



# Guardian Handbook



## **Introduction**

Thank you for your interest in Bee Montessori Niagara (BMN). We would like to welcome you and your family to our amazing school community. To ensure that your child(ren) have a safe and successful school year, we ask that you read this handbook thoroughly and retain it for future reference.

Please be sure to review this handbook seasonally.

**Guardian Handbook**  
2023/2024

## Contacts

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**Amanda Marshall (Portage Location Site Supervisor & School Administrator):** 905-371-2050

**Rebecca Wood (School Administrator):** 905-371-2050

**Ally Cormier (Hagar Location Site Supervisor):** 289-296-6119

**Niagara Regional Police Service:** 905-688-4111

**Niagara Region Public Health Unit:** 905-980-6000

**Family and Children's Services Niagara:** 905-937-7731

**Ministry of Education, Licensed Child Care Help Desk:** 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

If a parent/guardian express concerns that a child is being abused or neglected, the parent/guardian will be advised to contact the local Children's Aid Society (CAS) directly. **If you have concerns that a child may be at risk for abuse or neglect, call: 905-937-7731 or toll free 1-888-937-7731. This service is available 24/7.**

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit:

[http://www.children.gov.on.ca/htdocs/English/documents/childrensaidd/reportingchildabuseandneglect\\_EN.pdf](http://www.children.gov.on.ca/htdocs/English/documents/childrensaidd/reportingchildabuseandneglect_EN.pdf)

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## Welcome to Bee Montessori Niagara!

**Love of Learning. Learning for Life.**

First and foremost, we want to thank you for choosing Montessori education for your child. We can all agree that as caretakers, we want nothing less than to provide our child(ren) with the best possible education experience so that they may grow to their fullest potential. Montessori provides each child with exactly that; the opportunity to develop into confident, successful, and compassionate individuals who blossom into outstanding members of the community. Montessori provides the child with the best possible start in life; it moves beyond educating the child on language and arithmetic and prepares him/her for life. Montessori is education for life.

To ensure a successful and positive school experience for yourself and your child(ren), we have prepared this information booklet, which we ask you to read and keep on hand. At the beginning of each new school year, you will be asked to sign a form verifying that you have reviewed, understand, and will abide by the policies and procedures outlined in this handbook. Your child will achieve the greatest benefits from his/her Montessori experience when the home and school agree philosophically. We pride ourselves on our open and frequent communication between our staff and student families and look forward to your participation and feedback on your child's development throughout the year!

### What We Believe

- **Our Mission:** To provide exemplary Montessori education that ignites within each child a passion for learning, while preparing active, well-informed leaders of tomorrow. Montessori moves beyond educating the child on language and arithmetic and prepares him/her for life. It is education for life.
- **Our Vision:** To aid the children, using the carefully prepared environment, to become independent thinkers, who take responsibility for their own learning. It is this environment that, through its beauty, evokes within the child a desire to learn and to later evolve into lifelong learners who are responsible, active, and engaged citizens of the world.
- **Our Values:** To offer authenticity, child-centered, community, independence, lifelong learning, passion, peace, respect.

### Licensing

The Ministry of Community and Social Services, under the provisions of the Child Care and Early Years Act of Ontario, licenses Bee Montessori Niagara annually. The licensing process includes but is not limited to inspections, monitoring of the indoor and outdoor environments and of the playground equipment, monitoring of health and safety requirements, teaching qualifications and staff ratios.

### Accreditation

BMN is committed to providing your child(ren) with an authentic Montessori experience. As the name "Montessori" has never been patented, any school can call itself a "Montessori" school even if the curriculum does not align with the true Montessori method. This is where the Canadian Council of Montessori Administrators (CCMA) comes into play. Accredited schools have demonstrated that they fully adhere to the Montessori philosophy and approach to education. For further details on accreditation, please visit the CCMA Website. To fulfill our mission of providing authentic Montessori education, BMN will work towards becoming an Accredited Montessori School.



## **Canada Wide Early Learning and Child Care Program**

Bee Montessori Niagara has joined the Canada Wide Early Learning and Child Care (CWELCC) agreement between the Province of Ontario and the Government of Canada. Our tuition rates are set in conjunction with the Niagara Region under the guidelines of the CWELCC agreement and are subject to government funding.

## **Our Programs**

### **The Montessori Method**

Montessori education prioritizes the needs of the child; it is an approach as unique as your child themselves. From individualized lesson plans that allow the child to work at his/her own pace, to a carefully prepared environment that helps the child to reach their fullest potential, Montessori education inspires within the child a love of learning while guiding them into becoming successful adults.

### **The Ungraded Classroom**

In the Montessori environment, the greatest possibility exists for flexibility in individual lessons and progress, while still retaining group sessions at no expense to the individual child. The use of individual materials permits varied pace. Students work in a group composed of individuals in a three-year age grouping in a noncompetitive environment. It permits the younger children a series of models for imitation and the older children an opportunity to reinforce their own knowledge and develop skills of leadership by helping their younger peers. Hence, the child adds to the group and receives from it what he/she needs.

Children at all levels are constantly evaluated by one or more of their teachers; written reports are issued to parents/guardians twice each year. Our children do not participate in formal tests and marking that would be found in a conventional classroom. Teachers evaluate students based on their success with concepts in their everyday work, and in this way can continuously guide and assist children without undue focus on memorization or the disruption of testing.

### **The Montessori Curriculum**

Our programs follow the Montessori curricular guidelines, which satisfy and surpass the skills required by the Ontario Ministry curriculum. The Montessori curriculum is an internationally recognized curriculum currently in place in schools around the world. Students are carefully monitored and work towards meeting or exceeding standards and benchmarks of achievement.

A Montessori education ensures that regardless of a child's potential, their experience throughout their Montessori journey is enriching, developmentally appropriate and suitably academically challenging. This still takes into consideration each child's potential and does not alter the fundamental interests, gifts, and challenges that each student journeys with.

At BMN, we pride ourselves on having open and frequent communication with our families. Student progress is discussed regularly with parents/ guardians; strategies are shared if students are experiencing difficulties. We encourage you to respect the fine line between adequate and thorough communication and the need to be aware of your child's moment to moment activities.

Being away from their parents/guardians and not sharing the minutiae of their activities at school is a form of children's independence; we appreciate your support with this.



## Toddler and Casa Programs

Our Toddler and Casa programs are licensed under the Ministry of Education's Childcare and Early Years Act (CCEYA).

### A) Toddler Program (12 months – 3 years)

Through the many experiences with an intentionally prepared environment, the toddler child's needs are nurtured and developed. This time is the richest period of brain growth and development; therefore, a wide variety of activities are presented to the child to promote self-care and independence, language acquisition, and exploration using all their senses. Repetition of movement is a key element.

As per Ministry guidelines, all toddlers must be able to sit/walk independently and sleep on a cot to gain admission into our Toddler program.

### B) Casa Program (3 - 6 Years)

The term "Casa" comes from Maria Montessori's first program in Rome: *Casa dei Bambini*, "Home for Children". Our Casa program is based on the recognition that this is one of the most critical periods in a child's educational and emotional development. The program demonstrates a profound respect for the child's developing personality, as well as the fact that these children thrive on experiencing the world through their senses. They are given many opportunities to explore independently, and use materials and methods deliberately designed to have them experience abstract theories in concrete form. The children are allowed a large measure of independence, which forms the basis of self-discipline and self-confidence.

It is encouraged that all children entering the Casa program are toilet independent (with the exception of children with diagnosed or suspected medical conditions). At this level, children are offered a daily "peace time" (a quiet rest period) in the afternoon.

The classrooms are arranged as follows: 3 - 6 years old (preschool, JK and SK equivalent)

## Specialty Programs

At BMN, we incorporate French, Music, and Physical Education into our curriculum.

- **Art:** From fostering self-expression and imagination, to enhancing the child's fine motor skills, research supports the benefits of art. As a school, we recognize the integrate role that the arts play on the child's development and therefore incorporate it into our curriculum by providing them with many opportunities to create art/craft projects. (if they desire to do so)
- **Music:** Music is an important component of the Montessori program as is the traditional Montessori Curriculum.
  - **Toddler Music Program:** The Music Program at the Toddler level involves fostering the children's love of music through singing, dancing, and movement.
  - **Casa Music Program:** The Music Program at the Casa level involves the development of the child's awareness and love of music through singing, movement, and listening, including an emphasis on the Montessori Bells and various musical concepts (beat/rhythm, piano/forte, etc.). Casa aged children will participate in a music class (taught by their classroom teacher) once per week.
- **French:** At BMN, we recognize the benefits of bilingualism – especially for young children.



- **Casa Level:** The children are introduced to the French language through songs, games, and other engaging activities. Casa-aged children will participate in a French class (taught by their classroom teacher) once per week.

- **Physical Education:** As a school, we recognize the importance of physical fitness and we offer our students opportunity for movement throughout their day, as well as through music. Our students receive a minimum of two hours of outside playtime each school day. (Weather permitting)

### **Snack and Hot Lunch Program**

All children in our Toddler and Casa programs participate in a Snack and Hot Lunch Program. Menus for these programs will be published monthly. Children with serious dietary issues will be provided a special, individualized meal. In the most serious food allergy cases, exemptions can be made with our Ministry Advisor. For menus, visit Little Ones Lunches website: <https://littleoneslunches.ca>. Meals will adhere to the local Health Unit guidelines for nutrition for Toddler and Preschool/Kindergarten aged children. Snack and Hot lunch menus are posted at each location. The cost of Snack and Hot Lunch is included in the tuition.

### **Dietary Needs/Allergies**

All special dietary concerns and allergies will be posted; all staff are made aware of each child's dietary restrictions. Parents/Guardians are responsible for noting any allergies (medicinal, food, environmental etc.) that their child may have on our enrolment application form. This information allows the staff to determine the difference between a sick child and one suffering from allergies.

### **Extended Hours Program**

At BMN, we recognize that not all family schedules match the academic school day. For this reason, BMN offers Extended Hours care (both AM & PM) for families with children in need of supervision outside of school hours for an additional fee. Care is available on an occasional use, monthly or annual basis.

Our AM Hours program for **Toddler** is 7:00 AM to 8:45 AM and for **Casa** is 7:00 AM to 8:30 AM then the students are led to their respective classrooms to begin the school day. Our PM Hours program for **Toddlers** is 4:00 PM to 5:30 PM and **Casa** is 4:00 PM to 5:30 PM. Like the AM Hours program, this program is designed to provide a safe, relaxed, and comfortable atmosphere, which echoes the Montessori classroom. The students engage in activities like those they might do at home including arts/crafts, activities, and snack time with friends. We ask that you provide your child with a healthy, nut-free snack to enjoy during our PM Hours program.

"Occasional Use" is available for \$4.25/child per session (AM or PM) and \$8.50/Child per session (AM & PM). Families who opt to use our extended hours program on an occasional basis will receive an invoice at the beginning of the next month based on the number of times the program was accessed.

PLEASE NOTE: YOU MUST PROVIDE 24 HOURS NOTICE TO YOUR CHILD'S CLASSROOM TEACHER IN ORDER TO ACCESS "OCCASIONAL USE" EXTENDED HOURS PROGRAM.

Please note: There is a \$1 per minute late fee to be paid directly to the staff member who stayed late by the end of the week.

**To register your child(ren) for our Extended Hours Program on a monthly or annually basis, please fill out the Extended Hours Form on our website.**





## Summer Camp Programs

Bee Montessori Niagara is pleased to offer two summer camp programs:

The Busy Bees (12 months - 36 months) and The Peaceful Pollinators (3 - 6 years). BMN's Montessori based summer programs engage each child in stimulating activities that encourage them to learn more about the world around them.

Please Note:

- o Busy Bee Camp (for Toddlers) is ONLY available to our current students. This program is not open to the public.
- o Peaceful Pollinators Camp (for Preschool/Kindergarten aged children). This program is not open to the public.

Our summer camp programs will run Monday through Friday from 9:00 AM until 4:00 PM. Extended Hours will **NOT** be available. Each camp session is themed-based and is two weeks in length. We are pleased to offer our Snack and Hot Lunch program. (Catered by Little Ones Lunches)

Please visit our website for more information about BMN's summer camp program or to enroll your child(ren).

### Program Statement

Bee Montessori Niagara's program statement is consistent with the Ministry of Education, Child Care Quality Assurance and Licensing policy statement on programming and pedagogy.

Capable, competent, curious, and rich in potential; this is how Bee Montessori Niagara views children. At BMN, we are dedicated to collaborating with children and their families to create a high- quality learning environment. Our educators take a strength- based approach to learning, while committing to partnering with children and families to ensure that he/she/they thrive at their fullest potential.

### **How Does Learning Happen? and Montessori forms the basis of our program**

Using the common framework articulated in **How Does Learning Happen?** With the pedagogy of **Dr. Maria Montessori**, Bee Montessori Niagara strives to support the children to achieve the following **goals** and will meet the expectations for programs building on the four **foundations** for healthy growth and development.

Children are rich in potential and eager to learn. We, the faculty at Bee Montessori Niagara (BMN), recognize that and promote respect for children as the unique, competent, capable, and curious individuals that they are. The child's social and emotional development along with academic development and Peace Education are the focal point of our program. Peace Education is paramount to the Montessori philosophy. In fact, Dr. Maria Montessori was nominated for the Nobel Peace Prize three times in her lifetime.

At BMN, we encourage our students to choose what Montessori material calls to them; so long as the child remains engaged, he/she/they are welcome to repeat the exercise until his/her/their inner need is satisfied. The children are always encouraged to respect one another (and their work) and to treat each other as *they* wish to be treated. BMN's teachers facilitate learning and coach students. Our students learn that mistakes are a natural part of the learning process. They learn to collaborate and work together on major projects. They strive for their personal best in this non-graded environment rather than competing for the highest grade in the class.



**Toddler Program:** Our students work together, play together, eat together and rest together. After engaging in conversation at the table over lunch, the children have a nap/rest for no longer than two hours, while soft music is played in the room. BMN staff record the time each child falls asleep, and they conduct visual

inspections. Visual inspections are direct visual checks of each sleeping child by being physically present beside the child while the child is sleeping and looking for indicators of distress or unusual behaviors. The time that each child wakes from his/her nap is also recorded. Rest is very important to a child's development, health, and well-being.

**Casa Program:** We offer peace time which is a rest period. During this time, children that are not napping may choose to have individual lessons and quiet work time, or they may look at books. If a child is visibly tired, the child will be offered time to rest.

One of BMN's goals is to establish within each child a sound understanding of safety and good health. We promote safety, health, and nutrition by setting positive examples and by sharing meals and snacks with our students. Our hot-lunch program provides the opportunity to discuss safety as well as the health benefits of eating well-balanced nutritious meals. The children learn to embrace the concept of traditional mealtime collaboration, such as setting a table, sharing of a meal, and cleaning up after the meal is finished. This is an important part of our program as family is an important part of our environment.

BMN's classrooms are designed based on the traditional plans of Maria Montessori while complying with the Ministry of Education's Child Care and Early Years Act. We promote Peace Education and mutual respect amongst our staff and students. BMN staff have many opportunities for continued professional development through The Canadian Council of Montessori Administrator Conferences, and other relevant conferences and workshops. Our environment is home-like, and our classrooms are warm and inviting. This, in addition to Practical Life activities, helps us in supporting positive and responsive interactions among the children, parents/guardians and our staff. Practical life activities include but are not limited to washing a table, caring for plants, folding cloths, and dressing oneself. The children learn to care for and contribute to others through their experiences in our classes.

Young children benefit from an affirming approach to managing unwanted behaviors that encourage positive interactions with other children and adults. BMN sets out clear direction regarding prohibitive practices to best support the overall well-being of our children. BMN therefore forbids: corporal punishment of a child and/or the physical restraint of a 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, or is used only as a last resort and only until the risk of injury is no longer imminent. No form of corporal punishment is permitted. Nor is deliberate use of harsh or degrading measures that would humiliate a child or undermine his/her/their self-respect. As a matter of policy, we do not allow hitting, biting, kicking, abuse of children (self or others), abuse to staff, or the physical destruction of school property. BMN also forbids: locking the exits of the school for the purpose of confining the child, confining the child in an area or room without adult supervision, (unless such confinement occurs during an emergency and is required as part of BMN's emergency management policy and procedure), 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, depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding, inflicting any bodily harm on a child including making a child eat or drink against his/her will.



\*\*Special events throughout the year that include all our families are planned and executed through collaboration. We also host Grandparents'/Special Friends' Day, class and school-wide socials, and a year-end Graduation Ceremony. In addition, we host informative Parent Curriculum evenings with Q

& A opportunities. As a member of the Niagara Chamber of Commerce, BMN collaborates with community partners to support our program; we ensure that our resources are also made available to our students, families, and staff. Open discussions between parents/guardians and faculty are encouraged. These discussions may shed light on the impact of BMN's strategies on their children and their families.

\*\*BMN may accept volunteers, placement students and parent/guardian involvement. All must have a current Vulnerable Sector Police Check (VSC). BMN will keep the VSC's on file for a period of 1 year. Typical volunteer opportunities include assisting staff with assigned instructional and co-curricular programs as well as helping with the supervision of students.

\*\**(Depending on the most current recommendations made by our provincial health advisors and local health unit regarding COVID-19)*

- All policies and procedures are reviewed with volunteers or students who will be providing care or services BEFORE they begin providing that care or service and annually afterwards.
- Volunteers and students are not permitted to be alone with any child and are always supervised.
- A written procedure for monitoring the behavior management practices of volunteers or students who provide care or services is reviewed with volunteers and students by the Supervisor and/or Supervisor before they begin providing care or service and annually afterwards
- Criminal Reference Vulnerable Sector Checks are required for all volunteers. The fee for this Reference Check is paid by the volunteer.
- The Criminal Reference Vulnerable Sector Check policy does not apply to students placed at Bee Montessori Niagara by an educational institution; however, criminal vulnerable sector checks are routinely required by community colleges and universities prior to students beginning a placement in a childcare facility.
- Children are not supervised by a person under 18 years of age.
- Volunteers and students are not counted in the staffing ratios.
- Family members of Bee Montessori Niagara employees may serve as volunteers. However, an ongoing volunteer may not be supervised by his/her relative.
- Volunteers are not monetarily compensated for their work.

BMN offers an exceptional Toddler program that is specifically designed to meet the unique developmental needs of children ages 12 months to 36 months. We also offer a Casa program, which is specifically tailored to meet the development needs of children ages 3 to 6 years of age. The range of ages in our classrooms allows us the opportunity to promote the importance of communicating in a positive way. We encourage interaction among peers which supports the children's ability to self-regulate. Older children mentor while



younger children are motivated to learn by seeing the older children engaged in their work. All children develop close and long-term relationships with educators and peers.

Maria Montessori believed not only that children are intelligent and capable, but that they learn in different ways, progressing at their own pace. At BMN, we share these same beliefs. Our child-led programs also encourage our children to discover their environment, while exploring their natural curiosity. It is the *children* who direct their own learning; this is what makes Montessori child-centered as opposed to teacher-centered. Our children initiate and our educators support their experiences. Our students progress at their own pace, in their own timing. Ultimately, it is through our programs that our students develop independence, confidence, and leadership skills.

Our educators recognize and encourage multiple intelligences; they come to know each child's unique learning style.

Textbooks and workbooks are rarely used in our programs. This is to the fact that many of the skills and concepts discussed in these resources are abstract and are therefore difficult to comprehend. Rather, the time-tested Montessori Method uses hands-on, concrete materials to introduce more abstract concepts. Investigation and research are experiences that actively engage the student. Learning is based on experience rather than on rote drill and memorization.

Outdoor education is a very important part of the Montessori curriculum. Our students learn to care for the outdoor environment, as well as the indoor environment. Our outdoor program plan includes utilizing riding toys, playing gross motor games, and playing with balls, sand, and water. Our large playground provides plenty of space for active and dramatic play. In accordance with an authentic Montessori program, we set high expectations, and challenge all students. Our students develop self-discipline and an integral sense of purpose and motivation.

Mid-year withdrawal from the program may be accepted in certain circumstances and will be considered on an individual basis. If a parent/guardian wishes to withdraw a child from Bee Montessori Niagara midyear, a meeting will be arranged to discuss the circumstances. Written notice of intent to withdraw is required with no less than 3 weeks' notice. The deposit that has been applied to the month of June is non-refundable. No tuition refunds for the remaining months will be issued after March 1st of the current school year. The school can request that the parent(s) withdraw the child from the program if it feels the needs of the child cannot be met. Any tuition money paid in advance will be returned to the parent(s) without interest.

### **Show and Share (Casa Level)**

A Show and Share baskets are placed in each classroom for sharing circle. This is an excellent way of gaining self-confidence at an early age. We want children to observe and appreciate the "treasures" within their natural environment, ask questions, and enter stimulating conversations. Children may bring flowers, plants, CD's, books, cultural objects etc. to place in this basket. All items should reinforce the Montessori curriculum or other related themes. Items that do not pertain to the curriculum and/or themes being discussed in the classroom are not to be sent to school (toys, electronics etc.).

### **Birthday Celebrations**

At BMN, we celebrate each child's birthday in a special way. The "Birthday circle" is a special way to celebrate the child on his/her/their birthday. We make a circle with the children and the "birthday mat" is placed in the middle. We light a candle in the middle of the mat, representing the sun. The child holds onto a globe of their choosing (which represents the Earth). The child walks around the "birthday mat" one time for



each year of his/her/their life. We ask parents/guardians to provide us with a picture for each year of the child's life, which the teacher will present during the "Birthday Circle". Families are welcome to provide the class with the child's favorite **HEALTHY** snack (fruit kabobs, cheese/ crackers, muffins). We kindly ask that you save the sweets (cupcakes/ cookies) for home. Please note that we are a **fish, shellfish, and nut-free facility**. The children receiving the birthday treat will be asked to take their snack with them at the end of the day to enjoy at home.

### **Accommodations For Children with Varying Needs and Abilities**

At BMN, we value inclusivity; It is our intent to do our best to accommodate and integrate students' various needs and abilities to the extent that the current tuition fee allows. The Local Health Integration Network under the Ministry of Health provides independent schools with some support in the areas of physiotherapy, speech therapy, occupational therapy, and some health support due to accident, injury, or illness, and we are committed to supporting their work with our students.

We are working with Children's Services for any children that require additional support in the classroom. Children's Services will provide additional support and will establish an Individualized Support Plan (ISP) with parent/ guardian consent. This will be reviewed at least annually, or more frequently if needed.

If the needs of the student exceed the support that the school can provide, parents/guardians will be required to assume the financial responsibility for any additional services, supports or resource modifications to facilitate their child's safety and progress in the Montessori environment.

### **Phasing-In**

We believe that phasing-in new Casa children at the beginning of the school year ensures a calm and peaceful transition from home to school. The concept of bringing a new child into Bee Montessori Niagara for a few days before the returning students helps prepare the child for a secure, successful, and positive transition into a new and unique world. This phasing -in occurs the week before school begins.

### **Class Placement**

Your input as parents/ guardians is always valuable in our placement of children; however, the decision will ultimately be made by the School Administrators (Amanda Marshall and Rebecca Wood), considering all factors that would be in the best interest of the individuals, the class, and Ministry regulations at the Toddler and Casa levels.

### **Religious Affiliation (None)**

Bee Montessori Niagara does not promote any religious teachings. The school does, however, intentionally promote inclusive appreciation for celebrations that are important to a wide range of cultures and religions. These holidays and special events are recognized in each class mainly from an educational perspective to broaden and expand each child's understanding of the world. It is also a way to promote respect and appreciation for diversity.

Statements such as "Some people believe..." will accompany remarks from our staff with regards to the religious beliefs discussed in cultural lessons. Nothing that we do at Bee Montessori Niagara is ever intended to supersede or interfere with your own personal beliefs and teachings. In fact, our staff will reinforce each family's belief system by saying, "your family decides what YOU believe". This can be reinforced at home as well.



We encourage families and staff to share their celebrations of a meaningful religious holiday with us. Parents/ guardians are invited to lead an activity related to a particular holiday and its customs.

### **Charitable Giving**

At BMN, we believe in the importance of introducing our children to the value of community. This, we believe, is critical in our children's journey towards global citizenship. For this reason, the school participates in Charitable Giving to local and international charities that directly support children. Every effort is made to make these activities meaningful and educational.

## **Registration and Financial Policies**

### **Admission Process**

As a part of the application process, we require each potential family to complete an information session and in-person tour of our facility for your benefit. These opportunities will allow you to see for yourself why Montessori provides your child(ren) with the best possible start to life.

#### **1. Create an Account with the Niagara Region Child Care Registry**

Please log in or create an account with the [Niagara Region Child Care Registry](#). Once you have applied, you will receive a follow-up email.

Please note: Toddlers must be 12 months and must be able to successfully carry out the following tasks:

- Walk
- Sit on a chair independently
- Sleep on a cot (as opposed to a crib)
- Be down to one rest period per day between the hours of noon (12) and 2 pm.

#### **2. Await a Response From BMN**

Once you have applied, you will receive a follow-up email from our Administrative Team directing you to complete our in-house waitlist package which includes:

- A Waitlist Form
- BMN's Waitlist Policies
- A letter of intent, answering the following question: *"Why do you feel that Montessori is a good fit for your child?"*
- A "Help Us to Get To Know Your Child Questionnaire" Form

Families have five (5) business days to complete their waitlist packaged in order to be considered. Failure to complete this package by this deadline will result in the removal of your child from our in-house waitlist.

#### **3. Arrange a School Tour**

Should we feel that we can best support your child, we will provide you with an acceptance letter and enrolment package.



#### 4. Submit Enrolment Package and Deposit

As per our Waitlist Policy, families are required to accept the offer of enrolment within three business days.

Your child(ren) will be welcomed into our program upon successful completion and provision of:

- The enrolment package and all accompanying documentation.
- An application fee
- A deposit of 1<sup>st</sup> and 50% of last month's (June's) tuition.

#### Enrolment Process

- Complete the enrolment application forms PRIOR to your child's start date.
- Pay the Annual Non-Refundable Administration Fee. (Subject to change to following school year)
- A deposit of the Child(ren) First Month's Tuition and 50% of June Tuition to secure your child's spot in the program. (The 50% of June is Non-Refundable)
- Read the Guardian Handbook. Please do not hesitate to reach out to our School Administrators (Amanda Marshall and Rebecca Wood) if you have questions regarding this handbook.
- Cash, E-Transfer sent to info@beemontessori.ca or Cheque made out to Bee Montessori Niagara Inc. for remaining months if you have selected the monthly payment plan.
- Note: June's Tuition payment will be 50% of the full month's cost (as 50% as already been paid in the deposit)

#### Admission Policy

Upon receipt of your child's completed application and administration fee:

1. You will be notified that your child has been accepted into the program.
2. Admission is on a first come, first served basis.
3. If you accept the admission, your tuition deposit (Child's First Month's Tuition and 50% of June Tuition) will be paid immediately. Please note there are no refunds once the admission has been accepted.
4. Your child's record of immunization and all relevant forms must be forwarded to the School BY THE FIRST DAY of class. Failure to do so will result in a loss of your child's spot in the program.

#### Waitlist Policy

- Bee Montessori Niagara strives to accommodate all requests for the registration of a child(ren) at the school.
- When a classroom has reached its maximum capacity and the program is unable to accommodate new children, the waitlist procedures set out below will be followed.
- There is no fee associated with placing a child(ren) on Bee Montessori Niagara's waitlist.
- At least once per year, Bee Montessori Niagara will contact everyone on the waiting list via email. Parents/ Guardians will be advised of their placement on the waiting list. They will also be advised of their potential for enrollment into the upcoming School Year. Those that do not reply to the email by the deadline will be removed from the waiting list.
- Parents/ Guardians that decline enrollment will be removed from the waiting list unless otherwise directed.
- The waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of the child on the list to be ascertained by the affected families.



## Program Waitlists

Bee Montessori Niagara offers both Toddler and Casa programs for children 12 months – 6 years of age, respectively.

BMN maintains a waitlist for its programs if the classrooms are at capacity. We make every effort to keep children enrolled in the school once they begin their first day with us.

## Waitlist Procedure

**1) a)** The initial contact (by the parent/ guardians) to the school will be via phone or BMN's website. Parents/ Guardians will be asked to apply to the Toddler or Casa program through the Niagara Region Parent Portal known as the OneHSN list.

**b)** Parent/ Guardian has applied to the Toddler or Casa program through the Niagara Region Parent Portal known as the OneHSN list.

**2)** To gain access to the waitlist, families must submit a completed "Waitlist" form which will be provided from the response once Parent/ Guardian applies to the Toddler or Casa program through the OneHSN list.

**3)** BMN's admin team will then contact the new Parent/Guardian and arrange an in-person tour of the school once there is officially a spot available in the program.

**4)** Once a child/student has been accepted into the program, the parent/ guardian is notified and is required to sign a School Contract and Parent/ Guardian Contract. Additionally, the parent/ guardian must provide the Annual Non-Refundable Application Fee, the Child(ren) First Month Tuition and 50% of June Tuition. This completes the enrolment process and secures the child's spot in the program.

## Re-Enrolment for Returning Students

Re- Enrolment is required for all returning students on an annual basis and is processed in the spring. The following documents are required to be completed/ submitted by the child's parent/guardian to be re-enrolled for the upcoming school year:

1. Re-Enrolment Form and all accompanying documents
2. Enrolment Deposit

## Fees and Registration

Annual Non-Refundable Administration Fee (Subject to change the following school year), the Childs First Month Tuition and 50% June Tuition (The 50% of June is Non-Refundable) The remaining tuition balance will also be owed (see the "Payments and Payment Plans" section below for payment plan options).

Tuition fees are based on a yearly (10 months) amount that is divided into ten equal payments for your convenience which includes the Hot Lunch Program Fee. Refer to the "Payments" portion of this handbook for payment options and methods.

Registrations are accepted throughout the year, but mainly in September. The School's Administrators will arrange for the admittance of new children. Applications are processed in the order received, with priority





given to children in the program and their siblings. When the program is full, you will be required to fill out a waitlist form.

Pre-registration for the upcoming school year happens in the Spring.

<b>2024-2025 School Year Tuition Fees</b>		
<b>Base Fees</b>		
<b>Annual Administration Fee</b>		\$500
<b>Annual Summer Camp Registration Fee</b>		\$300
<b>TODDLER PROGRAM</b>	<b>Half Day Program</b> (Monday to Friday)	<b>Full Day Program</b> (Monday to Friday)
<b>PLAN A</b>		
<b>Annual Tuition:</b>	\$5,390 (\$24.50/day)	\$7,700 (\$35/day)
<b>Annual Tuition w/AM:</b>	\$6,325 (28.75/day)	N/A
<b>Annual Tuition w/ AM or PM:</b>	N/A	\$8,635 (39.25/day)
<b>Annual Tuition w/ AM &amp; PM:</b>	N/A	\$9,570(43.50/day)
<b>PLAN B</b>		
<b>Monthly Tuition:</b>	\$539	\$770
<b>Monthly Tuition w/ AM:</b>	\$632.50	N/A
<b>Monthly Tuition w/ AM or PM:</b>	N/A	\$863.50
<b>Monthly Tuition w/ AM &amp; PM:</b>	N/A	\$957
<b>CASA PROGRAM</b>	<b>Half Day Program</b> (Monday to Friday)	<b>Full Day Program</b> (Monday to Friday)
<b>PLAN A</b>		
<b>Annual Tuition:</b>	\$4,620 (\$21/day)	\$6,600 (\$30/day)
<b>Annual Tuition w/AM:</b>	\$5,555 (\$25.25/day)	N/A
<b>Annual Tuition w/ AM or PM:</b>	N/A	\$7,535 (\$34.25/day)
<b>Annual Tuition w/ AM &amp; PM:</b>	N/A	\$8,470 (\$38.50/day)



PLAN B		
Monthly Tuition:	\$462	\$660
Monthly Tuition w/AM:	\$555.50	N/A
Monthly Tuition w/ AM or PM:	N/A	\$753.50
Monthly Tuition w/ AM & PM:	N/A	\$847

2024-2025 School Year Tuition Fees	
Non- Base Fees	
Early/ Extended Hours	Extended Hours Program: \$4.25/day AM or PM Occasional Use \$8.50/day AM and PM Occasional Use
Field Trips	Cost varies according to the field trip
Late Fee	\$45
Non-Sufficient Funds Fee (NSF)	\$50

### Payments and Payment Plans

Fees are due on the first of each month. Payment options include: Cash, E-transfer sent to [info@beemontessori.ca](mailto:info@beemontessori.ca) or Cheque made payable to Bee Montessori Niagara Inc.

Payment Plans are as follows:

- Plan A: **One Payment**  
- Due upon enrollment

- Plan B: **10 Equal Payments**

- Due on the first of each month (September to June)
  - Note: June's tuition payment will be reduced by 50%, as you have already paid the remaining 50% in your deposit.



**Any unpaid invoices after the 5th business day of each month will result in an additional charge of \$45.**

Please speak with our School Administrators if you cannot pay fees on time. BMN has the right to refuse services for your child if payments are in arrears by more than

5 business days.

### **Non-Sufficient Funds Fee (NSF)**

To cover the time, bank charges, and other costs associated with processing, a service fee of \$50 will be charged for any NSF/returned cheques or failed direct deposits.

### **Notice of School Year Tuition Fee Changes**

Our School Year Tuition Fee Schedule is available on our website: [beemontessori.ca](http://beemontessori.ca). At least 3 months' notice will be provided if changes are to be made to any school related fees. Typically, any changes will occur at the beginning of the school year.

### **Refunds**

We do NOT provide refunds for absenteeism, sick days, statutory holidays, or vacations.

## **Parent/Guardian Responsibilities**

### **School Hours**

Regular attendance is important for your child's understanding and appreciation of the Montessori environment. Students who are frequently late or absent will not benefit from the full Montessori experience and their educational outcomes could be significantly compromised.

### **Toddler Program**

Before School Program: 7:00 AM – 8:45 AM

Academic Hours: 8:45 AM – 4:00 PM

After School Program: 4:00 PM – 5:30 PM

### **Casa Program**

Before School Program: 7:00 AM – 8:30 AM

Academic Hours: 8:30 AM – 4:00 PM

After School Program: 4:00 PM – 5:30 PM

Please note: The academic school year begins in September and ends in June. However, Bee Montessori Niagara does in fact operate all year long. We are pleased to offer summer camp programs at both the Toddler and Casa levels to those families who wish to participate.

A school calendar is provided as a separate document. The school calendar indicates Statutory Holidays, Winter Break, March Break, PD Days (Professional Development), and other relevant school activities. You can also access the school calendar on our website. (Located on the main page in the top right-hand corner)

### **Attendance**

Days absent and days late will be recorded on progress reports and become part of the O.S.R (Ontario School Record). The school cannot assume responsibility for assisting students with catching up on missed learning opportunities where they have been away more than 20 school days in the year. Extenuating



circumstances for long-term illness or accident are considered and will be supported. Parents/ Guardians are required to provide private tutoring in all other situations, to ensure the year's curriculum and expectations have been satisfactorily completed. As well, the school cannot be responsible for providing

remediation or other support, where the students are taken out of the school during school hours for extracurricular lessons or activities.

If your child will be **LATE, ABSENT or WILL NOT BE ATTENDING SCHOOL**, please **CALL THE SCHOOL** and speak with the student's teacher or leave a voicemail with the child's classroom. **NO EMAILS PLEASE.** Please note there is no refund for absenteeism for any reason.

Portage Road Location:  
**905-371-2050**

Hagar Avenue Location:  
**289-296-6119**

**\*\*NOTE: As per our signed contract with the Niagara Region (due to the CWELCC), any absences of greater than 10 days in any calendar month shall require Niagara Region's approval to continue payment for the child's scheduled days. Absent days are NOT to be used to maintain a child's spot in the program.**

**Arrivals and Departures**

The arrival and departure of your child should be punctual. Late arrivals disturb the continuity of the class already in progress and can make your child's transition difficult. Below are the arrival and dismissal times for all programs. Please use the Extended Hours program for arrival and pick-up outside of the times listed.

<p><b>TODDLER Full Day Students</b></p> <ul style="list-style-type: none"> <li>● Drop Off: 8:45 AM - 9:00 AM</li> <li>● Pick Up: 3:45 PM - 4:00 PM</li> </ul> <p><b>CASA Full Day Students (Offered at Portage AND Hagar)</b></p> <ul style="list-style-type: none"> <li>● Drop Off: 8:30 AM - 8:45 AM</li> <li>● Pick Up: 3:45 PM - 4:00 PM</li> </ul>	<p><b>TODDLER Half Day Students (Portage Location Only)</b></p> <ul style="list-style-type: none"> <li>● Drop Off: 8:45 AM – 9:00 AM</li> <li>● Pick Up: 12:00 PM</li> </ul> <p><b>CASA Half Day Students (Offered at Hagar location Only)</b></p> <ul style="list-style-type: none"> <li>● Drop Off: 8:30 AM - 8:45 AM</li> <li>● Pick Up: 12:30 PM</li> </ul> <p>**Available at the Casa level to preschool aged children only (3 years and under)</p> <p>LUNCH IS PROVIDED FOR <b>HALF DAY</b> STUDENTS</p>
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To allow each child a sense of independence, your participation in the arrival and departure should be brief. Children are to be transferred to and from school by the parent, guardian or designate and escorted to and from the building. BMN will assume responsibility for each child at the time they are greeted by a staff member and taken to their designated cubby area.

We ask that if you anticipate a late arrival or require an early pick up, please call the school to speak with the teacher in the classroom or leave a voicemail. In these cases, parents/ guardians are asked to ring the Google Doorbell and the site supervisor or designate will speak to you through our intercom/video



surveillance system. We will then notify a staff member to greet you at the door to receive or dismiss your child.

\*Please only ring the Google Doorbell for **Toddler Half Day** pick up at our Portage Road location as the normal doorbell will disrupt the toddlers sleeping.

### **Child Safety**

The school must be informed as to whom specifically we may or may not release your child. For the safety of your child, we will not release your child to anyone without your consent. If you must have someone else pick up your child, the school must be notified in writing or by telephone. If notifying the school by phone, a description of the individual is required. The individual will be required to show one piece of identification (for example: driver's license) to one of our staff at the time of pick for the child to be released into their care.

### **Parking**

To ensure the safety of our families, please take extra care in our parking lots. Street parking at both locations is strictly forbidden. We ask that you park in our designated parking lots and escort your child safely to the door, where a staff member will greet them and bring them to their cubby. To help keep our community healthy, please turn off your vehicle ignition during pick-up and drop-off times, and do not leave your vehicle idling.

Due to the number of cars arriving/ departing within a short period of time, specific guidelines have been designated to prevent a chaotic situation at the beginning and ending of each school day. Please note our procedures. Maps and instructions will be handed out to families at the beginning of the school year. They will also be made accessible on our website.

### **Late Pickup**

We emphasize the importance of collecting your child at the designated pick-up time – a continual disregard of this rule is unfair for both your waiting child and our staff.

If you are late to pick up your child during the dismissal time (beyond 4:00 PM for Toddler and Casa), he/she/they will be placed in our extended hours program, and you will subsequently be charged for the use of our extended hours program.

If you are late to pick up your child from our extended hours program beyond 5:30 PM, you will be charged \$1/minute late. This is to be paid directly to the staff member by the end of that school week who stayed late. Continued tardiness may result in the loss of access to our extended hours program.

### **Field Trips**

Our scheduled field trips are designed to complement our curriculum goals. A notice will be sent home in advance informing you of the destination, date, and time. Trip fees are **NOT** included in tuition. Individual permission slips must be signed and returned in **ADVANCE** for your child to attend. **Should your child opt out of a planned field trip, you will be responsible for alternate care arrangements for that day. All staff will be**

**attending the field trip, therefore, there will be no staff available. Please inform classroom teachers or administration if the child will not be attending the field trip (24-hour notice is required).** We welcome parent/guardian participation. If you wish to volunteer for a field trip, please let your classroom teachers know as soon as possible. A Criminal Reference Check is required.



## Holidays and Professional Development Days

All of Bee Montessori Niagara's locations operate on a school calendar basis (September to June). This means all locations have a two-week Winter Break, a weeklong March Break, and professional development days throughout the school year. We follow the Ministry of Education school year calendar as closely as possible. The school is closed on the follow days (see our School Calendar for Specific Dates): Labor Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, and Victoria Day.

Please note that we do offer summer camp programs for both our Toddler and Casa families. Please refer to the "Summer Camp Program" portion of this handbook for more details. The school is closed on the follow days: Canada Day and the Civic Holiday.

Professional Development Days allow our staff an opportunity to prepare material, attend learning seminars and enhance their knowledge of Child Development to ensure the most effective education for our students. The students do NOT come to school on these days; parents/ guardians must take responsibility for making alternate care arrangements for their child(ren).

## Inclement Weather and School Closure Policy

To ensure the health and safety of our children, families and staff, the school may be closed in the event of inclement weather. All school closures will be announced by 6:00 am the day of the closure on the following platforms:

- BMN's **Facebook** and **Instagram** pages
- The 610 CKTB Storm Desk at [www.iheartradio.ca/610ctkb/news/stormdesk](http://www.iheartradio.ca/610ctkb/news/stormdesk)
- The 610 CKTB radio station

If the school is required to close in the middle of the day due to inclement weather, the school's administrators will call parents/guardians for early pick up. Please be available at the phone number that you have provided if the weather is questionable.

Examples of inclement weather include but are not limited to snowstorms, ice storms, flash floods, hailstorms, hurricanes etc.

- BMN will be **CLOSED** if:
  - the District School Board of Niagara (DSBN) is closed
  - the city busses are not running
- BMN will be **OPEN** if:
  - the DSBN busses are cancelled, but schools remain open

Please note: No tuition refunds will be issued for the period in which the school must close.

## Clothing/Dress Code

**Please label all your child's clothing for easy identification.**

Children should wear manageable and practical clothes to school. Younger children should wear simple elastic- waist pants; this ensures independence in the washroom. Overalls or pants with difficult fasteners



merely frustrate children when they need to go to the washroom and often cause unnecessary accidents. One-piece indoor clothing is not appropriate for young children because it makes dressing frustrating (ie. one-piece undershirts or tops).

The children play outdoors throughout the school year and should therefore be dressed appropriately for the weather. Please be sure to check the weather BEFORE leaving the house to ensure that your child is suitable dressed for the weather. In winter, children need to wear a hat and mittens/gloves to sufficiently protect them from the cold. Waterproof mittens/gloves are highly recommended, so your child remains comfortable for the duration of playtime. We encourage you to provide your child with a spare pair of mittens/gloves and snow pants. \*\*For safety reasons, children are asked NOT to wear scarves; neck warmers or balaclavas are a great alternative.

Bee Montessori Niagara is not responsible for lost clothing or personal items. If an article of clothing is lost or left behind, please ask your child's teacher for the location of the lost and found box in your building. At the end of the school year, all unclaimed articles of clothing will be donated to charitable organizations.

On the first day of school, we ask that you bring a few spare changes of clothes (in a labelled Ziploc bag) for your child to use in the case of a spill or toileting accident. These clothes will be left in a labelled drawstring bag in your child's cubby. Please ensure that you replace these spare clothes as they are used. As your child will have everything that he/she/they might need stored in their cubby, we ask you to refrain from allowing your child(ren) to bring backpacks to school. This will also help reduce the volume of items in our small cubby areas. Thank you for your support and understanding.

Bee Montessori Niagara T-shirts are provided at the beginning of the school year and must be worn on all field trips, school outings and gym days. We have additional T-shirts for purchase if you require a new shirt. Contact the school administrators. We also have spirit wear for sale through BIG BEAR SPIRIT WEAR!  
<https://www.bigbearspiritwear.com/bee-montessori-niagara/>

Through her scientific observations of children, Dr. Maria Montessori found that toddler/casa aged children have a difficult time differentiating between fantasy (ie. talking animals) and reality. For this reason, we ask that you refrain from dressing your children in clothing with fictitious characters on it for example: Paw Patrol /superheroes/minions etc. Thank you for your support in helping us to maintain our reality- based program.

### **Diapers (Toddler Program ONLY) and Wipes**

Parents/ Guardians of children who are not yet toilet independent are to provide the school with diapers, wipes, and diaper rash cream (all labelled). Your child's classroom teacher will inform you when our supply is running low. Please note that wipes are NOT shared amongst the children.

### **Footwear**

All students are required to come to school with footwear suitable for the days' outdoor activities, and to have footwear appropriate for indoor wear. Footwear should do several things; be designed for the child to dress him/herself (Velcro is a great option), be durable and well-fitting so gross movement is supported and fully enclose the child's feet, so they are adequately supported; indoors and outdoors. For these reasons, flip-flops, Crocs (and similar open styles), and slippers are NOT to be worn at school. Younger children are best served by firm, shoes with NO laces for indoor wear (unless your child can tie his/her own shoes). Indoor shoes must have a rubber or leather, non-marking sole.



### **Water Bottles**

**Please provide a reusable water bottle with your child's name labeled on it.** The labeled water bottle will remain at the school all year and will be washed daily. Our children have access to drinking water at any point throughout the day.

### **Sun Hats/Sunscreen**

To ensure the health and safety of our students in the warmer months, we ask that your child wears a sunhat to school daily. Wide-brimmed/bucket hats are preferred over caps, as they provide better protection for the child's ears. Sunscreen should be labeled using a label (as opposed to permanent marker which comes off easily); it will be kept in your child's cubby for easy access. Please note parents/guardians are required to send **minimum SPF 30 NON-AEROSOL SPRAY sunscreen** to school for children over the age of 6 months.

### **Toys From Home**

Please do **NOT** permit your child to bring toys to school. If your child does bring a toy, BMN is not responsible if it becomes lost or broken.

### **Valuables**

We kindly ask that you encourage your child to leave his/her/their valuables at home. If your child does bring something of value to school, BMN is not responsible if it becomes lost or broken.

### **Blankets for Children Who Nap**

If your child naps regularly, we require you to provide the school with two blankets to place on your child's cot. BMN will send the childrens' bedding home each Friday for laundering. It is the parent/guardian's responsibility to return their child's clean bedding on the following Monday. From time to time, the school may send a child's bedding home during the week if it has been soiled. In this case, we kindly ask that you provide the School with clean bedding for your child for the next school day.

### **Food Guidelines**

All children in our Toddler and Casa program participate in a Snack and Hot Lunch Program. Menus for these programs will be published monthly. Children with serious dietary issues will be provided a special, individualized meal. In the most serious food allergy cases, exemptions can be made with our Ministry Advisor. For menus, visit Little Ones Lunches website <https://littleoneslunches.ca> Meals will adhere to the local Health Unit guidelines for nutrition for Toddler and Preschool aged children. Hot lunch menus are posted at each location.

### **Items Belonging to the School**

If you find unfamiliar objects in your child's pockets or in your child's room, please return them to us.

Sometimes a child likes to take home mementos from the school. A small "Pink Tower" cube, for example, may be very intriguing to small hands, but is also an important component of our "Pink Tower". A small animal, tiny puzzle piece, tiny spoon or tongs may seem unimportant but much of the materials in our classroom are very costly and are difficult to replace. When one small component of our work foes missing, the entire exercise is jeopardized and must be removed from the classroom until we are able to replace it. For example, a puzzle map of Canada is not complete without P.E.I and we would be saddened to have to remove the map of Canada, or any other exercise from the shelf.





## Documents and Funds

All monies and documents sent to school must be in an envelope with the student's name and purpose written on the outside of the envelope. Please deliver the envelope to your child's teacher to ensure that it is received and processed. Please DO NOT leave documents or money in your child's lunchbox. Should any telephone numbers, emergency contacts or "persons to release child to" change; please remember to notify the school immediately. Also remember that your child's immunization on-file record must be kept up to date.

## Health and Safety

### Temperature and Outdoor Playtime Policy

Our goal is to have the children outside as often as possible because outdoor activity is the crux of a child's development. However, as a school, we also need to follow due diligence in keeping our children safe and healthy. Therefore, there will be times when we keep the children inside, in accordance with our Temperature/Outdoor Playtime Policy.

There are situations which will prohibit the children from playing outdoors in the playground:

1. If the playground is unsafe (i.e., Slippery due to icy surfaces).
  - a. In this case, the children will go for a neighborhood walk (if it is safe to do so)
2. If it feels colder than -10 degrees Celsius (with or without the windchill), the amount of outdoor playtime is limited for the children.
3. If it feels colder than -15 degree Celsius (with or without the windchill), the children cannot go outside and therefore must remain indoors.
4. If it is raining, thundering, lightening, hailing or there are extreme wind/smog alerts, children will remain indoors for Gross Motor Play.
  - a. Children may play outdoors if it is lightly "spitting" or misting out.
5. If the temperature is 35 degrees Celsius or warmer (including the humidex), or there is a heat warning, the children will remain indoors for Gross Motor Play.
  - a. If the temperature is between 30 and 34 degrees Celsius, the amount of outdoor playtime may be reduced (to avoid heat stroke/exhaustion).

Staff have the discretion to bring a child or children inside if it is no longer healthy or safe to remain outside (i.e., a child is overheating).

### Parental/Guardian Consent for Child to Remain Indoors

If a parent/ guardian has provided a note that their child is not permitted to go outside for medical reasons, the child will remain indoors for Gross Motor Play. Please be mindful that if a child is well enough to attend school, they should be well enough to play outside, unless there are extenuating circumstances.

Written consent must be provided on a daily basis for a child to remain indoors. Parents/guardians must complete a "Consent to for a Child to Remain Indoors" Form (to be provided by the child's classroom teacher or Site Supervisor). **Please note: a doctor's note MAY be required. This decision will be determined by the Schools Administrators (Amanda Marshall or Rebecca Wood)**

Children will only be permitted to stay inside if staffing is available; ratios must be maintained at all times. This means that a family may be required to pick their child up early from school if the school does not have enough staff members to remain in ratio.



## Children Who Nap

All children in our Toddler Program are offered a sleep period every afternoon. Casa children are offered a "Peace Time" or quiet rest period every afternoon as well.

Any child in our program who sleeps regularly will have a designated cot with their name on it, and their own two blankets (brought from home). Each child's bedding will be sent home every Friday to be laundered and returned by parent/guardian on the following Monday. From time to time, the School may send a child's bedding home to be laundered during the week, if a child happens to soil their bedding. In this case, we would ask the parent/guardian to bring clean bedding with their child on the next school day.

We kindly ask that you remain from bringing comfort items (ie. Pacifiers, stuffed animals) to school.

All children who nap are supervised, and staff will document the napping period of each child daily. For Toddlers, this will become part of their daily log.

Parents/ Guardians are requested to provide any direction on sleep requirements which could be unique to their child.

All staff are required to review the sleep policy annually, sign off on their review; and have their review updated and signed off if there is a change to a child's sleep schedule.

One program staff member will always remain in the room even when there are only a few children sleeping.

## Illness and Accidents

School and health authorities require that all children's illness is reported to the school on the day of the absence. Please phone the school by 8:30 am and leave a voicemail for your child's teacher. If we have not heard from you by 9:30 am, and your child is absent from school, the school will contact you to locate the whereabouts of your child and to ensure the facilitation of our "safe arrival to school program". We will contact you at your home or work. Please assist us in this policy by reporting your child's absence before 8:30 am.

### A) BMN'S Illness Management Policy

At Bee Montessori Niagara (BMN), we are committed to prioritizing the needs of the child over all else. This includes fulfilling our duty and obligation (as stated in Public Health's Child Care Manual: "Managing Illness") to protect our children from illness (including infections and communicable diseases).

As Public Health says, "managing illness takes teamwork"! Let's work together to keep our children as healthy as possible. Our dedicated staff will continue to carefully observe your child upon arrival and throughout the day. It is BMN's policy that should a child exhibit one or more of the following signs and

symptoms of illness (according to Public Health), **the child will be unable to attend the program until he/she/they have been examined by a doctor.** In addition, the child **may only return to School once a doctor's note (indicating that the child is well enough to return or is no longer contagious)** has been provided. This will help to minimize the risk of an outbreak occurring.

\*\*This does not apply to children with prior known skin conditions (ie. Eczema).

General signs and symptoms of infections and communicable illnesses:



- unusual behaviour (such as lack of energy, lack of interest or loss of appetite)
- runny or stuffy nose, cough or trouble breathing
- vomiting (\*\*see Child Illness Cart)
- diarrhea (\*\*see Child Illness Cart)
- change in skin colour
- skin - spots, rash, infected area, itchy skin and scalp
- fever/chills (\*\*see Child Illness Cart)
- eyes - tears, discharge, swelling
- sore throat (painful swallowing or difficulty swallowing)
- headache

As advised by Public Health, here is what you (as a parent/guardian) can do to help:

- Keep your child home when they are exhibiting the above symptoms to prevent the spread of infection to other children and families in our school community
- Inform our staff about your child's illness or symptoms
- Seek medical attention if your child has any of the above signs/symptoms of illness

We thank you in advance for your support and understanding. Thank you for considering the health and safety of our School community!

### B) Child Illness Chart

Bee Montessori Niagara school policies are set in alignment with Public Health policies and guidelines. This guide has been created using Public Health's "Managing Illness" (Child Care Manual).

Illness	When A Child Is Unable to Remain/Attend School	When A Child Can Return to School
Fever	If child has a fever of 37.9 degrees celsius or 100.2 degrees fahrenheit or above	Once fever free for 24 hours without medication
Diarrhea	If a child has two or more bouts in one day	24 hours after the last bout
Vomiting	If a child has 1 bout of vomiting	Return 24 hours after LAST bout of vomiting
Undiagnosed Rash	If an undiagnosed rash appears anywhere on child's body	Return once rash improves
Fifth Disease (Non-Reportable Illness)	Symptoms: -usually appears as a very red rash on child's cheeks, giving a "slapped cheek" look -low-grade fever -headache -cold-like symptoms  See full list of symptoms here: <a href="https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/fifth_disease">https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/fifth_disease</a>	Return once no longer contagious (when rash appears)
Hand/Foot and Mouth (Non-Reportable Illness)	Symptoms: -fever -small, painful ulcers in the mouth -a skin rash (looks like red spots) on hands, feet -headache	Return once well enough to participate  It is recommended to keep a child home if:



	<p>-sore throat -vomiting/diarrhea</p> <p>See full list of symptoms here: <a href="https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/hand_foot_and_mouth_disease">https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/hand_foot_and_mouth_disease</a></p>	<p>-they are drooling OR -they have blisters on the mouth OR -they have a weeping rash on their hand(s)</p>
Impetigo (Non-Reportable Illness)	<p>Symptoms: -appears around the mouth, nose or on skin that isn't covered by clothes -rash can start as a cluster of red bumps or blisters</p> <p>See full list of symptoms here: <a href="https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/impetigo">https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/impetigo</a></p>	<p>Return once antibiotic prescribed has been in the child's system for one full day (24 hours) AND child is well enough to participate</p>
Pink Eye (Non-Reportable Illness)	<p>Symptoms: -scratchy eyes -lots of tearing -the whites of the eyes are pink/red -pus or discharge from the eyes</p> <p>See full list of symptoms here: <a href="https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/pinkeye">https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/pinkeye</a></p>	<p>Should be kept home until seen by a healthcare practitioner.</p> <p>If <b>bacterial</b>, child can return after 24 hours of antibiotic treatment</p> <p>If <b>viral</b>, child can return with approval from a healthcare practitioner.</p>
Ringworm (Non-Reportable Illness)	<p>Symptoms: -rash (ring shaped, with a raised edge) -scaly patches (itchy and flaky) -fungal infections on the feet</p> <p>See full list of symptoms here: <a href="https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/ringworm">https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/ringworm</a></p>	<p>Return after first treatment has started</p>
Pinworm (Non-Reportable Illness)	<p>Symptoms: -usually no symptoms -some children get very itchy around the anus and vagina (especially at night)</p> <p>See full list of symptoms here: <a href="https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/pinworms">https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/pinworms</a></p>	<p>Return after treatment has started</p>

For more information, please visit: <https://www.niagararegion.ca/living/childcare/service-providers/child-care-manual/illness.aspx#non-report>

## B) ILLNESS Contagious Diseases

### Head Lice Policy

Please notify the school immediately if your child has head lice. Home treatment should include a type of medicated shampoo or recommended lice treatment of the head. Personal belongings should all be treated as well. Every effort to remove all nits with a lice comb is essential before



returning to school. After initial treatment, regular follow-up treatments should occur over the course of several weeks to eradicate the lice.

### Communicable Diseases

Illness	Action
<b>Chicken Pox</b>	No exclusion from school unless too ill to take part in activities
<b>Conjunctivitis (Pink Eye)</b>	Exclude until seen by healthcare provider.  If Bacterial: exclude until 24 hours after the start of treatment. If Viral: return to school with the approval of a healthcare provider.
<b>Diarrhea/Vomiting</b>	Must remain home until 24 hours symptom-free WITHOUT medication.
<b>Fifth Disease</b>	No exclusion from school unless too ill to take part in activities.
<b>Hand, Foot, and Mouth</b>	No exclusion from school unless too ill to take part in activities.
<b>Influenza</b>	Exclude until fever-free* for 24 hours and well enough to take part in activities
<b>Impetigo</b>	Exclude until 24 hours after treatment begins.
<b>Measles (Rubella)</b>	Exclude 4 days from the appearance of the rash. Nonimmune children and staff must also be excluded from school for 5 days after the first exposure and up to 21 days after the last exposure, unless they: 1) can be immunized within 72 hours from the first exposure, 2) show lab confirmation of immunity or 3) have received immune globulin
<b>German Measles (Rubella)</b>	Exclude for 7 days from the appearance of the rash.
<b>Meningitis, bacterial</b>	Exclude until 24 hours after the start of the antibiotic and feeling well enough to take part in activities
<b>Mumps</b>	Exclude for 9 days or until swelling subsides
<b>Norovirus</b>	Exclude until symptom-free for 48 hours
<b>Strep Throat</b>	Exclude until 24 hours after starting antibiotics and feeling well enough to take part in activities
<b>Whooping Cough</b>	Exclude until 5 days after starting antibiotics or three weeks from the onset if no treatment is given.

\***Fever:** Parents/Guardians will be notified any time their child has a fever of 37.9°C (100.2°F), at which point we will require the child to be picked up from school. Children can return to school if /when: their fever is under 37.9°C (100.2°F) for 24 hours AND they are well enough to participate in all school activities.

Please note: in special situations, during flu seasons, this time at home may increase to a 48- hour symptom free period. If in doubt regarding proper procedure, please consult the local health unit.

If a child becomes ill in our care, parents/ guardians will be notified, and the child will be kept as comfortable as possible until you or your emergency designate can come and pick up your child.



It is in your child's best interest that you provide the school with the most up to date information of phone numbers, emergency contact numbers, allergies, medications (if taken) and any other relevant information that may be needed.

**\*\*Outbreak:** During an "Outbreak", children are welcome to return to school once they are: fever-free for 24 hours and vomit/diarrhea -free for 48 hours.

## **B) ACCIDENTS**

Although we try to avoid it, accidents sometimes occur.

### **In the case of minor injuries:**

A qualified teacher will administer the necessary first aid required for the injury. An Accident Report will be completed and provided upon pick up of the child(ren) involved. If the accident/ injury results in a bump, or any other severe mark (i.e., bruise/scratch), parents/guardians will be notified as soon as possible and may make the decision to pick up the child or have the school monitor the child at school.

In the case of an emergency illness or injury:

The teacher will oversee administering first aid and to make the child as comfortable as possible. An ambulance will be called, and the parent/ guardian of the child will be notified. A teacher will accompany the child in the ambulance and stay with the child until the parent/guardian arrives.

### **Head Injuries**

If a staff member of yard staff sees or suspects that a child has had an injury to the head, then the parent/ guardian will be called. We highly encourage that the parent/guardian seek medical attention from emergency or the child's doctor to determine if a concussion occurred. If a concussion

is diagnosed, it is imperative that the family informs the school so that we can take necessary measures to help the student recover from the concussion.

## **C) OUTBREAK OF ILLNESS**

If an outbreak is declared by the Niagara Region Public Health, the following protocols and procedures will be followed:

### **Outbreak Signs**

Outbreak signs (provided by Niagara Public Health) will be clearly displayed in the school's entrances. They will be removed once the outbreak is over.

### **Screening of All Children at Drop-Off**

As required by Public Health, all children will be screened for illness at the door PRIOR to their entry into the building.

### **Restriction of Volunteers/Visitors**

Volunteers/visitors will not be permitted to enter the building during an outbreak.

### **Notification of Families in the Affected Class**



Families with children in the affected classroom will receive a notification of the outbreak immediately (either by email or in the form of a written letter). Families will be notified once Public Health has declared the outbreak to be over.

### **Suspension of Field Trips**

Field trips will be cancelled during an outbreak.

### **For the Affected Classroom**

- Cohorting: There will be no crossing of the infected classroom with any other classroom.
- Physical Space: Water work/sensory exploration will be suspended immediately in the affected classroom.
- Sanitization: Enhanced sanitization protocols will be implemented.
- Teachers: Teachers in the affected classroom will NOT enter the kitchen/prepare food; rather, food will be prepared and delivered by the Kitchen Staff or Site Supervisor. Teachers may wear PPE as needed.

### **For the Remaining (Unaffected) Classrooms**

- Cohorts: Mixing of the cohorts (classes) will not be permitted.
- Sanitization: Enhanced sanitization protocols will be implemented.

### **New Families**

The Site Supervisor will inform new families of the outbreak. The family will then make the decision to send the children to school or wait until the outbreak is over.

## **Student Health Records and Emergency Information**

### **A) Student Health Records**

For information on Health Records and Immunization, please refer to our immunization policy for new students.

A Child's Health Information questionnaire is included in the yearly registration package. This must be completed and updated annually with the registration procedure.

### **B) Student Emergency Information**

Forms are completed by families during all New Student Admissions and each August prior to the start of the new school year. We ask you to contact our School Administrators (Amanda Marshall and Rebecca Wood) if this information changes.

This information stays near the telephone at your child's school for emergency purposes and it is the parent/guardian's responsibility to provide the school with complete and updated student emergency information. Please ensure emergency contact information is always complete and up to date.

### **Medication Policy**

A medication form must accompany all medications; forms are available through the Main Office. All prescription and non-prescriptions, as well as natural health supplements, must be accounted for on this form, accompanied by a physician's signature. Long-term regular prescriptions can be filled out as a onetime form to be kept on file for the year. Medications cannot be administered without this documentation. Medications sent to the school must be sent in their original labelled containers.



Should a student be required to use an inhaler or EpiPen, the student's name must be on the inhaler or EpiPen.

The Site Supervisor/Licensee will NOT administer Tylenol as a fever reducer. He/She/They will NOT administer expired medications, under any circumstances.

NOTE: The administration of a non-prescription medication (for example: Tylenol for teething pain) will be the responsibility of the Site Supervisor or Designate Supervisor. Parents/Guardians must sign and complete the Authorization for Administration of Medication form in order for the medication to be administered.

### **Security/Visitors**

To ensure the safety of the students, school doors are always locked. Parents/Guardians and Visitors are asked to ring the Google Doorbell located beside the door. The site supervisor or designate will speak to you through our intercom/video surveillance. The School Administrators are aware of all persons entering the school premises.

### **Emergency and Evacuation Procedures**

Emergency and evacuation procedures are in place at Bee Montessori Niagara. If the children need to be evacuated from the school due to carbon monoxide, the smell of gas, or any other environmental emergency, all staff and children will be moved to the emergency shelter location. School administrators call

911 and collect the parent/guardian contact list. At the same time, each child in attendance that day will be accounted for, and all children will be escorted out of the building through the closest exit. Everyone will gather at the designated emergency meeting place (specific to each location). The children will be escorted to the following emergency shelter locations:

#### **Hagar Ave Casa will meet at:**

Pathways Academy and Early Learning Centre  
6642 St. Thomas More Drive, Niagara Falls ON L2G 5N4

#### **Portage Road Toddler/Casa will meet at:**

A.N. Myer Secondary School  
6338 O'Neil Street, Niagara Falls ON L2J 1M7

All parents/ guardians will be contacted by phone and asked to pick up their child(ren) at this location. The emergency shelter location is posted on the wall in each classroom with the fire procedures.

In the interest of safety, fire drill and evacuation procedures are completed with the children monthly as required by the Child Care and Early Years Act (CCEYA).

### **Allergies and Our "Safe School" Policy**

If your child has or develops any allergies, please notify our School Administrators immediately. All allergies must be listed on the student's enrolment form and posted inside the classroom for quick reference. If the allergy is life-threatening, an individual information page Allergy Alert Form with the child's picture will be posted in the classroom.

### **OUR FACILITIES ARE NUT FREE**

**Absolutely NO NUT products (including products with "traces of nuts") are permitted to enter Bee Montessori Niagara.** Due to the enrollment of students who have severe nut allergies. For these children, ingesting or in





some cases even *smelling* a nut product could cause them to have an anaphylactic reaction. Anaphylaxis is a severe allergic reaction in which an individual's body perceives the allergen (in this case nuts) as an invader. The body then produces substances to fight off the allergen and, as a result, the individual

may find themselves in a life-threatening situation. **Note:** Our Portage Location is also **FISH AND SHELLFISH FREE.**

### **Smoke Free Environment**

To protect the children and staff from the negative effects of exposure to smoke, Bee Montessori Niagara is a smoke-free facility. There will be no smoking on the school's premises at any time by staff members, visitors, and parents/guardians. Smoking is not permitted where children in our programs might observe you (i.e., near the play yard, on field trips etc.). Staff should avoid smoking in locations where parents/guardians can easily observe them doing so. Staff must wash their hands with soap and water after smoking and returning to work. It is the expectation that any areas utilized as designated smoke areas (officially or casually) will be kept free of all debris resulting from this use. It is the expectation that any areas utilized as designated smoke areas (officially or casually) will be kept free of all debris resulting from this use.

### **Conduct**

Bee Montessori Niagara maintains high standards for positive interaction, communication, and role- modeling for children. Therefore, harassment and discrimination will NOT be tolerated from any party.

If at any point a parent/ guardian or staff feels uncomfortable, threatened, abused, or belittled, they may immediately end the conversation and report the situation to the School Administrators.

### **Duty to Report**

Everyone, including members of the public and professionals who work closely with children, are required by law to report suspected cases of child abuse or neglect.

If a parent/ guardian express concerns that a child is being abused or neglected, the parent/ guardian will be advised to contact the local Children's Aid Society (CAS) directly. **If you have concerns that a child may be at risk for abuse or neglect, call: 905-937-7731, toll free 1-888-937-7731. This service is available 24/7.**

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit: <https://files.ontario.ca/pdf-3/mccss-report-child-abuse-and-neglect-en-2022-03-31.pdf>

## **Policies and Procedures**

### **Confidentiality**

Every issue and concern will be treated confidentially; every effort will be made to protect the privacy of parents/ guardians, children, staff, students, and volunteers EXCEPT when information must be disclosed for legal reasons (i.e., to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Children's Aid Society).

### **Discipline**

The professional staff at Bee Montessori Niagara believes very sternly in applying preventative measures to avert possible discipline issues. A prepared environment, positive reinforcement, keen observation of the



children and redirections make for a happy, cooperative, peaceful, and productive class. However, to promote self-discipline, to ensure the health and safety of all involved, in addition to respecting the rights of others and maintaining a peaceful environment, it may sometimes be necessary to discipline a child.

Students are disciplined by our staff in a positive manner at a level that is appropriate to their actions and age. Spanking and other forms of **corporal punishments are NOT permitted.** We use the Montessori Peace Table as a means of redirection. Repeated occurrence of inappropriate behaviors will result in the student mediation with the School Administrators, followed by communication and meeting with the child's family. If, after these steps have been followed, the inappropriate behavior continues unchanged, the student will be suspended and, as a last resort, requested to leave the school permanently.

The word "discipline" has its origins from the word "disciple", which means teacher. Therefore, the purpose of disciplining children is to teach the child acceptable ways to handle various situations. Even very young children can understand the concept of cause and effect, in this case, their actions. This promotes self-discipline and builds respect for the health, safety, and rights of those around them.

Bee Montessori Niagara recognizes the merits of every human being within the school. Our goal is to guide the children to develop a positive self-image and respect for not only themselves, but for those around them. We believe that by treating children with the respect that they deserve, they will also regard others in kind.

Educators in the classroom always model a positive and caring attitude. When issues arise with one or more children, our educators encourage the child/children to talk about it and find solutions peacefully. We find that young children do not have the words to express their feelings and it is this frustration that often leads to conflict. The goal of discipline is to help a child change their behavior from negative to positive. The technique of "redirection" is often employed, whereby the child is engaged in an activity and is therefore able to overcome their obstacle.

If a child repeatedly does not respond to discipline used at school, the parents/ guardians will be contacted and asked to join the teachers for a conference. We will work collaboratively as a team to create a consistent discipline plan to be used at home and school. Thirty days later, another conference will be scheduled; at this time, the child's progress will be reviewed.

Bee Montessori Niagara is founded on love and respect for each child. We believe that adults must be models of the behavior they wish to elicit from the children and therefore must show respect for others, including children, always. Therefore, abuse of any individual be it verbal, physical or psychological is prohibited.

## **Parent/Guardian Issues and Concerns**

### **Purpose**

The purpose of this policy is to provide a transparent process for parents/ guardians, the school licensee, and staff to use when parents/ guardians bring forward issues and/or concerns.

### **Policy**

#### **i) General**

Parents/ guardians are encouraged to take an active role in our school and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, families love their children and want only the best for them. Families are experienced by their children. They are the first and most powerful influence on children's learning, development, health, and well-being. Families should feel



that they belong, are valuable contributors to their children's learning and deserve to be engaged in a meaningful way.

Our staff are available to engage parents/ guardians in conversations and aim to support a positive experience during every interaction.

All issues and concerns raised by parents/ guardians are taken seriously by our School Administrators and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties, as quickly as possible.

Issues/ concerns may be brought forward by phone or email. Responses and outcomes will be provided verbally, or via email depending on the nature of the concern; the method of response is at the sole discretion of the Site Supervisor/ Licensee.

PLEASE NOTE: \*\*Responses and outcomes will be provided verbally, or in writing upon request. The level of detail to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue/ concern will be provided to parents/ guardians within two business day(s). The individual who raised the issue/ concern will be kept informed throughout the resolution.

Investigations of issues and concerns will be fair, impartial, and respectful to the parties involved.

**ii) Procedure**

Nature of Issue or Concern	Steps For Parents/ Guardian to Report Issue/ Concern	Steps for Staff and/or School Administrators In Responding to Issue/ Concern
<p><b>Program Room-Related</b></p> <p>le: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise issue/ concern to:</p> <ul style="list-style-type: none"> <li>- The Classroom Teachers</li> </ul> <p>If issue/concern is not adequately addressed, raise issue/concern to:</p> <ul style="list-style-type: none"> <li>- The School Administrators (Amanda Marshall and Rebecca Wood)</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- Arrange for a meeting with the parent/guardian within two business days.</li> </ul>
<p><b>General, School or Operations Related</b></p> <p>le: tuition/ other fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise issue/ concern to:</p> <ul style="list-style-type: none"> <li>- Amanda Marshall, School Administrator</li> </ul>	<p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received</li> </ul>



<p><b>Staff, Duty, parent/guardian, Supervisor, and/or Administrator-Related</b></p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> <li>- the individual directly OR</li> <li>- the School Administrators (Amanda Marshall and Rebecca Wood)</li> </ul> <p>All issues or concerns about the conduct of an adult that puts a child's health, safety and wellbeing at risk should be reported to the School Administrators as soon as parents/guardians become aware of the situation.</p>	<ul style="list-style-type: none"> <li>- the name of the person who received the issue/concern.</li> <li>- the name of the person reporting the issue/concern.</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p><b>Student/ Volunteer-Related</b></p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>- the School Administrators (Amanda Marshall and Rebecca Wood)</li> </ul> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter.</p> <p>Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

**iii) Escalation of Issues/ Concerns**

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the School Administrators

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g., local public health department, police department, Ministry of Environment, Ministry of Labor, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

**iv) Confidentiality**

Every issue and concern will be treated confidentiality and every effort will be made to protect the privacy of parents/ guardians, children, staff, students, and volunteers EXCEPT when information must be disclosed for legal reasons (ie. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Children's Aid Society).



### **Withdrawal by Parent/Guardian**

Parents/Guardians are required to provide a **minimum of three weeks' written notice** prior to the withdrawal of their child(ren) from our program. Mid-year withdrawal from the program may be accepted in certain circumstances and will be considered on an individual basis. If a parent/guardian wishes to withdraw a child from Bee Montessori Niagara midyear, a meeting will be arranged to discuss the circumstances.

In the event of withdrawal, the calendar days remaining after the 3-week notice will be refunded. The application fee is NON-REFUNDABLE. The last month's deposit (50% June Tuition) is NON-REFUNDABLE. NO tuition refunds for the remaining months will be issued after **March 1st** of the current school year.

### **Discharge of Child(ren) From Our Program**

BMN is committed to fulfilling its obligation to provide inclusive support and resources to its students. As such, we will make every effort possible to support the needs of each individual child in our program wherever

possible, and to the best of our ability. However, if at any point BMN is unable to safely meet the needs of the child, if the child is unable to participate in regular programming, and/or the child becomes a danger to themselves or others, he/she/they may be withdrawn from the program.

The termination policy will be used if a child is displaying behaviors which endanger the health, safety, and security of the other children or staff.

After the following steps have been taken, a child may be asked to leave the program:

1. That student is unable to thrive in the school's Montessori environment
2. If the student's behavior presents a danger to other students
3. If the parents/ guardians are unable to pay tuition

If BMN, under these circumstances, terminates the contract, the remaining tuition will be refunded. The application fee is NOT refunded.

### **Probationary Period**

New students entering our program will have a trial period of 5 school days. This allows both parties (the family and the school) time to ensure that the Montessori environment is best suited to the child's needs. In the unfortunate circumstance that the child is not successfully adjusting, or the school is unable to meet his/her/their needs, BMN will refund the deposit amount.

## **Communication**

### **Communication**

Bee Montessori Niagara uses several print and electronic pieces to communicate with parents/guardians throughout the school year, from monthly classroom newsletters/calendars to administrative forms. Following is an overview of some of the communication materials you will receive throughout the year.



**Printed Communication**

**A) Overview of the Year**

You will receive an overview of the Year calendar at the beginning of the school year. This calendar highlights days of attendance, school closures (holidays and Professional Development days), special events (socials, concerts) and academic dates (including progress reports and parent/teach conferences).

**Electronic Communication**

**A) Monthly Class Calendar and Letter**

At the beginning of each month, you will receive a class- specific calendar from your child's classroom teachers with highlights of special events (ie. class visits, class socials), topics of cultural studies, gym days etc. You will also receive a letter with relevant updates and information (ie. upcoming events, reminders etc.).

**B) August Information Email**

By mid- August, parents/ guardians will be provided an email with details regarding the coming school year and the first day of school.

**C) School Website: [beemontessori.ca](http://beemontessori.ca)**

Our school website provides easy access to our current events calendar, Overview of the Year Calendar, and special announcements. The "For BMN Families" section of the website contains forms for medications and school policies.

**D) Social Media**

The goal of Bee Montessori Niagara's social media accounts is to provide an upbeat, positive online presence to help us: connect with our online friends and followers; promote the value of Montessori education; highlight the achievements of our staff, students, and families and share new and positive stories we see in the world of child development and education. The school has social media accounts on Facebook and Instagram. Parents/ guardians are asked to complete a photo permission waiver upon enrolment and annually in August.

**Contacting Bee Montessori Niagara**

**A) Contacting Classroom Teachers: Reporting Absences/Communicating with Teachers**

Please notify your child's teacher (via phone) if your child will be late or absent from school. Please be sure to include a reason for their absence (ie. Home day, illness, vacation). Refer to the chart below for your child's classroom extension number:

<b>Location: Portage Road (905- 371-2050)</b>	
Toddler 1	Ext. 26
Toddler 2	Ext. 25
Casa 2	Ext. 24

<b>Location: Hagar Ave</b>
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Casa 1	289-296-6119
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We have also created class emails. You are more than welcome to use these emails to reach out to your child's teachers to:

- Arrange/schedule a meeting
- Communicate day to day items (ie. Lost clothing, different person picking up etc.)

Location: Portage	
Toddler 1	toddler1@beemontessori.ca
Toddler 2	toddler2@beemontessori.ca
Casa 2	casa2@beemontessori.ca

Location: Hagar Ave	
Casa 1	casa1@beemontessori.ca

### B) Contacting Site Supervisors and Administrative Staff (Who and When to Contact) i

Situation ...	Please Contact ...
If you can't reach your child's class/location	<p>Amanda Marshall, Portage Site Supervisor/Owner and Operator of BMN: 905-371-2050 ext. 21</p> <p>Rebecca Wood, School Administrator/Owner and Operator of BMN: 905-371-2050 ext. 21</p> <p>Alieshia Allen, Enrolment Coordinator/ Administrative Assistant: 905-371-2050 ext. 22</p> <p>Ally Cormier, Hagar Site Supervisor: 289-296-6119</p>
If you have general questions about the program OR if, after meeting your child's teachers, you have other questions or are in need of additional support	<p>Amanda Marshall, Portage Site Supervisor/Owner and Operator of BMN: 905-371-2050 ext. 21 or info@beemontessori.ca</p> <p>Rebecca Wood,</p>



	<p>School Administrator/Owner and Operator of BMN: 905-371-2050 ext. 21 or info@beemontessori.ca</p> <p>Ally Cormier, Hagar Site Supervisor: 289-296-6119 or acormier@beemontessori.ca</p>
<p>If you have questions about:</p> <ul style="list-style-type: none"> <li>-re-enrolment, tuition or fees, or sibling enrolment/ applications</li> <li>-a new family is inquiring about attending an Information Session and school tour; and/or is interested in applying to the school</li> <li>-fundraising, development, and sponsorship opportunities</li> <li>-Communications (including advertising, PR, website, social media, and newsletters)</li> </ul>	<p>Amanda Marshall, Portage Site Supervisor/Owner and Operator of BMN: 905-371-2050 ext. 21 or info@beemontessori.ca</p> <p>Rebecca Wood, School Administrator/Owner and Operator of BMN: 905-371-2050 ext. 21 or</p>

## Parent/Guardian Information, Education, and Involvement

### Conferences and Progress Reports

#### A) Parent-Teacher Conferences

We encourage our families to become involved in the school program and their child's progress. Parents/guardians are welcome to discuss their child's activities and progress with the classroom teachers. If you have specific questions about your child, his/her/their performance, or the classroom, please contact your child's teacher in advance to schedule a meeting.

Our teachers observe each child throughout the day and keep detailed records of their observations. The Montessori method relies almost solely on hands-on learning; therefore, very little "paperwork" is brought home for you to monitor progress. Our school provides opportunities for progress reporting through the year. The first round of parent-teacher conferences occur in the Fall then again in the Spring.

#### B) Progress Reports

A developmentally appropriate Casa Progress Report will be provided in December and June.

**There are no formal written progress reports for Toddlers.**

### Ontario Student Record (OSR)

Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. The Education Act states that OSR is "privileged for the information and use of supervisory officers and the principal and teachers of the school for the 'improvement of instruction' of the student". An OSR consists of report cards, biographical data, schools attended, a student record of second language instruction,





psychological, health or educational assessment reports and any additional information identified as being conducive to the improvement of the instruction of the student.

If you wish to review the information contained in the OSR folder, please contact the School Administrators. Each student and parent(s)/guardian(s) of a student is entitled to have access to the student's OSR.

### **Access to Children and Records**

In the absence of a court order or an agreement to the contrary, parents/ guardians who have equal child custody rights and any parent/ guardian entitled access to his/her child is entitled access to that child's school records. Therefore, it is essential that the school is provided with copies of the relevant parts of any custody order and agreements, which relate to child custody and access to the school records. The school cannot deny any parent/ guardian custody of or access to his/her child or the child's records without the appropriate documentation.

### **Parent/Guardian Information and Education Opportunities**

Parent/Guardian education is a very important element of our program. As part of our admission process, parents/guardians are required to attend an Information Session and Tour prior to enrolment in our school. You will be invited to attend a variety of parent/guardian education evenings, conferences, and parent/child class visits. We encourage all our parents/ guardians to attend these events.

The Montessori approach to education is most successful when families and the school operate in partnership on behalf of the child, and when expectations at home are as consistent as possible with expectations at school. Therefore, we highly recommend that parents/ guardians familiarize themselves with the Montessori Philosophy.

Education opportunities for family members throughout the school year include:

- Classroom observation
- Parent/ Child Class Visits
- Parent/ Guardian Conferences
- Curriculum Presentations
- Moving Up Sessions

#### **A) Parent/ Guardian Conferences**

Conferences help the teacher and parents/guardians to better understand the progress of each child and the class. Conferences occur at least twice a year, and if necessary, additional meetings can be arranged.

The teacher will gladly meet with you whenever there is a need, however, please speak with them to arrange a meeting. Per our school-wide policy, we do not forward emails to teachers. We also request that for your own and your child's privacy, please refrain from engaging staff in conversation during drop-off and pick-up times, or during class time.

#### **B) Classroom Visits**

Classroom observations increase a parent/ guardian's appreciation and understanding of the Montessori Method of education and will answer many questions about your child's day at school.



Casa classroom visits are available throughout the year including Observation Week and Parent/ Child class visits. "Bee My Buddy" is a great opportunity for special friends in the children's' lives (ie. grandparents, aunts, uncles, cousins etc.) to see our children hard at work within the classroom environment.

Due to the age and stage of development that our Toddlers are currently in, Toddler classrooms are not open for observation.

### **C) Curriculum Presentations**

We invite our parents/ guardians to participate in opportunities to take a closer look at their children's program through curriculum presentations. In addition, parents/ guardians who have children who are "moving up" to the next level of education (Toddler to Casa) are encouraged to join us for a Moving Up session; these sessions outline the changes in curriculum at the new level.

### **D) Socials and Concerts**

Throughout the year, parents/guardians and friends are invited to various socials (class specific and school wide) and concerts.

## **Parent/Guardian Involvement**

### **A) Volunteering**

We are grateful for our parent/ guardian volunteers who devote their time and expertise to enhance our children's learning experience throughout the school year.

To work with the children, a volunteer must provide the school with:

- A Volunteer Police **Vulnerable Sector Check** for Bee Montessori Niagara (To be renewed every five years)
- Contact information to be filed at the Main Office
- Complete our Volunteer Application and Self- Declaration every school year
- Review our Program Statement; review and understand other policies as applicable to the Volunteer role and responsibilities.

Volunteer Police Check Verification Letters are available to take to the Police Station.

### **B) Fundraising/ Donations**

Investing in our children *today*, makes for a better *tomorrow*. Bee Montessori Niagara, along with the other Montessori (private) schools across the country find themselves in a difficult financial position, as we do not receive any financial support from the government. It is our goal to make Montessori education accessible to as many children as possible. We need YOUR support to achieve this. Our fundraising events are a great way to engage families and the community and to show our commitment to Montessori education.

The proceeds raised from our fundraising efforts support a variety of initiatives including:

- **Programs:** A critical component of the Montessori Prepared Environment is the carefully designed materials. These specialized materials are very costly to purchase, and the school needs to purchase a complete set for each classroom level.
- **Building Improvements:** We pride ourselves on maintaining a beautiful, welcoming environment – inside and out; however, this is a large budget expense. Your gifts support the regular maintenance of the buildings, and help fund environmental upgrades that benefit our students, families, and staff.



- **Professional Development:** At BMN, we value our highly qualified staff, who are fully committed to delivering exceptional education. It is our goal to provide them with professional development opportunities that further enhance their knowledge and skills. In turn, our children and families benefit by having some of the most highly qualified teachers in the area.

Please contact Amanda Marshall or Rebecca Wood (the School Administrators) at 905-371-2050 to learn more about donating.

