



BURLINGTON MONTESSORI PRESCHOOL

Philosophy

We believe that childhood is a time of life for growing and learning. Childhood should be filled with joys, friendships, successes and independent growth. We believe that each child is an individual and should be guided through learning at his own level. Every child is competent, capable, curious and rich in potential. We believe that a child can be successful in all he/she chooses, when given the positive reinforcement to attempt new and challenging experiences.

Our Program

BMP encompasses the "How does Learning Happen" Ontario's Pedagogy for Early Years as the document to be used for the purpose of guiding programming and pedagogy in our centre as well as the teaching of Maria Montessori. We offer a program to meet the needs of every child through the use of Montessori equipment and the guidance of specially trained staff. The children work towards the development of self-esteem, coordination, independence and concentration. As the children explore the experiences our Montessori school offers, their ability to make appropriate choices, work cooperatively and self-regulate is fostered. The children are encouraged to participate in art and music activities, group activities and a French program. We also offer a wide range of computer experiences.

The children at BMP have the opportunity to learn about their environment and community during theme based activities and field trips. Our school is your child's home away from home. Our environment promotes a safe, secure and positive place for your child to grow as an individual as well as be recognized as an important contributor to a group.

Our staff is warm and caring. They take the needs of each child into account at the start of each new day.

Admission and Discharge Policy

Each Montessori school differs in various aspects. The philosophy and method is renowned internationally, although daily routine, extra curricular and student expectations are usually unique to each school. It is suggested that you visit the Montessori schools in your area; to ensure that the program you choose is appropriate for your child. We will arrange an interview with the Administrator to help you get acquainted with the setting and the Teachers and answer any questions you may have pertaining to the method or daily program.

Our school accepts children between the ages of 2 and 5 years of age. The children do not need to be toilet trained however they must be in the beginning stages of toileting. Assistance will be given to the children.

As a very effective teaching technique, all ages are mixed. The younger children benefit from the actions and knowledge of the older children as the older children build confidence and self-esteem through the use of their skills as a model for their peers.

Admission forms and a non-refundable registration fee are required prior to enrollment. Written notice of permanent withdrawal must be given 30 days prior to the tuition fee date as outlined in the tuition fee agreement.

Days and Hours of Operation

Our centre is open 5 days a week for 10 months (September – mid- June)

We are a **half day program**: **A.M. session: 9:00 a.m. - 11:30 a.m.**
P.M. session: 12:30 p.m. - 3:00 p.m.

Part-time spaces are available. -**3 day program** - Monday, Wednesday and Friday sessions
- **2 day program** - Tuesday and Thursday sessions.

Full day - 3 years - 9:00 a.m. – 2:55 p.m.

Full day -Junior & Senior Kindergarten- 9:00 a.m.- 3:00 p.m.

We offer an extra curricular program for full day students on Wednesday afternoons -
10 weeks – Gymnastics/Karate/Swimming

A list of holidays will be posted.

School Closures Due to Inclement Weather/Emergency

If the school needs to be closed due to inclement weather or an emergency please watch CHCH TV for details. You may also be able to pick up the notice of closure on our Website - burlingtonmontessori.com and email.

Transportation/Arrival & Pick Up/Field Trips

Transportation

The school does not offer transportation. We do supply a class list that may be useful in creating car pools.

Arrival & Pick Up

Young children depend on regular routines to maintain their sense of security. We recommend that you pick up and drop off your children on time each day. This will also develop a sense of responsibility and punctuality.

Upon arrival, we ask that you assist the staff in maintaining a quiet, relaxed atmosphere. We feel this is essential to ensure a secure environment for those who are leaving home for the first time. Some assistance may be required with boots etc. Although we do encourage the children to be independent in all areas of self-help, please walk your child to the classroom door. From there your child will be capable of preparing himself/herself for the day. **Once in the classroom**, if assistance is required the staff will help.

Upon picking up, please wait outside the classroom door for the Directress to dismiss your child. Keep in mind your child is not to leave without informing the Directress'. All persons authorized to pick up your child must be written on your child's information card. If there is someone else picking up your child please send a note with your child to be given to the Directress upon arrival.

If your child is not pick up at the dismissal time of their program there will be a late fee of \$1.00 per minute beginning after the first 5 minutes.

We do understand that there may be emergencies that may arise during the pick up times. Please contact the Staff in a timely fashion to allow them the opportunity for your child to prepared for a late pick up.

Field Trips

Throughout the year field trips will be organized to places of interest. A notice will be sent home well in advance informing you of the destination, time and date. It will also include a permission form to be signed and returned. Tuition does not cover the cost of these trips.

The children are transported in car pools organized by the staff and parents. You are always welcome to come!!

Note: We require all volunteers to have a personal background check form completed and submitted before becoming involved with the children.

Health and Administration of Drugs

The Child Care and Early Years Act stipulates that prior to admission, each child must be immunized as directed by the local Medical Officer of Health. Burlington Montessori Preschool also requires that a school medical form with these dates of inoculation must be submitted to the school before sessions begin.

If a child becomes ill during the day, temporary care will be provided until parents have been contacted and the parent or guardian can take the child home. Any medications required by any child will be permitted only with written instructions by the child's doctor in the case of prescription drugs. Any non-prescription drugs will not be permitted.

All medications must be labeled with the child's name, dosage and type of drug. More information may be requested. All medications must be given directly to the Administrator. All medications with exception to epipens will be stored in a locked box in the Administrator's office.

The Parent or Doctor of the child will give detailed instructions for children with potential Anaphylactic Reactions to the staff. All staff, student teachers and volunteers will be trained to administer medications necessary for the child's needs.

Nutrition

Burlington Montessori Preschool is a nut / tree nut free environment.

Your child will receive a nutritious snack each day. We have a snack program in place that allows each child the opportunity to bring and share a snack with the class.

All snacks will be prepared for the children on the school premises.

A list of suggested nutritious snacks and procedures will be sent home in the fall. Please include at least two items from the Canada's Food Guide.

Allergies will be posted near the snack table and in the kitchen.

A monthly snack menu is posted in the classroom and on the Parent Information Board in the hallway.

All diet, rest and exercise requests and requirements will be included in your child's daily program.

Clothing and Possessions

At our school we do not wear uniforms. Your child should be dressed in clothing that allows him/ her to move freely and comfortably (many tasks are performed on the floor). All clothing should be labeled with your child's name. Your child should have a change of clothes in his/her school bag. On gym days, please dress your child in jogging suits and running shoes. To collect and carry the beautiful work your child will produce, a school bag may be necessary.

As a Practical Life experience focusing on the environment and promoting responsibility, each child will bring a small plant to care for and keep at school. Please choose a plant that is hardy.

Discipline

We believe effective discipline can be achieved through maintaining a consistent and positive environment. Children learn through observation and experience. Our aim is to allow the child to become aware of the behaviour that is acceptable as well as unacceptable in a social environment. The children are encouraged to be confident in problem solving with of course the realization of consequence for their own actions.

Children are disciplined in a positive manner appropriate to their age and understanding in order to promote self-discipline and maintain self-esteem. At BMP we do not believe that time out for misbehaviours in effect. We believe that calm, gentle redirection and mutual respect is the cornerstone of positive interactions.

Staff members meet regularly to discuss disciplinary procedures in order to be consistent and effective.

Note: Spanking or other forms of corporal punishment are not permitted.

WITHDRAWAL OF A STUDENT BY THE SCHOOL:

A child may be withdrawn from the program if;

- 1) A child displays destructive behaviour.
- 2) A child displays a lack of respect for other children or staff.
- 3) A child is consistently uncooperative.
- 4) A parent has difficulty working with the staff to solve problems.
- 5) A parent does not respect school policies and staff.

PROCEDURE OF DISMISSAL:

- 1) Parent-Teacher meeting - working together to find a solution and work out strategies.

If there is no improvement in behaviour after two weeks:

- 2) The child will be dismissed in written form.

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BEHAVIOURAL MANAGEMENT

No Teacher Shall:

1. Use corporal punishment.
2. Use deliberate harsh or degrading measures to humiliate a child or undermine a child's self-respect.
3. Deprive a child of basic needs such as food, shelter, clothing or bedding.
4. Lock or permit to be locked for the purpose of confining a child, the exits of the school.
5. Not use a locked or lockable room to confine a child who has been withdrawn from the other children.
6. Use physical restraint of a child and prohibit any action that could physically harm a child (such as force feeding)

The Teacher Shall:

1. Be consistent.
2. Use appropriate discipline for the child's actions.
3. Ensure the child's health and safety.
4. Respect the child.
5. Maintain a calm, positive attitude
6. Redirect the child's activity
7. Recognize good behaviour.
8. Investigate causes of the misbehaviour.

- **1. Each staff will obtain a VSC- Vulnerable Sector Check before employment begins
2. Each staff will sign an offence declaration with 15 days of the anniversary date of the previous offence declaration.

The Staff will be monitored annually for compliance with the stated policies and procedures and the requirement of the act with respect to behavioural management. The date of the monitoring will be documented and a record will be kept of all monitoring for 2 years from the date an entry is made. Failure to comply could result in a verbal warning initially, followed by written warning and finally dismissal.

Consideration for discipline measures:

- *seriousness of the offence
- *actual or potential risk or harm to the child.
- *past performance of the employee in general/previous disciplinary action taken
- *recent performance
- *frequency of occurrence

- ** All staff and Volunteers will be required to review the Burlington Montessori Preschool Policy and Procedures Handbook annually and sign off to ensure the staff/volunteer has a good understanding of the Policies and Procedures. This review will be conducted annually before the begin of each school year.

Supervision of Volunteers and Placement Students in Burlington Montessori Preschool – Roles and Responsibilities of the Supervisor/ Licensee

The Supervisor/Licensee shall ensure that all students and volunteers:

- a)** Have read the BMP Policies and Procedures handbook and are familiar with: BMP Program Statement, Behaviour Management policies, Anaphylaxis policies, Health and Safety Policies. All volunteers and Students will sign off on all Procedures and Policies outlined in the handbook prior to interacting with the children. The Supervisor will ensure that the volunteer/students are informed of updated information in regards to Policy or Procedures.
- b)** Have submitted a CLEAR Vulnerable sector criminal reference check, or the appropriate Attestation form completed and submitted by a current or previous employer who holds the current VSC.
- c)** Are aware of the above Supervision policy and know that they are not allowed to be alone with children.
- d)** Are always supervised by an RECE or designate.

*Direct unsupervised access (i.e. when the adult is alone with a child) is not permitted for persons who are not employees of Burlington Montessori Preschool.

* Placement students and volunteers may not be counted in the staffing ratios in childcare centres.

* Daily records will indicate the date and times that volunteers and/or student teachers participated with the children.

** The Supervisor or licensee will review this policy annually with the Volunteer/Student. The Verification and Tracking Workbook will be used to track the VSC and offence declarations they have received as well as when the VSC and Offence.

Parent Involvement

Daily contact with the Administrator and Directress' may be helpful with any concerns and questions that arise. Parent / Teacher interviews will be held two times per school year followed by a Parents Evening. This is a wonderful opportunity for the children to display their work and have their family explore their classroom. It is also a great opportunity for the Parents to learn more about our Montessori environment.

The staff is available for interviews throughout the year if necessary. Please arrange these times at least one week in advance. We are here to work towards the success of your child. There will be a written progress report made available at the end of the school year. We have an open door policy; please take advantage of the opportunity to become involved in the progression of your child. We are only a telephone call away!

Occasionally, there is the opportunity to volunteer in the classroom and/or participate on field trips. The children are always excited to have their Parents involved in these activities. All we ask from you is that you obtain a Security Clearance from your local Police Station.

Parent Issues and Concerns Policy and Procedures

Name of Child Care Centre: Burlington Montessori Preschool.

Date Policy and Procedures Established: September 1, 2017

Date Policy and Procedures Updated: September 1, 2017

Burlington Montessori Preschool will address all Parent issues and concerns directly with the Parent with in 24 hours of the complaint. All staff that are involved with the situation will be present. BMP will consider all issues to be of importance and will be available for resolution.

Concerns about the Suspected Abuse or Neglect of a Child

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

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children’s Aid Society](#) (CAS) directly.

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*.

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in Responding to the Issues/Concerns:
Conflicts with teachers or children in the program. Lack of communication Dietary Concerns Discipline procedures	<ol style="list-style-type: none"> 1. Contact the Administrator by email or telephone 2. Attend a meeting with Administration and Staff 	<ol style="list-style-type: none"> 1. Administration / Staff will gather information regarding the issue(daily written records) 2. Administration/Staff will respond to the Parent within 24 hours 3. Administration and Staff involved with meet with the Parents,

Emergency Management Plans and Procedures

Each child will have an emergency information card accessible to the staff of BMP. In the event that there is an illness or injury the staff will notify the appropriate contacts. All staff is trained in first aid.

It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In the event of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

BMP has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the school. As a precaution, in the event that the children are required to evacuate, the school has two designated emergency locations. You will be notified as to the location we will meet.

Walkers Line Location #1 – Freshco Grocery Store 3505 Upper Middle Road - 905-315-9104

Location #2 - First Ontario Credit Union – 4021 Upper Middle Road – 1-800-616-8875

Ontario Street Location #1 – Art Gallery of Burlington 1333 Lakeshore Road 905-632-7796

Location #2 – Dr Kumaranayake - 1385 Ontario St, Burlington, 905-633-7862

WE LOOK FORWARD TO A FUN AND PRODUCTIVE SCHOOL YEAR!

