



## PARENT'S CORNER

### Principal's Notes:

It is important to maintain good communication with the Principal, Supervisor and classroom staff. At Brason Academy Montessori School, we strive to offer a quality oriented Educational Program with excellent care to the children.

If you have any concerns about your child's care, the supervisor and Principal are the people with whom you should talk. Be sure to share with the Supervisor and Principal the things that please you as well as anything you are concerned about. If at all possible or reasonable, our teachers will work with you to carry out your special instructions.

We know your child will have a positive experience at Brason Academy Montessori School, because we will be working very hard to make sure it is.

### Helpful Tips & Information of the Month:

Having difficulty planning healthy snacks and meals for your child, Food for Tots has some wonderful handy meal and snack ideas, as well as fun recipes you can try with your child. For more information see [www.foodfortots.com](http://www.foodfortots.com).

### 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 1:00 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.

### 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.

### **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 or structured as a form of punishment
- Deprivation of food, clothing, or shelter

### **Snack/Nutrition**

A nutritious snack is to be provided by the center for the morning and afternoon students. For students that attend full days a lunch and 2 snacks are provided. Student's dietary needs, allergies, etc, will be posted in the classroom. Peanuts and nut products are prohibited from the center due to 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.

### **Health and Medication**

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 it requires that a medication be in the 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.

### **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.

### **Allergies**

As there are children who are allergic to peanuts and nut products, our school is peanut free environment. We ask the parents to refrain from sending any food products with peanuts as an ingredient. For precaution purpose, any food that is sent to school parties must contain a list of the ingredients. Children with peanut allergies are required to keep an epinephrine pen on them 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.

### **Clothing and Possessions**

Children should 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.

### **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, cupcakes, cake and cookies. All treats must be accomplished with an original list of all the ingredients and must be peanut free.

### **Library Visits /French/Music Lessons**

Visit to the library are conducted with pre-set goals including the encouragement to read, respect for the library environment, enjoyment, choice and independence of reading.

Music lessons are offered as extra curricular activities designed to enhance the child's learning and developmental experience. A separate fee will be charged French and Music lessons. The availability of these extra curricular activities will be contingent upon demand and parental approval.

Both a permission form as well as fees will be collected at the beginning of the school year.

### **Toys**

Toys may not be brought to school unless with the teacher's permission (show and share days), to avoid being misused or broken.

### **Calendar**

Beginning of each month a new school calendar will be issued. We will notify the parent of all events, daily curriculum, trips, visits planned by the school. Please check the school calendar daily for programming information. Activities that are planned may be subject to change.

### **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**

Tax receipts will be issued to the parent by the end of February for the preceding year.

## **Money and Documents**

Monies, cheques or documents sent to school, must be sealed in an envelope. Please ensure that the student's name, the amount and brief explanation is written on the outside of envelope.

## **Fees & Enrolment Policies**

**Registration:** In order to be enrolled in the Brason Academy Montessori School program, parent or guardian of the child must complete a Registration Package and fill in all required forms presented as part thereof. Upon receipt of such documents along with appropriate fees, child will be enrolled.

**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.

**Type of Programs:** The fee schedule package explains the types of programs offered.

**Absence or Illness:** Fees are due regardless of the number of days in the month, absenteeism due to illness, inclement weather, 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.

## **Change 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.

## **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: 7:00 a.m. – 9:00 a.m.

After school programming: 3:30 p.m. – 6:00 p.m.

A late fee will be charged for pick up times after 6:00 at a rate of \$1.00 per minute in order to adequately compensate staff who may have to supervise your child beyond school hours.

## **Evaluation Period**

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.

## **School Closures**

The school may be closed due to severe 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)
- March Break (1 week)
- Good Friday
- Easter
- Victoria Day

## **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 meeting 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.

## **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 enrolled.

The final 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.

**LEVEL**  
**Junior Casa**

**AGE Guidelines**  
**From age 2 ½ years to 6 years old**

## **Conclusion**

We trust that by reading this information you are now familiar with the procedure and guidelines of Brason Academy Montessori School. By following these guidelines, you can be confident that your child will have a most enjoyable learning experience at our school. Please contact the school supervisor/administrator at any time with questions. 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 well in advance.