

BRASON ACADEMY

Montessori School



Parent Handbook

1 Groh Ave, Cambridge, ON
519-220-1244
info@brasonmontessori.ca

Types of Programs

The fee schedule package explains the types of programs offered for:

- Casa Program (Ages 2.5 -6 years)
- Toddler Program (Ages 18 months – 30 months)

Each program has a 20% mixed age ratio

Education Structure

At Brason 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.

-Casa Program: Ages 2.5 – 6 years. Ratio- 1 Teacher: 8 Students. The Casa program runs for 10 months with an option of a summer Camp in the summer months. The summer camp is a mix of Montessori and Non-Montessori Theme Based Sessions (requires sufficient enrolment)

-Toddler Program: Ages 16-30 months. Ratio- 1 Teacher: 5 Students. The toddler program is a 12 months running program.

Each program has a 20% mixed ratio

Hours of Operation

Monday - Friday 7:30am - 5:30pm

Before Care: 7.30-9.00

Programming time: 9-3.30

After Care: 3.30-5.30

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.

Changes in policies may occur from time to time. Parents will be notified of such changes through newsletters or emails.

Communication

All administrative concerns and questions may be directed to the administrator or the supervisor. Immediate concerns can be emailed to info@brasonmontessori.ca.

Dress Code

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

- Navy pants/leggings, shorts or skirts
- White collared dress shirt or polo (full or half sleeves)
- School Navy vest or sweater (mandatory)
- Black rubber soled shoes

The uniform must be sourced by the parent except for the school sweater which should be bought from the school. 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.

Enrolment and 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 in the enrolment package, accompanied with appropriate fees. Upon receipt of such documents along with appropriate non-refundable deposit, a child's enrolment will be confirmed. Please note that the school reserves the right to enrolment. OneList Waterloo Region is the centralized website for parents to find and apply for early learning and child care programs in the Region of Waterloo. To apply for a space in our program or to add your child to our waitlist, please go to OneList Waterloo Region and set up an account.

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 school.

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 45.00 plus the late charges.

Subsidized Childcare Spaces

Brason has a contract with the Region of Waterloo by which we can offer subsidized childcare spaces. If you are a parent that needs a subsidy please contact the Region's subsidy office. Please talk to the supervisor for more information. Once your child is signed up for a particular schedule we presume that the schedule will be constant. We require at least 2 weeks notice prior to the end date of the subsidy to notify us of any changes e.g. withdrawal of the child or extension of the subsidy. If the aforementioned notice is not provided, then we cannot guarantee that we will be able to accommodate the changes to the child's schedule.

Absences

If your child is absent from school for any reason, please notify the school by phone/email stating the reason. 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 commitment for the full academic year (September-June for Casa and September - August for toddlers). Should parents decide to withdraw their child in the middle of the academic year they need to give the school a minimum of 30 days notice failing which the next month's fee will become payable. In addition to this, every withdrawal will be subject to a \$500 withdrawal charge.

Evaluation Period

The school 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.

Movement Between Programs

Once your child is old enough to move into the next age group, we will offer you the next available space that meets your schedule in that age group. This can take time - not all children will move right away. Children in our centre remain in their younger age grouping until there is an appropriate space for them in the next age group, and families continue to pay for the program that they are currently in.

Schedule Change Request

Once your child is signed up for a particular schedule, we presume that the schedule will be constant. If your child attends the centre part time, additional days may be added, provided there is space available. 30 days' written notice is required if you wish to change your child's schedule (by email to the Supervisor)

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.

Custody Arrangements

If your child has formal custody arrangements, the school requires that you provide copies of these arrangements for your child's file. Should your child's custody arrangements change at any time while attending Brason, you are required to provide the school with notarized copies of those documents as soon as they are available. Failure to provide these documents in a timely manner places your child and the school in a difficult situation, and may result in the loss of your child care space at Brason.

Tax Receipts

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

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, centre 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.

Parent Issues and Concerns Policy

As supported by our program statement, we support positive and responsive interactions among the children, parents, childcare providers and staff to foster ongoing communication about the program and the children. All issues and concerns raised by parents will be addressed and resolved to the satisfaction of all parties and as soon as possible. An initial response to concerns will be provided to parents within 5 business days. Every issue will be treated confidentially to protect the privacy of parents, children and staff. If a parent or guardian expressed concern that a child is being abused or neglected, the parent will be advised to contact the local children's aid society directly. For more information go to our website and read the full policy.

Nature of Issue or Concern	Steps for Parent/Guardian to Report issue/concern	Steps for Staff/Licensee in Responding to issue/concern
<p>Program related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc</p>	<p>Raise the issue or concern to - the classroom staff directly. If the issue or concern cannot be resolved by the classroom staff then please speak to the supervisor</p>	<p>- Address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within 5 business days. Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received;
<p>General, School or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc</p>	<p>Raise the issue/concern to the supervisor</p>	<ul style="list-style-type: none"> - the name of the person who received the issue/concern and the name of the person reporting the issue/concern;
<p>Staff, volunteer, student, parent, Supervisor, and/or Licensee Related</p>	<p>Raise the issue to the individual directly or the supervisor or licensee. All issues about the conduct of staff/parents, that puts a child's health, safety and well-being at risk should be reported to supervisor as soon as parents become aware</p>	<ul style="list-style-type: none"> - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>

Volunteering and Student Teachers

The Ministry requires that all parents, guardians, or individuals wishing to volunteer at the school in any capacity (classroom, presentations, or field trips, teaching placements) must submit a recent clear criminal reference check at their own expense prior to volunteering. Volunteers are not part of ratios and may not have unsupervised access to children at any times.

Newsletters

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

Volunteering and Student Teachers

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 academic program that begins promptly at 9:00 am and ends at 3:30 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 and 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 behaviour 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.

Once a child has been picked up, the parent assumes the legal responsibility for that child. 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.

The school assumes no responsibility for children once they are picked up by a person authorized by the parent (i.e. relative, an emergency contact, child care provider, etc.). It is the school's policy not to release children to siblings or others under the age of 12 years even with parental permission.

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.

Late Pickup

Parents are reminded to make every effort to pick-up their children by 11:30 am for half day programs; 3:30 pm for full day programs and 5.30 pm for children enrolled in after care. There is a late fee charge of \$1.00/ minute after these times.

Emergency and Serious Occurrences

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. Brason Academy Montessori School has an emergency management policy and procedures. Brason Academy Montessori School will notify parents by email or by telephone if an emergency occurs.

Health and Medication

The school follows the protocols outlined by the Public Health for illness and exclusion. Children showing signs of illness (e.g. fever, excessively overtired, diarrhea, vomiting, alarming coughs, etc) must stay home for their own as well as other's well-being. The following protocol must be followed in these common illnesses:

Diarrhea: The child must be away from the program 24 hours after the last diarrhea

Vomiting: The child must be away from the program 24 hours after the last vomit.

Rash: any unidentified rash, the child must be seen by a doctor (a note may be required for the child to return to program)

Pink Eye: Must be diagnosed by a doctor and the child may not return to the program 24 hours after drops have been administered

Parents will be called if their 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.

Designated staff will administer current medication when a parent provides daily written authorization. In accordance with the CCEYA, 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.

Lunch, Snack and Nutrition

Students at Brason are provided with nutritious snacks and meals on a daily basis from the Canada Food Guide. Should a child require a special diet due to food allergies (eggs, wheat, dairy, etc), philosophical, or religious reasons, parents must provide a written letter indicating such as well as complete the “Individual Special Requirement Form”. Parents must ensure they are providing enough nutritious items for their child’s duration at school if their child has very special/specific requirements. Hot lunches are available for full day students. Snacks are available for all students.

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 be pre-packaged and 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.

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 CCEYA, all items/bottles must be clearly labeled in order to be served to your child.

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.

Termination Policy

Behaviour Related : This policy recognizes that Brason Montessori might not always be appropriate for all children. This could be a result of severe physical disabilities, developmental delays, behaviour problems, or early life experiences. This termination policy is meant to protect the child, staff of the childcare centre and other children from physical and or mental stress brought on by the social and behavioural difficulties experienced by a child. A decision to terminate a child's space will be made in consultation with parents and a decision will be made on a case-by-case basis. Brason believes in providing and maintaining a work environment in which all employees are free from violence, threats of violence, intimidation, bullying, unkind comments and other disruptive behaviour or actions which belittle, threaten, offend, embarrass, humiliate or diminish another's self esteem, whether deliberate or unintentional, including sexual harassment and discrimination. Such actions are not tolerated, will be addressed immediately and may result in the termination of child care spaces or other consequences (for example: police contact).

Non-Compliance with General Policies and Payment Provisions:

Failure to comply with any of the school policies, including any payment provisions, may in the school's sole discretion result in termination of space, in addition to any other available legal remedies. When a parent fails to pay the monthly fee by 1st of the month then weekly reminder emails will be sent. If the fee is still not paid for the month that has passed then a final reminder will be sent by 15th of the second month and if the fee still remains unpaid then the child will be terminated from the school at the end of the second month.

A decision to terminate a child's space will be made in consultation with parents and a decision will be made on a case by case basis. Brason reserves the right to make additions or changes to these policies at its discretion. Notice of 30 days will be given informing the parents of any changes.

Behaviour 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.

Prohibited practices:

- (a) corporal punishment of the child;
- (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will.

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 wellbeing, health and safety of other children, will result in suspension of the child in question. The school 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 school.

Conflict Resolution Guidelines for Escalation of Behaviour:

- The Incident is recorded and child(ren) involved are spoken to using appropriate behaviour management guidelines.
- The parents are informed and action plan determined
- Repeated incident affecting health & safety of children, will result in suspension for 3 days.
- Inability to change behaviour will result in the withdrawal of the child from the program

Water Play and Standing Water Policy

The school prohibits the access by its students to all standing bodies of water (e.g. ponds) and recreational in-ground/above ground swimming, portable/"kiddie"/inflatable wading-type, and hydro-massage pools, hot tubs, and spas located anywhere on the premises; for children under the supervision/care registered at the school during operating hours. The school does support and encourages play-based learning and sensory exploration as well as the use of sprinklers, hoses, water tables, or splash pads at the premises during operating hours.

Duty to Report

Every person in Ontario is required under the Child and Family Services Act (CFSA) to report his or her belief that a child may be or is in need of protection to a Children's Aid Society, Family and Children's Services, a Catholic Children's Aid Society or the Jewish Family and Child Services. Child and Family Services Act 1984 Section 72 (1) Item: Professional or Official Duties, Suspicion of Abuse or Child Protection Concerns:

Despite the provision of any other Act, a person referred to in subsection 4, who, in the course of his or her professional or official duties has reasonable grounds to suspect that a child is suffering or may have suffered from abuse, shall forthwith report the suspicion and the information upon which it is based to a Children's Aid Society.

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.

French and Music

French and Music are part of our daily program and is incorporated into our Montessori Programming.

Field Trips

Each Academic year, the school offers its students two field trips. Transportation to and from is by school bussing. Toddlers must be transported and supervised by their parent(s) for safety.

Summer Camps

Brason Academy Montessori School offers its CASA students a summer session, provided there is sufficient enrolment for programming. Should insufficient enrolment be determined by end of the school year, the school 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. Registration is for the full session.

Rest Periods

As per the CCEYA, every child in attendance at the school who is 5 years of age or less and is in attendance for more than 6 hours, must have a rest period. The school 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.

Clothing

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 and Linen

All the children have their personal, labeled cot and 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. The school is not responsible for lost items.

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 school is not responsible for lost or broken toys brought to school.

Birthdays

If you would 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, prepackaged and nut free.

Staff Solicitation

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

School Closures

Weather Related: The school may be closed due to severe or inclement weather conditions. Parents will be notified as soon as decisions are made via email.

The school will be closed on the following days:

- Thanksgiving
- Christmas break (2 weeks)
- Labour Day
- Family Day
- March Break
- Civic Holiday
- Good Friday
- Easter Monday
- 4-5 PD days per year
- Victoria Day
- Canada Day

Also see...

Our Program Statement

Our Fee Schedule