children have been enrolled.

The final report card will be administered in June. The reports include teacher's comments on children development, attitude, work habits, effort and progress. Parent-Teacher interviews are held after the report cards have gone home. You can request an interview at any time. If a parent at any time has a concern regarding their child's progress, they should contact the supervisor/administrator.

Education Structure

At Brason Academy Montessori School a student's placement is based on an assessment of the stage of development and learning capabilities of the students rather than solely on his / her age.

This child-centered individualized approach to evaluation and promotion makes full use of the child's learning capabilities.

All Extended Care programming is non-Montessori Based and is combined with outdoor and indoor activities.

All Summer Programming is non-Montessori Based.

Casa Program: Ages 2 – 6 years of age.

Damage to School Materials and Property

Our school environment should always be a positive one for our students. School Materials and Property are to be treated with both respect and care. Should any material or property be deliberately damaged by a student, it is the responsibility of the parent(s)/guardian(s) to ensure the materials are repaired and/or replaced at their cost.

Rest Periods:

As per the Day Nurseries Act, every child in attendance at the Academy who is 5 years of age or less and is in attendance for more than 6 hours, must have a rest period. The Academy has scheduled rest periods on a daily basis. All students must have their own sheet, blanket and pillow (optional) for this rest period. All items must be clearly labeled.

Field Trips

Each Academic year, the Academy offers its students two field trips. Each field trip is off school premises. Transportation to and from is by school bussing.

Dress Code

Please note Brason Academy promotes a non-competitive environment and therefore adheres to a uniform policy. ***The mandatory uniforms*** for students are the following:

School Navy slacks, shorts, skirts, skorts, or jumpers

School White collared dress shirt, golf shirt, or turtlenecks

School Navy School blazer, jersey, vest or sweater mandatory

Navy/black socks, stockings

Black rubber soled shoes

All children should have both indoor and outdoor shoes and one complete change of clothes kept at school at all times. All items should be clearly labelled with child's full name.

Please note every Friday is casual day and children may come to school in regular attire.

Parent Involvement

As we truly value input from families, we strive to provide systems of communication that will ensure parent-to-staff contact and facilitate response to family needs. Opportunities for daily communication (verbal and or / written), formal meetings, center visits, and parent participation in our program are offered and encouraged. In addition, there are specified opportunities each year for parents to provide a brief evaluation of their child's program. However, comments and suggestions are welcome anytime throughout the year at your convenience.

Volunteering

The Ministry requires that all parents, guardians, or community members wishing to volunteer at the school in any capacity (classroom, presentations, or field trips) must submit a recent clear criminal reference check at their own expense.

Summer Camps

Brason Academy Montessori School offers its students a summer session, provided there is sufficient enrolment for programming. Should insufficient enrolment be determined by end of the school year, the Academy reserves the right to cancel the Summer Camp.

Please note Summer Camps do not require a dress code and programming is not Montessori based. Separate guideline is available for Summer Camps.

Staff

Please note all staff are employees of the Academy and may not be solicited for personal child care needs as long as they are employed by the Academy. This policy extends for our summer months as well. We thank parents in advance for their cooperation and consideration.

Communication

All administrative concerns and questions may be directed to the Administrator or Head Teacher in when in absence. Immediate concerns can be emailed to info@brasonmontessori.ca. Any teaching related concerns can be discussed with your child's teacher.

School Closures

The school may be closed due to sever weather conditions. On days with extremely poor weather conditions, please call our school before coming.

The school will be closed the following days:

Thanksgiving	Christmas Break (2 weeks)
Family Day	March Break (1 week)
Good Friday	Easter Monday
Victoria Day	Canada Day
Labour Day	Civic Holiday
4-5 Professional Development Days	

Conclusion

By following and respecting these guidelines, you can be confident that you and your child will have a positive learning experience at our school. Please contact the school supervisor/administrator at any time with questions or concerns. Together we can make this an enjoyable and rewarding experience for your child.

Change in policies may occur from time to time. Parents will be notified of such changes.