Bee Montessori
NIAGARA

Toddler/Casa Program
Parent Handbook



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info@beemontessori.ca

Parent Handbook

2026-2027

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 has 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 annually.

Revised: Oct. 2026

Important Information

Contacts

Main Office: 905-371-2050

Carla Walker (Head of School): 905-371-2050 ext. 42

Alieshia Allen (Enrolment Coordinator): 905-371-2050 ext. 22

Methni Karunaratne (Portage Site Supervisor): 905-371-2050 ext. 21

Sarah Haylor (Hagar 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

If a parent/guardian expresses 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 Family and Children's Services Niagara (FACS) directly.
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/childrensaid/reportingchildabuseandneglect_EN.pdf

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School Hours

Portage

Toddler Program
Before School Program: 7:30 AM - 8:30 AM
Academic Hours: 8:30 AM - 4:00 PM
After School Program: 4:00 PM - 5:00 PM

Casa Program
Before School Program: 7:30 AM - 8:30 AM
Academic Hours: 8:30 AM - 4:00 PM
After School Program: 4:00 PM - 5:00 PM

Hagar

Casa Program
Academic Hours: 8:30 AM - 4:00 PM

Please note: Our Toddler program is 12 months in length, while our Casa program is 10 months (September to June), with an option to enrol in our Summer camp program (July and August).

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 children with the best possible educational 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, understood, and will abide by the policies and procedures outlined in this handbook. Your child(ren) will achieve the greatest benefits from his/her/their Montessori experience when home and school are in alignment. We pride ourselves on our open and frequent communication between our staff and families and are looking 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, through the use of 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-centred, 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, licences 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 ratio.

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 Montessori Canada 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 Montessori Canada's website.

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/their 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

The Montessori environment affords the child the opportunity to work and learn both individually (at their own pace through individualized lessons) and as a member of a group (or class community). These class communities consist of children of a three-year age grouping, in a non-competitive environment; this allows our younger children to observe and learn from their older peers, while allowing the older children an opportunity to reinforce their own knowledge and skills by helping their younger friends. In this way, the child adds to the group and receives from it what he/she/they need.

Children at all levels are consistently observed and evaluated by their teachers; conferences with families and written progress reports are offered at multiple points

throughout the year. Our children do not participate in formal tests and marking that would be found in a conventional classroom. Rather, our teachers evaluate our children based on their ability to master or achieve a concept or skill taught through their everyday work. This way, our teachers are able to continuously guide and assist the children without undue focus on memorization or the disruption of testing.

The Montessori Curriculum

The Montessori curriculum is a scientifically- based, internationally recognized program with a unique curriculum that meets and often exceeds the skills outlined in the Ontario Ministry curriculum. Our children 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 at various points throughout the year, as previously mentioned. Should you have any questions or concerns regarding your child's experience at BMN, please feel free to reach out to the classroom teachers to book a conference outside of classroom hours. ***We kindly ask that you refrain from engaging in more lengthy conversations at daily pick up and drop off, as our teachers are focused on safely dismissing and receiving the children***. As you can appreciate, given the individualized nature of our program, our teachers are occupied throughout the school day teaching and guiding the children; this leaves them little time to communicate the finer, more minute details of a child's day to parents/guardians. Again, should you wish to speak with our teachers regarding your child's day to day activities, you are more than welcome to reach out to his/her/their teacher, to arrange a conference. Please keep in mind that being away from their parent/guardian and not sharing the smaller, more minute details of their school day is a way in which children assert their independence; we appreciate your support and understanding with this.

Toddler and Casa Programs

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

1) Toddler Program (18 months – 30 months)

The toddler-aged child experiences the richest period of brain growth and development. Our Montessori Toddler program, through its carefully prepared environment and purposeful materials, is specially designed to meet the developmental needs of children ages 18 months to 30 months. Our toddler classrooms feature furniture particularly suited for this age group (at the child's level), eliminating the need for assistance from adults. The children are able to move about their environment freely, completing purposeful work that engages all of their senses. In this way, the carefully crafted environment encourages independence, which in return increases the child's confidence.

Our Toddler program and curriculum focus on fostering the child's independence (dressing, toileting) and development (including: hand-eye coordination, fine/gross motor skills, social skills and language development). Equally as important, our program encourages the child's natural curiosity and love of learning, while teaching basic skills of self-care and care of the environment.

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.

*****Please Note: Our Toddler Program is a twelve (12) month program (running from September to August).***

2) Casa Program (2.5 years - 6 years)

The term "Casa" comes from the name of Maria Montessori's first program in Rome: *Casa dei Bambini,* "Home for Children". Our remarkable Montessori Casa program is tailored to meet the developmental needs of children 2.5 years to 6 years. At this age and stage of development, children continue to explore their environment using their senses. Children are taught lessons individually or in a small group, based on their capabilities and interests. The children use purposeful and concrete materials to learn abstract concepts (for example: using thousand cubes, hundred squares, ten bars and unit beads in order to perform addition into the thousands); this helps the children familiarize themselves with concepts that will be revisited in lower elementary.

The children are encouraged to move freely about their environment, choosing work that satisfies their inner needs. In these ways, independence, confidence and a sense of responsibility are encouraged.

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: 2.5 - 6 years old (preschool, JK and SK equivalent)

****Please Note: Our Casa Program is a ten (10) month program (running from September to June)**

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 integral role that the arts play in the child's overall development; this is why we regularly incorporate art activities and opportunities for self-expression and creativity into our programming.
- **Music**: From fostering brain growth and function, to enhancing memory, concentration and language, research supports the benefits of music. As a school
  We recognize the integral role that music plays in the child's overall development; this is why we regularly incorporate music, song and dance into our programming.
- **French:** At BMN, we recognize the benefits of learning multiple languages – especially for young children. This is why we incorporate French class into our programming and curriculum.
- **Physical Education:** Research supports the critical role that physical fitness and activity play in enhancing the child's physical, mental and emotional well-being. This is why we incorporate movement and physical activity into our daily programming. As per Ministry of Education regulations, our children receive a minimum of two hours of outdoor 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 (covered in the cost of tuition), provided Healthy Roots Catering (HRC). This children's catering service provides wholesome, nutrient-rich foods to schools and childcare facilities in the Niagara Region. HRC is dedicated to serving "child-friendly" meals and snacks with few ingredients, no added sugars and sodium and a whole lot of hidden veggies! For menus, please visit Healthy Roots Catering's website: healthyrootscatering.ca. HRC'S meals and snacks 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.

Children with serious dietary issues and restrictions may be exempt from our Hot Lunch/Snack program with approval from our school's administrators. In this case, parents/guardians will provide the child with lunch and two snacks.

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 an allergic reaction.

Extended Hours Program

At BMN we offer an Extended Hours Program (morning and evening) for families with children in need of supervision outside of school hours at our **Portage Location ONLY.** Should you require extended hours use, we kindly ask that you reach out to the Site Supervisor ***at least 24 hours in advance***. Please note that due to limited availability, we **may not be able to accommodate** your request for extended hours.

Our Morning (AM) Extended Hours Program is available from **7:30 AM – 8:30 AM**

Our Evening (PM) Extended Hours Program is available from **4:00 PM – 5:00 PM**

Our Extended Hours Programs are designed to provide a safe, relaxed, and comfortable atmosphere, which echoes the Montessori classroom. The children 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 (fish free for Portage Rd location) snack to enjoy during our extended hours programs.

The Peaceful Pollinators Summer Camp Program (2.5 - 6 years)

BMN's Montessori based summer program engages each child in stimulating activities that encourage them to learn more about the world around them.

Peaceful Pollinators Camp (for Preschool/Kindergarten aged children) is available to children currently enroled and those who are on our waitlist. If there are still spots available, this program may be opened up to the public.

Our peaceful Pollinators summer camp program runs **Monday through Friday from 9:00 AM - 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 Healthy Roots Catering).

Please visit our website for more information about BMN's summer camp program or to enrol your child.

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 our 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 The Montessori Approach to Education Forms the Basis of Our Program**

Using the framework laid out in "*How Does Learning Happen?",* in combination with the pedagogy of Dr. Maria Montessori, Bee Montessori Niagara strives to support our children to achieve the following goals while meeting the expectations for programs which build on the four foundations for healthy growth and development.

Children are rich in potential and eager to learn. At BMN, we recognize our children's unique capabilities while promoting respect for children as the unique, competent, capable and curious individuals that they are. Our children's social, emotional and academic development, along with the promotion of Peace Education are focal points of our program. Peace Education, a key concept in Montessori philosophy, includes encouraging our children to practise and promote peace both internally (within themselves) and externally (in the world around them). Interestingly, Dr. Montessori was nominated for the Nobel Peace Prize three times over her lifetime!

At BMN, we encourage our students to choose the Montessori materials that call 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 guide 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.

The Quiet Rest Period

A) 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. Rest is very important to a child's development, health, and well-being. During the rest period, our staff conduct visual inspections which involve visually checking each sleeping child to ensure that breathing is regular, and that there are no signs of distress or unusual behaviour.

B) Casa Program: Our Casa-aged children are offered a daily "Peace Time" (a quiet period of rest and relaxation) after lunch. During this time, the room is dim, calm and quiet while soft music plays in the background. Our children rest their bodies calmly and quietly on a yoga mat; some choose to look at books, while others may choose to complete a quiet work activity. If a child is visibly tired, he/she/they will be offered time to rest on a cot.

Promoting Safety and Good Health

One of BMN's goals is to establish within each child a sound understanding of safety and good health. We continually promote safety, health and nutrition by encouraging our children to self-serve and by having our teachers model healthy eating and good table manners at the table during snack and lunch time.

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.

Environment

BMN's classrooms are designed in accordance with Dr. Montessori's philosophies and in compliance with the Ministry of Education's Child Care and Early Years Act. We also work to promote and maintain a culture of peace and mutual respect both in our classrooms and within our school community. The theme of peace is also echoed in the calm, warm and tranquil home-like environment that we intentionally create in each classroom and within the school facility as a whole.

Each classroom offers several Practical Life activities, which allow us to support positive and responsive interactions amongst the children, parents/guardians and our teaching staff. Examples of these activities include but are not limited to: washing a table, caring for plants, folding cloths, and dressing oneself. In this way, our children are learning to care for and contribute to the care of themselves and others through experiences in their classroom.

BMN staff have many opportunities for continued professional development through The Canadian Council of Montessori Administrator Conferences, and other relevant conferences and workshops.

Managing Unwanted Behaviours

Young children benefit from an affirming approach to managing unwanted behaviours that encourage positive interactions with other children and adults. BMN sets out clear directions 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:

A) the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, OR
B) is used only as a last resort and only until the risk of injury is no longer imminent.

No form of corporal punishment or deliberate use of harsh or degrading measures that humiliate or undermine a child's self-respect are permitted at our school. 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
- 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)
- Sexual abuse, sexual misconduct or engaging in prescribed sexual act as

those terms are defined in ECE act 2007. O.Reg. 137/15,s.48: O. Reg. 126/16; s. 34: O. Reg. 197/26, s . 15.

Parent/Guardian, Family and Community Involvement

Special events throughout the year that include all our families are planned and executed through collaboration. We also host class and school-wide socials, a spring concert and a graduation ceremony. In addition, we host informative Parent Curriculum evenings with Q & A opportunities.

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.

Volunteers at BMN

- 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 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.

- 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 behaviour 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 child care 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 relatives.
- Volunteers are not monetarily compensated for their work.

Following the Child; Children as Teachers

BMN offers an exceptional Toddler program that is specifically designed to meet the unique developmental needs of children ages 18 months to 30 months. We also offer a Casa program which is specifically tailored to meet the development needs of children ages 2.5 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- centred as opposed to teacher centred. 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.

Styles of Learning

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 due 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

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.

Show and Share (Casa Level)

A Show and Share basket is placed in each classroom for sharing at circle time. 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. In this tradition, the children form a circle around the "birthday mat"; we then light a candle (a flameless candle) and place it in the middle of the mat, representing the sun. The child celebrating their birthday holds onto a globe of their choosing (representing the Earth), and walks around the "sun" (the candle and birthday mat). This represents one year; in this way, the children are introduced to the concept of one year's time (the time it takes for the Earth to go around the sun one time). The child then walks around the sun for each year of their life, while their friends sing "The Earth Goes Around the Sun" song. For example, a child who has just turned three would walk around the sun three times vs. a child who has just turned four would walk around the sun four times.

As a complement to this special birthday tradition, we invite families to provide us with a picture for each year of their child's life, as well as complete the "celebration of life" form which the teacher presents during "Birthday Circle". Families are welcome to provide the class with the child's favourite ***HEALTHY ALLERGY FREE snack*** *(*fruit kabobs etc.) or a non-food related item (ie. bubbles,

stickers, playdough) if they wish. Please note that snacks being brought in to school ***MUST BE LABELLED with a full list of ingredients;*** a BMN staff member must review the ingredients before the food is presented to the children. We kindly remind you that we are a nut-free, fish-free facility (at Portage). The children receiving the birthday treat will be given their treat at the end of the day, to enjoy at home.

Birthday Invitations: To ensure all children feel included and to avoid any unintended disappointment, we ask that birthday invitations be distributed discreetly. Unless the entire class is being invited, please hand invitations directly to the parents of the invited children at pick-up time, or provide them to the site supervisor, who will ensure they are distributed appropriately. We appreciate your understanding and cooperation in helping us maintain a positive environment for all children.

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. We are very fortunate to have the support of Pathstone Mental Health, Niagara Support Services and the Niagara Children's Centre who are all committed to helping us to best support our students.

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 ("BEE-coming Familiar with Casa")

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 or from our Toddler Program to our Casa Program. 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 last week of August (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, 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 feel, 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 and Enrolment Process

At Bee Montessori Niagara, we are committed to fostering independence and individualization—two values that set us apart from mainstream childcare facilities. To ensure we uphold these values while maintaining a balanced, supportive classroom environment, we've designed an admissions process that is both thoughtful and intentional.

We look forward to meeting your child and exploring whether BMN is the right fit for your family!

Any questions, please contact our Enrolment Coordinator:
905-371-2050 EXT **22** OR enrolment@beemontessori.ca

Program Waitlists

- Bee Montessori Niagara offers programs for children 18 months – 6 years of age.
- BMN maintains a waitlist for its programs if the classrooms are at capacity. We make every effort to keep children enroled in the school once they begin their first day with us.

Registration

Registrations are accepted throughout the year, but mainly in September and January. The School's Administrators will arrange for the admittance of new children. Applications are processed in the order received, with priority given to staff member's children, siblings of children currently enroled and those who have previously attended a Montessori program. When the program is full, families will be required to join our waitlist.

Pre-registration for the upcoming school year typically occurs each Spring.

Fees and Enrolment/Re-Enrolment

Tuition fees for newly enroled and children re-enroling are as follows:

Deposit

Casa - Child's First Month and 50% of June Tuition ***Toddler - Child's First Month and 50% of August Tuition***

PAYMENT PLAN OPTIONS

PLAN A - *CASA or TODDLER* -ANNUAL PAYMENT	ONE PAYMENT Due upon enrolment
PLAN B - *CASA* -MONTHLY PAYMENTS	EQUAL PAYMENTS due on the first of each month (10 months of the year) *NOTE: June's tuition payment will be reduced by 50%, as families have already paid 50% upon enrolment.
PLAN B - *TODDLER* -MONTHLY PAYMENTS	EQUAL PAYMENTS due on the first of each month (12 months of the year) *NOTE: August's tuition payment will be reduced by 50%, as families have already paid 50% upon enrolment.

Payment Methods: Cash, Cheque or Pre-Authorized Debit (PAD) via Plooto

NON- BASE FEES

Late Payment Fee **(NSF) Non-Sufficient Funds** **Late Pickup Fee**	$45 $50 Please see information on Page 27
FIELD TRIPS	Field Trips are an additional cost; cost varies per field trip

TODDLER PROGRAM BASE FEES (*Includes Hot Lunch/Snacks)

Please Note: Our Toddler Program runs 12 months of the year

HALF DAY PROGRAM **(8:30 am - 12:00 pm)**	
PLAN A **Annual Tuition** **(1 Payment)**	**Annual Tuition:** $5,280 ($22/day)
PLAN B **(Monthly Payments)**	**Monthly Tuition:** $440

FULL DAY PROGRAM **(8:30 am - 4:00 pm)**	
PLAN A **Annual Tuition** **(1 Payment)**	**Annual Tuition:** $5,280 ($22/day)
PLAN B **(Monthly Payments)**	**Monthly Tuition:** $440

CASA PROGRAM BASE FEES (*Includes Hot Lunch/Snacks)

Please Note: Our Casa Program runs 10 months of the year (September to June)

HALF DAY PROGRAM **(**Available *ONLY at Hagar Ave*; 8:30 am - 12:30 pm Monday to Friday)**	
PLAN A **Annual Tuition** **(1 Payment)**	**Annual Tuition:** $4,179 ($21/day)
PLAN B **(10 Payments)**	**Monthly Tuition:** $417.90

FULL DAY PROGRAM **(8:30 am - 4:00 pm)**	
PLAN A **Annual Tuition** **(1 Payment)**	**Annual Tuition:** $4,400 ($22/day)
PLAN B **(10 Payments)**	**Monthly Tuition:** $440

Payments and Payment Plans

Fees are due on the first of each month.

Payment options include: **Cash, Cheque or Pre-Authorized Debit (PAD) via Plooto**

Payment Plans are as follows:

1) ***Plan A: One Payment***

   -Due upon enrollment

2) ***Plan B: Equal Payments***

   -Due on the first of each month

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.

Refunds

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

A. During the School Year (September through June for Casa) and (September through August for Toddler):
Deposit of first month and 50% of last month's tuition is required upon acceptance into the program, and for re-enrolment for the upcoming school year.
Written notice of intent to withdraw is required with ***no less than 1 month's notice***.
With 1 month's notice, 50% of last month's tuition (deposit) **will be reimbursed.**
Should a family **fail to provide a minimum of 1 month's notice**, the 50% of last month's tuition (deposit) **will NOT be refunded**.

i) Written notice to withdrawal must be provided ***no later than the 1st of the month prior to the requested withdrawal*** (i.e. notice given on February 1st, will be sufficient notice for a child withdrawing on March 1st).
ii) Families will be required to pay the tuition amount for the month regardless if the child is attending the program or not during that time.
iii) Please note, that without a minimum of 1 month's notice for withdrawal, families will be responsible for payment for tuition for the following month.

If a child is discharged due to parents/ guardians being unable to pay tuition, 50% of last month's tuition(deposit) **will not be refunded**.

B. During Casa Summer Camp (July and August)

i) *For families currently enroled in the Casa Program*
Families who are currently enroled during the school year will have a summer camp payment due date (please refer to the BMN Overview

Calendar of the Year for this date). ***Please note: there will be no refunds after May 15th, of each school year.***

ii) For families joining exclusively for Summer Camp

Full payment of summer camp will be due upon acceptance into the Summer Camp program and is **non refundable.**

Parent/Guardian Responsibilities

Regular, Consistent Attendance

Regular, consistent attendance is important for your child's understanding and appreciation of the Montessori environment. It also strongly influences your child's ability to "normalize" (to work independently, to concentrate, to have self-discipline and contribute positively to the environment). Students who are frequently late or absent will not benefit from the full Montessori experience and their educational outcomes could be significantly compromised.

Attendance

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.

Reporting Lateness, Absenteeism or Early Pick Up

PORTAGE ROAD LOCATION: If your child will be late, absent or picked up early, please call 905-371-2050 ext. 21.

- ***If your child will be absent, please include a reason (ie. sick - , home day, vacation day etc.)***

HAGAR AVE LOCATION: If your child will be late, absent or picked up early, please call 289-296-6119.

Arrivals and Departures

The arrival and departure of your child(ren) 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.

TODDLER Full Day Students (Offered at Portage ONLY) ● Drop Off: 8:30 AM - 8:45 AM ● Pick Up: 3:45 PM - 4:00 PM **CASA Full Day Students (*Offered at Portage AND Hagar*)** ● Drop Off: 8:30 AM - 8:45 AM ● Pick Up: 3:45 PM - 4:00 PM	**TODDLER Half Day Students (Portage Location Only)** ● Drop Off: 8:30 AM - 8:45 AM ● Pick Up: 12:00 PM (Noon) **CASA Half Day Students (*Offered at Hagar location Only*)** ● Drop Off: 8:30 AM - 8:45 AM ● Pick Up: 12:30 PM **Available at the Casa level to preschool aged children only (3 years and under) LUNCH **IS** PROVIDED FOR **HALF DAY** STUDENTS

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 or guardian 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.

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 require someone else to pick up your child, the school must be notified in writing (with their first and last name). 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.

We ask that you ***hold your child(ren)'s hand(s) in the parking lot*** to ensure their safety.

Maps and instructions will be handed out to families at the beginning of the school year.

Late Pickup - During Regular Programming Hours
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.

LATE PICK UP FEE POLICY **-** Families who arrive late for their designated pick up time will be ***charged a $10 late fee for the 1st 5 minutes, and a $1 per minute thereafter***.

Late Pickup - During PM Extended Hours
If you are late to pick up your child from our extended hours program beyond 5:00 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).

Holidays and Professional Development (PD) Days
Both 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 week-long March Break, and professional development days throughout the school year. We follow the District School Board Niagara (DSBN) school year calendar as closely as possible. The school is closed on the following days (see our School Calendar for Specific Dates): Labor Day, Thanksgiving Day, Christmas Day,

Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day and Civic Holiday.

Professional Development (PD) 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.

Inclement Weather and School Closure Policy
All school closures will be announced by **6:30 AM the day of the closure.**
Closures will be announced via:

- An email will be sent to all families, indicating that the school is closed
- Bee Montessori Niagara's Facebook and Instagram pages

Please note:

- BMN will be **closed if**:
    - the District School Board of Niagara (DSBN) closes its schools
    - the city busses are not running

- BMN ***MAY BE CLOSED*** *at the sole discretion of the School's owners (based on the safety and well-being of the children, families and staff),* ***regardless*** *of other facilities (including the DSBN) remaining open with transportation cancelled.*

We try our very best to give advanced warning on our social media pages in preparation of incoming inclement weather, so that families can make alternate arrangements for care if need be.

We apologize in advance for any inconveniences these unforeseen closures may cause.

Thank you for your cooperation and understanding as we work to ensure that the safety and wellbeing of our children, families and staff is prioritized.

Clothing/Dress Code
Please label all your child's clothing for easy identification.

We ask that you send your child(ren) to school in manageable and practical clothing (especially when they are learning to become toilet independent). We recommend that younger children wear pants and shorts with elastic waist bands; this allows them to easily pull their pants up and down independently while toileting. Please keep in mind that overalls and pants with difficult fasteners (ie. buttons, snaps) can frustrate and fluster children when they need to go to the washroom and can often cause unnecessary accidents.

Please be sure to check the weather BEFORE leaving the house to ensure that your child is suitably dressed for the weather.

Fall/Spring Outdoor Entire:

As our playgrounds typically become wet and muddy, we highly recommend investing in a children's mud or rain suit also known as a "muddy buddy". These can be purchased at Costco or Amazon.

Winter Outdoor Entire:

During the winter months, children should wear a hat and mittens/gloves to sufficiently protect them from the cold. Waterproof mittens/gloves are highly recommended, to ensure that 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.

On the first day of school, we ask that you bring a few spare changes of clothes (in a labelled Ziploc bag) to be left at school, for your child to use in the case of a spill or toileting accident. ***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 should be worn on all field trips, school outings and gym days. We have additional or replacement t-shirts available at an additional cost. BMN t-shirts and

school spirit wear can be purchased at BIG BEAR SPIRIT WEAR!
https://www.bigbearspiritwear.com/bee-montessori-niagara/

Diapers and Wipes
Parents/ Guardians of children who are not yet toilet independent are to provide the school with diapers, wipes, and diaper rash cream (if necessary); all items should be
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. When choosing footwear, please consider the following:

- It should be designed for the child to take on and off independently (*velcro or slip-on's are great options; please avoid lace-up shoes, unless your child is able to tie them up independently)
- It should be durable and well-fitting to help with gross motor movement
- It should fully enclose the child's foot (especially for running activities -ie. gym class)
- It should have a rubber or leather, non-marking sole

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).

Shoes with large holes or gaps in them are NOT recommended for outdoor playtime, as the mulch often lodges itself inside the shoe, bothering the children' s feet.

Water Bottles
Please provide a reusable sealed water bottle with your child's name labeled on it.
These water bottles will be sent home daily for cleaning and refilling. 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 remain at school. 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/Items From Home

We kindly ask that toys/items from home remain at home (unless they are being used for show and share). We ask this as we have found that these items often become an issue amongst the children; they often become upset when others touch their special items or when the items become lost or broken.

Please know that BMN is not responsible if any items from home become 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 children' s 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 becomes 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 programs participate in a Snack and Hot Lunch Program (covered in the cost of tuition), provided Healthy Roots Catering (HRC). This children's catering service provides wholesome, nutrient-rich foods to schools and childcare facilities in the Niagara Region. HRC is dedicated to serving "child-friendly" meals and snacks with few ingredients, no added sugars and sodium and a whole lot of hidden veggies! For menus, please visit Healthy Roots Catering's website: healthyrootscatering.ca. HRC'S Meals and snacks 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.

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 many of the materials in our classroom are very costly and are difficult to replace. When one small component of our work goes 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

We're introducing a new system for returning forms and paperwork.

Portage Road Families

When you enter through the front doors, you'll see three black mailboxes labeled:

Toddler 1 Toddler 2 Casa 2

If you have forms or paperwork to return, please use the envelope provided with the documents and place it in the appropriate mailbox for your child's class. Please do not give forms directly to the teachers — this helps prevent items from getting lost or misplaced. We'll also use these mailboxes for field trip forms. Be sure to secure your child's form (and payment, if needed) in an envelope before dropping it off.

Hagar Families

Upon entering through the front door, look to the left — your class mailboxes will be posted there. As with Portage, please return all forms using the envelope they were sent home in, and place them in your child's class mailbox. Again, do not hand forms to the teachers to help ensure nothing is misplaced.
Field trip forms and payments should also be returned in a sealed envelope using the same system.

If you have any questions or concerns, feel free to reach out to us at: enrolment@beemontessori.ca

Reminder: your child's immunization on-file record must be kept up to date. Please submit by email to the Site Supervisor with any updated Immunization Records.

Health and Safety

Temperature and Outdoor Playtime Policy

Our goal is to have the children outside as often as possible as it is critical for their optimal 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 neighbourhood walk (if it is safe to do so)
2. Any time a heat or humidity warning is issued, the children's outdoor time will be limited.
3. If it feels like -15 degrees Celsius or colder (with or without the windchill), the children must remain inside.

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).

Children Remaining Indoors During Playtime

It is a Ministry of Education requirement for children to have ***at least 2 hours*** of outdoor playtime daily (weather permitting). For this reason, children are ***not permitted to remain indoors*** if the weather is suitable.

Please keep in mind that children should be coming to school, being able to participate fully in the program.

Children Who Nap

All children in our Toddler and Casa aged children programs are offered a sleep, quiet rest period or "Peace Time".

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.

All children who nap are always supervised; visual checks will be performed by our staff every 30 minutes to ensure that the children are breathing normally and that there are no signs of distress or unusual behaviour.

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

Illness, Accidents and Outbreaks

School and health authorities require that all child illness be reported to the school on the day of the absence. Please phone the school by **8:30 AM** and notify the site supervisor. 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.

1.ILLNESS AND 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.

Please Note: Our school policies are set in alignment with Public Health policies and guidelines.

Daily Observation of Children

Throughout the day, our staff members consistently observe the children for any changes in mood, behaviour, or physical appearance that may indicate illness or discomfort. If a staff member suspects that a child may be unwell, they will immediately notify the Site Supervisor. The Site Supervisor will then assess the situation and determine the appropriate next steps, which may include contacting the child's parent/guardian. These calls are intended to keep parents informed; however, they do not always require immediate pick-up and are offered more as a courtesy. The Site Supervisor will clearly communicate whether the situation requires the child to go home or if the child will continue to be monitored closely at School for any changes.

Illnesses and When the Child Can Return

For specific symptoms, conditions, and required recovery periods, please refer to the **chart below**. This guide (which has been created using Public Health's "Managing Illness") outlines when it is appropriate for your child to return to the classroom.

REPORTABLE DISEASES		
Illness	**When A Child Is Unable to Remain/Attend School**	**When A Child Can Return to School**
Chicken Pox	Symptoms: -red, itchy rash -fever -fatigue, loss of appetite, headache	Once well enough to participate (*no formal exclusion).
COVID-19	Symptoms: -fever/chills -cough or shortness of breath/difficulties breathing -fatigue -headache -muscle/body aches -nausea or vomiting -sore throat or congestion	Should stay home until fever free (without medication) AND other symptoms have been improving AND they have not developed new symptoms.
Influenza (Flu)	Symptoms: -fever/chills -cough -sore throat -headache -fatigue -nausea/vomiting -body aches	Should not attend until 5 days after the start of the symptoms OR until fever free (without medication) AND can participate in activities.
Measles		Return for 4 days after onset of rash.
Mumps		Return after 5 days from the onset of swelling.
Pertussis (Whooping Cough)		Return three weeks after intense coughing begins OR after 5 days of appropriate

		antibiotic treatment
Rubella		Return 7 days after the rash is first noticed.

NON-REPORTABLE DISEASES		
Illness	**When A Child Is Unable to Remain/Attend School**	**When A Child Can Return to School**
Common Cold		Return once fever free (*without medication) AND other symptoms have been improving for 24 hours AND they have not developed new symptoms.
Diarrhea	If a child has two or more bouts in one day	24 hours after the last bout
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
Fifth Disease	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: https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/fifth_disease	Return once no longer contagious (when rash appears)
Hand/Foot and Mouth	Symptoms: -fever -small, painful ulcers in the mouth -a skin rash (looks like red spots)on hands, feet -headache -sore throat	Return once well enough to participate It is recommended to keep a child home if: -they are drooling OR -they have blisters on the

	-vomiting/diarrhea See full list of symptoms here: https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/hand_foot_and_mouth_disease	mouth OR -they have a weeping rash on their hand(s)
Impetigo	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 See full list of symptoms here: https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/impetigo	Return once antibiotic prescribed has been in the child's system for one full day (24 hours) AND child is well enough to participate
Pink Eye	Symptoms: -scratchy eyes -lots of tearing -the whites of the eyes are pink/red -pus or discharge from the eyes See full list of symptoms here: https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/pinkeye	Should be kept home until seen by a healthcare practitioner. If **bacterial**, child can return after 24 hours of antibiotic treatment If **viral**, child can return with approval from a healthcare practitioner.
Pinworm	Symptoms: -usually no symptoms -some children get very itchy around the anus and vagina (especially at night) See full list of symptoms here: https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/pinworms	Return after treatment has started
Ringworm	Symptoms: -rash (ring shaped, with a raised edge) -scaly patches (itchy and flaky) -fungal infections on the feet See full list of symptoms here: https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/ringworm	Return after first treatment has started
Roseola		Return if well enough to

		participate in regular programming.
Scabies		Return after treatment has been applied
		Return once antibiotics have been taken for at least 24 hours AND the child is well enough to participate in the program.
Vomiting	If a child has 1 bout of vomiting	Return 24 hours after LAST bout of vomiting

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

Head Lice Policy

Head lice are a common childhood occurrence and are not a reflection of hygiene or cleanliness. Our goal is to manage head lice in a way that minimizes disruption to the child and school community while preventing further spread.

If a case of head lice is identified:

- The child's parent/guardian should inform the School immediately.
- The School will inform the class affected.
- Home treatment should include a type of medicated shampoo or recommended lice treatment. ***The child will be able to return to School once a School Administrator has verified that they are clear of lice and/or nits (eggs).***
- We encourage you to consider checking siblings and close contacts as a precaution.

To help prevent the spread of lice, we encourage:

- Regular checks at home, especially behind the ears and at the nape of the neck.
- Children to avoid sharing personal items such as hats, hairbrushes, and hair accessories.
- Bringing your child(ren)'s hat(s) home on a daily basis to be laundered in hot water and dried on high heat.

For additional information regarding how to treat and prevent head lice, please visit the links below:

https://www.niagararegion.ca/health/schools/head-lice.aspx

https://www.licesquad.com/contact/niagara-region/

Exposure to Communicable Diseases

When a child has been exposed to a communicable disease in the School, the following protocol will be followed:

1. The Site Supervisor will inform Public Health and follow the necessary protocol.
2. Staff, parents and guardians will be notified of the exposure.
3. Staff, parents and guardians will closely monitor the children who were exposed to the illness for any potential signs and symptoms.

*__Fever:__ Parents/Guardians will be notified any time their child has a fever of 37.9℃ (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℃ (100.2°F) for 24 hours (medication free) 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 contact 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.

2. ACCIDENT

Although we try to avoid it, accidents sometimes occur.

a) **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 School's Administrators feel that parents/guardians should be notified immediately regarding the accident or injury, a phone call to the child's parent/guardian will be made as soon as possible; the parent/guardian may then make the decision to pick up the child or have the staff monitor the child at school.

b) **In the case of an emergency illness or injury:** The staff and/or School's Administrators 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 staff member will accompany the child in the ambulance and stay with the child until the parent/guardian arrives.

c) **Head Injuries**

If a staff member sees or suspects that a child has sustained an injury to the head, he/she/they will notify the School's Administrators immediately. One of the School's Administrators will then call the child's parent/guardian to notify them of the accident as soon as possible; the parent/guardian can then decide whether or not the child will be picked up, or will remain at school. Should the child remain at school, he/she/they will be closely monitored. Any changes in the child's condition will be reported to his/her/their parent/guardian immediately. Families are encouraged to seek medical attention for their child if he/she/they begin showing signs of a head injury while at home. If a concussion is diagnosed, it is imperative that the family informs that School, so that we can make the necessary arrangements to help the student recover from the concussion.

3. OUTBREAK

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

a) **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.

b) **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.

c) <u>Restriction of Volunteers/Visitors</u>

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

d) <u>Notification of Families in the Affected Class</u>

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.

e) <u>Suspension of Field Trips</u>

Field trips will be cancelled during an outbreak.

f) <u>For the Affected Classroom</u>

- 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.

g) <u>For the Remaining (Unaffected) Classrooms</u>

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

h) <u>New Families</u>

The Site Supervisor will inform new families of the outbreak. The family will then make the decision to send their child(ren) to school or wait until the outbreak is over.

Student Health Records and Emergency Information

<u>A) Student Health Records</u>

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.

Please inform our Administrative Staff (via portage-supervisor@beemontessori.ca or hagar-supervisor@beemontessori.ca if/when your child(ren) has received an updated immunization. We will require you to send us your child's updated immunization record card reflecting this change.

B) Student Emergency Contact Information

Student Emergency Contact Forms are completed by families on a yearly basis.

This information stays near the telephone at your child's school for emergency purposes; it is the parent/guardian's responsibility to contact the School's Administrators if any of this information changes (ie. change in address, change in phone number)

Thank you for helping us to ensure that your child(ren)'s emergency contact information is always complete and up to date.

Medication Policy

A medication form must accompany all medications that are brought to school; forms are made available through the School's Administrators. All prescription and non-prescription medications must be accounted for on this form. Long-term regular prescriptions can be filled out as a one-time 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 will NOT administer Tylenol as a fever reducer (*unless it is part of the child's Individualized Medical Plan). 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 at the sole discretion of the Site Supervisor/Designate or Licensee and will be approved on an individual basis. Parents/Guardians MUST sign a form stating that they have given their child this medication before in order for BMN to administer the medication while the child is under our care to school.

Security/Visitors

To ensure the safety of the students, school doors are always locked. Parents/Guardians and visitors are asked to ring the actual doorbell and Google Doorbell located beside the front door. The School's Administrators will speak to you through our intercom/video surveillance. For the safety and security of our students, staff, and visitors, video surveillance is in place throughout the building. The School Administrators are aware of all persons entering the school premises. The school

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. The School's Administrators will call 911 and collect the parent/guardian contact lists. 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 on a monthly basis, 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.

Conduct

Bee Montessori Niagara maintains high standards for positive interaction, communication, and role-modeling for children. Therefore, discrimination, harassment or abuse (physical and verbal) 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. In the event an altercation occurs, the initiating party or parties will receive a letter outlining a period of reflection during which they will not be permitted to drop off or pick up the child(ren) in care. This time period will be determined by Administration on a case by case basis. Any additional incidents may result in the family member not being permitted on school property at any time, including school events or the child being withdrawn from the program.

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 expresses concerns that a child is being abused or neglected, the parent/guardian will be advised to contact Family and Children's Services Niagara (FACS)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 Family and Children's Service Niagara (FACS)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 strongly 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 occurrences of inappropriate behaviors will be addressed accordingly, using the policies and procedures outlined in our "Supporting Our Children" policy (in the section below).

The word "discipline" has its origins 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 School will address this issue using the policies and procedures outlined in our "Supporting Our Children" policy (in the section below).

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.

BMN Student Support Policy

Policy

A) Supporting Our Children

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:

a) unable to safely meet the needs of the child
b) if the child is unable to participate in regular programming

c) and/or the child becomes a danger to themselves or others, he/she/they may be *asked to leave school for the day*.

Equally as important, in the event that a child receives ***three related incident reports*** the following actions will be taken:

1. Arrange a meeting with the parent/guardian
2. Pursue external support (ie. Behaviour Consultant (Referral to Pathstones Mental Health or Mindful Momentum Therapy), Speech Therapy (Empower Communication Services or Niagara Region Children's Services), Occupational Therapy
3. For children under the age of 4, they will be included in the Niagara Region's inclusion resource support model. *For children over the age of 4 years old, they will be recommended to pursue external supports such as ie. Behaviour Consultant (Referral to Pathstones Mental Health), Play Therapy/Psychotherapy services through Mindful Momentum Therapy, Speech Therapy (Empower Communication Services, and/or Occupational Therapy.*

*Any and all parent/guardian communications (ie. concerns, consents to pick up etc.) must be ***addressed via phone or email. For the safety of our children, we kindly ask that you refrain from engaging in these types of conversations during pick up and drop off .***

B) Discharge of A Child

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:

2. If the student's or parent's behaviour presents a danger to other students or

staff

3. If after repeated documented attempts by the School to communicate and problem-solve together, the parent/guardian does not take part in the process, such as not responding to communication, not attending scheduled meetings, or not following agreed-upon steps in the child's support plan.

5. If the student's parents/ guardians are unable to pay tuition

If BMN ends the enrolment agreement under any of the circumstances above, fees will be charged up to and including the last day of the week in which the child's final day of attendance falls. Any prepaid tuition for the rest of the school year will be refunded within [30] days of the child's final day.

Procedures

1. The initial contact to the parent/guardian in regards to the first incident will be made by email ***by one of the School's Administrators***. Parents/Guardians are encouraged to call the School if they have any further questions or concerns.

2. Upon receipt of a second incident report of the same or similar nature, the School's Administrators will advise that ***additional support and/or resources should be explored*** if there is a third occurrence. Previous recommendations will be revisited as well.

3. On the third incident report (of the same or similar nature), the School's Administrators will arrange a meeting between themselves, the parent/guardian and the child's teachers. During this meeting, the family and school team will ***work together collaboratively to create an action plan*** to best support the child (for example: Mental Health Support, speech therapy, Occupational Therapy etc.). If external support is declined by the child's parent/guardian, regretfully the child may be dismissed from the program.

Note: Incidents of the same or similar nature are incidents involving the same type of behaviour (for example, physical aggression toward others, leaving the supervised area, damaging materials, etc.), as determined by the School's Administrators based on incident report documentation.

Parent/Guardian Issues and Concerns

Purpose

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

Policy

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 the best for them. Families are experts on 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 support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by the Site Supervisor/Head of school/Licensee and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and 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/Head of school.

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

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

Confidentiality

Every issue and concern will be treated confidentially 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 (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our school maintains high standards for positive interaction, communication and role- modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

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

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 Family and Children's Services Niagara (FACS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to Family and Children's Services Niagara (FACS) directly 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/childrensaid/reportingabuse/index.aspx

Parent Issues and Concerns Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Head of School/Site Supervisor in responding to issue/concern:
Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	1) Raise issue/concern to the classroom teachers 2) If issue/concern is not adequately addressed, raise issue/concern to: The Site Supervisor or Carla Walker (Head of School)	1) Address the issue/concern at the time it is raised OR Arrange a meeting with the parent/guardian within 2 business days Document the issues/concerns in detail.

General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	1) Raise the issue/concern to Carla Walker (Head of school)	Documentation should include: - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. Provide a resolution or outcome to the
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to -The Site Supervisor or -Carla Walker (Head of school) All issues or concerns about the conduct of staff, duty parents, etc. 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.	
Student- / Volunteer-Related	Raise the issue or concern to -the Site Supervisor and/ or -Carla Walker (Head of school). 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.	parent(s)/guardian(s) who raised the issue/concern.

Escalation of Issues or 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 Head of School or Licensee (Amanda Marshall)

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 Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Amanda Marshall - Licensee 905-371-2050 EXT 42

Carla Walker - (Head of School) 905-371-2050 EXT 42

Methni Karunaratne - (Portage Site Supervisor) 905-371-2050 EXT 21

Sarah Haylor - (Hagar Site Supervisor) 289-296-6119

Local Police Department - (905) 688-4111

Local Health Department - 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

Discharge of Child(ren) From Our Program (*In accordance to our "Supporting Our Children" Policy)

As per our "Supporting Our Children" Policy, 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. If the student is unable to thrive in the school's Montessori environment
2. If the student's behavior presents a danger to other students or staff
3. If the student's parent/guardian is (are) unwilling to work collaboratively with the
   School (teachers, staff, administrators etc.)
4. If the student's parent/guardians is (are) unwilling to work collaboratively with
   any/all external supports (ie. Resource Consultant, Behavioural Consultant etc.)
5. If the student's parents/ guardians are unable to pay tuition

Any tuition that has been paid but not yet used will be refunded.

Sleep Supervision Policy

Policy

Bee Montessori Niagara (BMN) believes that young children require periods of active engagement and rest in order to achieve optimal development. As such, the School ensures a designated sleep/rest time during program hours on a daily basis for children that sleep regularly. We recognize that each child has unique sleep and rest requirements and may not *sleep* but may however *rest* on certain days. Bee Montessori Niagara strives to meet these needs by ensuring a designated sleep time that addresses the need for sleep, rest and relaxation. A

designated sleep area that is safe and secure will be provided to promote sleep, rest, relaxation and quiet activities. The designated sleep area will have sufficient lighting in order to conduct direct visual checks and identify which children are present in the designated sleep area. Adequate light(i.e a flashlight, nightlight or curtains/blinds to be pulled up slightly as needed) will be provided for each classroom that has sleeping children. The designated rest/sleep time for the children will not exceed two hours per school day. The sleep supervision policy and its procedures, along with any individualized plans (if applicable), will be reviewed annually with all the staff members (prior to their employment at the school), volunteers and placement students.

Procedures

1. Rest time will be scheduled as per each class' daily schedule.
2. The child's current sleep schedule (at home) will be discussed and compared with the School's daily schedule in order to achieve consistency between home and school.
3. The School's sleep and rest time policy and procedures will be shared with parents/ guardians if their child has regular naps and also partakes in the school's sleep routine during the school day.
4. Under no circumstances can a parent ask a staff member to force a child to sleep or rest on their cot for a particular period of time.
5. The observance of any significant changes in a child's sleeping patterns or behaviours during sleep will be communicated to parents/guardians and will result in adjustment to the manner in which the child is supervised during sleep.
6. A staff member will perform direct visual checks every 30 minutes for all sleeping children. The staff member will observe the child, looking for indicators of distress or unusual behaviours.
7. If a toddler child is unable to fall asleep during the designated 2 hours rest period between 12pm-2pm, they will be provided with quiet alternate activities (ie puzzles, books, etc)
8. Children who nap will be assigned their own cot (with their name on it), which will be provided by the school. All sheets and blankets are to be sent home at the end of the week to be washed and returned the following Monday and additionally as needed (ie. if a child becomes ill or has a toileting accident, etc.)
9. All cots will be sanitized at the end of the week and additionally as needed (ie. if a child becomes ill or has a toileting accident, etc.)
10. In the event of an outbreak (such as bed bugs, lice, illness, etc), all cots will be sanitized daily and bed linen will be sent home for laundering on a daily basis.

11. *Toddler and Casa Sleep Supervision*

- Bee Montessori Niagara will ensure that parents/guardians will be consulted respecting a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent/guardian's request
- Any significant change in the child's sleeping pattern or behaviour will be documented and communicated to the Site Supervisor or Designate immediately. The Site Supervisor or Designate will then make an informed decision on when to alert the parent/ guardian (either immediately or at the end of the day, depending on the circumstances).
- Lighting in the classroom must allow for easy visual monitoring and emergency evacuation. Staff must be able to see children clearly(by using a flashlight, nightlight or curtains/blinds to be pulled up slightly as needed)

The child will be observed to verify that:

a) Their skin colour is normal
b) Their body temperature is normal
c) They are breathing: their chest is rising and falling as they breathe
d) Blankets are not covering their face.
e) They appear comfortable.

NOTE: The sleep checks for children in our Toddler/Casa Program will be documented on the Sleep Log, with the time of the check and any relevant information.

12. *Sleep/Rest Time in the Toddler Classroom* (*For full day children):
    - each child will be provided with an individual cot for their rest period of up to two hours in length
    - each child is permitted to sleep, rest or engage in quiet activities based on their individual needs, while ensuring that sleep patterns at home are not disrupted
13. *Sleep/Rest Time in the Casa Classroom* (*For preschool and kindergarten aged children):
    - each child will be offered a designated "Peace Time"
    - each child will supply their own individual yoga mat
    - a cot will be provided for children who are showing signs that they may require a nap during Peace Time

- Children who are known to nap daily (as per parent/guardian) will be provided a labelled cot with the child's name daily
- if a child falls asleep, and is not already on a cot, the child will be transferred to a cot.

This Policy must be reviewed with staff (prior to commencing employment), volunteers and placement students (prior to engaging with the children) on a minimum of an annual basis or when any changes take place. It must be implemented and monitored for compliance and contraventions.

Communication

Communication

Bee Montessori Niagara uses several print and electronic documents to communicate with parents/guardians throughout the school year. 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/teacher conferences).

B) Monthly Class Calendar and Letter (Via Email)

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.).

C) August Information Email

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

D) School Website: beemontessori.ca

Our school website provides easy access to our Overview of the Year Calendar. The "For BMN Families" section of the website contains forms for medications, school policies, our Parent/Guardian Handbook, a link to BMN's spiritwear and more .

E) 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.

F) Email

In an effort to be conscious of the environment, we try our very best to be as "paperless" as possible. This means that we try to send out most of our communications (ie. parent/guardian letters/reminders) via email. Please check your email address changes, please contact the School's Administrators at your earliest convenience.

Communicating with Classroom Teachers

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, a different person is 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)

Situation …	**Please Contact …**

If you can't reach your child's class/location	**Methni Karunaratne** Portage Site Supervisor 905-371-2050 ext. 21 portage-supervisor@beemontessori.ca **Sarah Haylor** Hagar Site Supervisor 289-296-6119 hagar-supervisor@beemontessori.ca **Carla Walker** Head of School 905-371-2050 ext. 42 headofschool@beemontessori.ca **Alieshia Allen** Enrolment Coordinator/ Administrative Assistant: 905-371-2050 ext. 22 enrolment@beemontessori.ca
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	**Methni Karunaratne** Portage Site Supervisor 905-371-2050 ext. 21 portage-supervisor@beemontessori.ca **Sarah Haylor** Hagar Site Supervisor 289-296-6119 hagar-supervisor@beemontessori.ca **Carla Walker** Head of School 905-371-2050 ext. 42 headofschool@beemontessori.ca
If you have questions about: -re-enrolment, tuition or fees, or sibling enrolment/ applications -a new family is inquiring about attending an Information Session and school tour; and/or is interested in applying to the school -fundraising, development, and sponsorship opportunities	**Alieshia Allen** Enrolment Coordinator/Administrative Assistant 905-371-2050 ext. 22 enrolment@beemontessori.ca **Carla Walker** Head of School 905-371-2050 ext. 42 headofschool@beemontessori.ca

-Communications (including advertising, PR, website, social media, and newsletters)	

Parent/Guardian Information, Education, and Involvement

Progress Reports and Conferences (*Optional)

A) Progress Reports

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 throughout the year in December and in June.

These progress reports are designed to provide insight into your Toddler and/or Casa aged child's development, learning, and daily experiences in the classroom. They reflect each child's individual growth and accomplishments in areas such as social-emotional development, communication, motor skills, and engagement with classroom routines and activities.

However, parents/guardians are welcome to discuss their child's activities and progress with the classroom teachers at any time. 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.

B) Conferences

If, after reviewing your child's report, you would like to further discuss their progress, we warmly welcome you to schedule an **optional conference** with your child's classroom teachers. Please indicate your interest on the bottom portion of your child's progress report and return it to your child's teacher at your earliest convenience.

Thank you for your continued support and partnership. We look forward to continuing this journey together and celebrating your child's growth.

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 are entitled to access to the 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 a school tour and classroom observation prior to enrolment in our school. Parents/guardians are invited to attend a variety of 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:

- Parent/Child Class Visits (*Casa only)
- Parent/Guardian Conferences (*Optional)
- Curriculum Presentations/Moving Up Sessions (Toddler to Casa and Casa to Elementary)

A) Parent/Guardian Conferences

Conferences help the teacher and parents/guardians to better understand the progress of each child and the class. Conferences are optional and if necessary, additional meetings can be arranged.

The teachers 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 child parent/child class visits.

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; Casa to Elementary) 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

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.

Safe Arrival and Dismissal Policy

Purpose

This policy and the procedures within it help support the safe arrival and dismissal of children receiving care at Bee Montessori Niagara.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care. This includes what steps are to be taken when a child does not arrive at the School as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Note: Definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

BMN will ensure that any child receiving child care at the School is only released to the child's parent/guardian or to an individual that the parent/guardian has provided written consent to release their child(ren) to.

BMN will only dismiss children into the care of their parent/guardian or another authorized individual. The School will not release any children from care without supervision.
Where a child does not arrive at BMN as expected or is not picked up as expected,

staff must follow the safe arrival and dismissal procedures set out below.

Procedures

A) Accepting a Child Into Care

1. When accepting a child into BMN's care at the time of drop-off, program staff must:
    a. Greet the parent/guardian and child
    b. Where the parent/guardian has indicated that someone other than the child's parent/guardian will be picking up, the staff must confirm that the individual is authorized to pick up (according to the child's Emergency Contact Form). Where the individual is not listed, the staff will ask the parent/guardian to provide written authorization (ie. a note or email) for the individual to pick up.
    c. Staff must then document the change in the Daily Communication Log.
    d. Sign the child in on the classroom attendance record. Visual check must be completed upon arrival, and throughout the day upon further discoveries or bruises, scratches, welts, etc.

2. <u>Where a has NOT arrived to School as expected:</u>
    a. Where a child does NOT arrive to school as expected, and the parent/guardian has not communicated a change in drop off (ie. left a voice message, sent an email or advised closing staff at pick up):
        i. At 9:30 am, the Site Supervisor or Designate will communicate with classroom teachers to see if any children have not yet arrived at school.
        ii. The Site Supervisor or Designate will call the parents/guardians of the children who have not yet arrived to inquire as to whether the child will be arriving at school that day.
        iii. If the Site Supervisor is unable to reach the child's first parent/guardian, he/she/they will leave a voicemail for that parent/guardian if necessary (if no answer)
        iv. If the Site Supervisor or Designate is unable to reach the first parent/guardian, he/she/they will contact the child's second parent/guardian and leave a voicemail if necessary (if no answer).

b. Once the child's absence has been confirmed, the Site Supervisor or Designate will:
    i. Communicate the child will be absent with the child's teacher
    ii. The child's teacher will then record the absence on the class attendance log.
    iii. The Site Supervisor or Designate will record the child's absence in the Daily Communication Log.

B) Releasing a Child From Care

Children may only be released to individuals who have been granted permission to pick up a child(ren) by the parent/guardian (*this will be indicated in the child(ren)'s enrolment package and will be located on the Emergency Contact Info Form).

1. The staff who is supervising the child at the time of pick-up shall only release the child to his/her/their parent/guardian or individual that the parent/guardian has provided written authorization that the School may release the child to. Where the staff does not know the individual picking up (ie. parent/guardian or authorized individual):
2. When an individual who is not regularly picking up the child(ren) from school, but is listed as an authorized person for pick-up, arrives to collect a child, the staff member responsible for dismissing the child must verify their identity.
    a. Confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
    b. Where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

**If the staff member does not recognize the individual, they must request to see a valid piece of photo identification. The child(ren) must not be released until the individual has presented a photo ID and the staff member has verified that the identification matches the authorized pick-up information on file.

3. <u>Where a child has NOT been picked up as expected (By the time School closes at 5:00 pm Portage Rd location, 4:00 pm for Hagar Ave location (with the exception of the grandfathered families who have Extended Hours privileges until 4:30 pm).</u>

    Where a parent/guardian has previously communicated with the staff a specific time or time frame (ie. by the end of extended hours at 5:00 pm

Portage Rd location, 4:00 pm for Hagar Ave location (with the exception of the grandfathered families who have Extended Hours privileges until 4:30 pm).that their child is to be picked up from care and the child has NOT been picked up from school, the staff member must:

a. Check the school's voicemail to see if the parent/guardian has called, stating that they will be running late.
b. Allow for a 5 minute "Grace Period" (for traffic, weather etc.)
c. If the parent/guardian has not arrived by 5:05 pm Portage Rd location, 4:05 pm for Hagar Ave location (with the exception of the grandfathered families who have Extended Hours privileges until 4:35 pm).the staff member must call the first parent/guardian listed.
d. If the first parent/guardian does not answer, the staff member will leave a message and then proceed to call the second parent/guardian listed.
e. If the second parent/guardian does not answer, the staff member will leave a message saying that you will be contacting the child's first Emergency Contact to pick up the child.
f. The staff member will call the child's first Emergency Contact to pick the child up.
g. Where the staff has not heard back from the parent/guardian or authorized individual who was to pick the child up, proceed to "Where a child has not been picked up and the School is closed"

4. <u>Where a child has not been picked up and the School is closed</u>
    a. Where a parent/guardian or authorized individual who was supposed to pick up a child from School and has not arrived at 5:25 pm Portage Rd, 4:50pm Hagar Ave location, the staff member shall ensure that the child is given a snack and activity, while they await their pick up.
    b. The staff member shall call the parent/guardian to advise that the child is still in care and inquire about their intended pick up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the child's parent/guardian first and then proceed to contact the authorized individual responsible for pick up if unable to reach the parent/guardian.
    c. If the staff member is unable to reach the parent/guardian or authorized individual who is responsible for picking up the child, the staff shall call the second authorized individual to pick up (listed on child's Emergency Contact Form).

d. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's Emergency Contact Form by 5:30 pm for Portage Rd location, 5:00pm for Hagar Ave , the staff shall proceed with contacting Family and Children's Services Niagara Society (FACS) at 905-937-7731 or 1-888-937-7731. Staff shall follow the FACS' direction with respect to next steps.

Food Brought Into the School and Catering Exemptions

Bee Montessori Niagara carefully monitors all food being brought into the School for any potential allergens (ie. nuts, fish etc.). The purpose of this policy is to provide Bee Montessori Niagara (BMN) staff with information on what to do if a child's family brings food to share with the other students; this includes: homemade baked goods, pre-packaged foods, store bought baked goods etc. or if a child has a catering exemption and will be providing their own meals and snacks.

Policy Regarding Catering Exemptions:

All children in our Toddler and Casa programs participate in a Snack and Hot Lunch Program (covered in the cost of tuition), provided Healthy Roots Catering (HRC). This children's catering service provides wholesome, nutrient-rich foods to schools and childcare facilities in the Niagara Region.

Procedures:

Parents/guardians may choose to opt out of catering services if their child has any dietary restrictions by submitting a Catering Exemption Form and will be responsible for providing all meals and snacks. All food provided by families must be of good nutritional value and adhere to BMN's Anaphylactic Policy as well as any specific guidelines pertaining to food allergens within the school. Supplementary food must be labeled with the child's full name; if it is a packaged food item, must be in its original package with ingredient listing.

A) For children 12 - 44 months:

Supplementary snacks/bottles sent in by families in addition to catered meals and snacks are not permitted to be served. Any families who feel that catering services do not meet their child's needs must complete a Catering Exemption Form and are

responsible for providing all meals and snacks.

B) For children older than 44 months:

Supplementary snacks may be served in addition to catering services for children who are selective eaters or have sensitivities to textures. All supplementary snacks will be offered AFTER catered food has been offered and refused.

Policy Regarding Food Being Brought In By Families:

Families are encouraged to bring in non-food items for special occasions, birthday celebrations, etc. as many of our children have severe food allergies or dietary restrictions. Bubbles, playdough, pencils and small party favors are some examples of preferred alternatives

All food that is brought into the school by families to share with the other students MUST **BE SENT HOME** with the children to be consumed **IN THE PRESENCE OF THEIR PARENT/GUARDIAN**. We kindly ask that parents/guardians check with their child's classroom teacher regarding specific allergies and dietary restrictions to ensure all children are able to participate.

Procedures

- Families must **provide** the School with **an ingredient list.**
- The **classroom teachers, kitchen staff and/or Site Supervisor MUST review the ingredient list PRIOR TO** handing the food out to the children to monitor for any potential allergens.
- The classroom teacher must share the ingredient list with each parent/guardian.

Policy Regarding Food and Culinary Experiences Planned By Teachers:

Teachers will ensure that all food preparation activities and culinary experiences offered to the children are inclusive, taking into consideration individual allergies, food restrictions and cultural preferences.