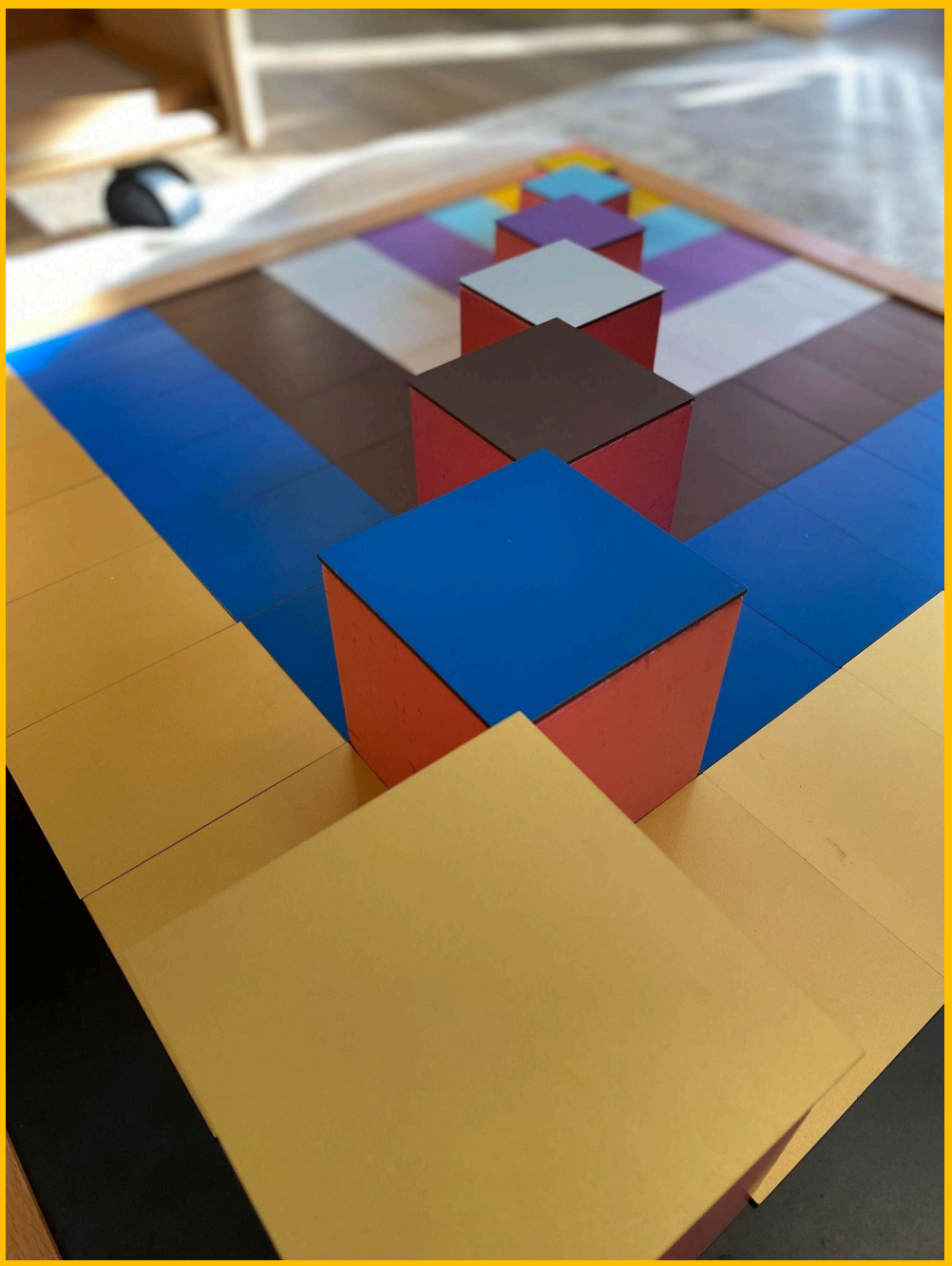
Bee Montessori
NIAGARA

Elementary Handbook



3428 Portage Road, Unit B Niagara Falls, ON L2J 2K4 905-371-2050
Info@beemontessori.ca

Elementary 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(ren) 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 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 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 FACS 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

Table of Contents

Welcome to Bee Montessori Niagara!.....7
What We Believe
Licensing
Accreditation
Our Programs.....9
The Montessori Method
The Ungraded Classroom
The Montessori Curriculum
Lower Elementary
Specialty Programs
Snack and Hot Lunch Program
Dietary Needs/Allergies
Extended Hours Program (REVISED)
Summer Camp Programs
Program Statement
Birthday Celebrations
Accommodations for Children
Phasing In
Class Placement
Religious Affiliation (None)
Charitable Giving
Registration and Financial Policies.....18
Admission/Enrolment Process
Waitlist Policy and Procedures
Program Waitlists
Waitlist Procedures
Enrolment Process
Program Waitlists
Registration
Fees and Enrolment/Re-Enrolment
Tuition
Payment and Payment Plans
Non-Sufficient Funds
Refunds
Parent/Guardian Responsibilities.....25
School Hours (REVISED)
Regular, Consistent Attendance
Attendance
Reporting Lateness, Absenteeism or Early Pick Up
Arrivals/Departures (REVISED)

Child Safety
Parking
Late Pick Ups
Field Trips
Holidays and PD Days
Inclement Weather and School Closure
Clothing/Dress Code
Footwear
Water Bottles
Sun Hats/Sunscreen
Toys/Items From Home
Valuables
Food Guidelines
Items Belonging to the School
Documents and Funds
Health and Safety..... .....**32**
Temperature and Outdoor Playtime Policy
Children Remaining Indoors During Playtime
Illness/Accidents/Outbreaks
Student Health Records and Emergency Information
Medication Policy
Security/Visitors
Emergency and Evacuation Procedures
Allergies and Our Safe School Policy
Smoke Free Environment
Conduct
Duty to Report
Policies and Procedures.....**44**
Confidentiality
Discipline
Supporting Our Children
School Technology Policy (REVISED)
Parent/Guardian Issues and Concerns
Withdrawal by Parent/Guardian
Discharge of Child(ren) From Our Program
Communication.....**51**
Communication
Printed Communication
Electronic Communication
Contacting BMN
Parent/Guardian Information, Education and Involvement.....**54**
Conferences and Progress Reports
Access to Children and Records

Ontario Student Records (OSR)
Parent/Guardian Information and Education Opportunities
Parent/Guardian Involvement
Safe Arrival and Dismissal Policy.....**57**
Food Brought Into the School and Catering Exemptions **60**

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
We are considered a "Non Inspected" Private School through the Ministry of Education (for our Lower Elementary Program).

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.

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.

Lower Elementary Program

Lower Elementary Program (6 – 9 years): Effective January 2025

Welcome to BMN's Lower Elementary Program, where authentic Montessori education extends beyond your child's classroom to embrace cultural exploration, physical education and the arts. We are dedicated to nurturing the whole child, providing a comprehensive educational experience which fosters creativity, critical thinking, and a deep appreciation of the world around us.

Bee Montessori Niagara's mixed age group classrooms of children 6 to 9 years of age will embark on a journey of discovery, guided by passionate, experienced Montessori trained educators. Alongside core academic subjects such as mathematics, language,

science, geography, history, biology, our student directed curriculum is enriched with vibrant experiences in physical education, art, music, drama and French.

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.
- **Group Music Lessons**: 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.
    - *Private Music Lessons New September 2026, please email Carla Walker to inquire: headofschool@beemontessori.ca*
- **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.
- **Culinary Experiences:** Children learn basic food preparation, kitchen safety, healthy eating habits, hygiene, and independence.
- **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).

Please note: Our Lower Elementary program runs 10 months of the year (from September to June). We do NOT currently offer summer camp programming for Lower Elementary aged students.

Snack and Hot Lunch Program

All families are invited to participate in our Snack and Hot Lunch Program (for an additional fee), provided by 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. Snack and Hot lunch menus are posted at each location.

Please note: Opting into the Snack and Hot Lunch Program is *optional, not mandatory*.

If you would like to opt your child into our Hot Lunch Program, please complete the "Child Food Allergy/Sensitivity Information Form" provided in your enrolment package.

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

Program Details

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

Our Morning (AM) Extended Hours Program is available from:

- Lower Elementary Program: 8:15 am – 8:30 am

Once the Morning (AM) Extended Hours Program is finished, the children are led to their respective classrooms to begin the school day.

Our Evening (PM) Extended Hours Program is available from:

- Lower Elementary Program: 3:45 pm – 4:00 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.

PLEASE NOTE: YOU MUST **PROVIDE 24 HOURS NOTICE TO OUR SITE SUPERVIOR** (portage-supervisor@beemontessori.ca) IN ORDER TO ACCESS "OCCASIONAL USE" EXTENDED HOURS PROGRAM.

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

How to Register For Extended Hours

Please email portage-supervisor@beemontessori.ca)

Program Statement

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.

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)

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.

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

- All policies and procedures are reviewed with placement 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.

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 (or use 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.

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. Exceptions for food being brought in can be discussed with the Site Supervisor (i.e lunch provided to all children. Parents/guardians of the entire class would need to consent prior to the food being served).

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 Elementary")

We believe that phasing–in new Lower Elementary children prior to their start date ensures a calm and peaceful transition into their new environment. The concept of bringing a child new to the Lower Elementary program into their new classroom 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) or in December (prior to a January start).

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

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 Ex. 22 OR enrolment@beemontessori.ca

1. Apply to BMN

Complete the form under Admission/Enrolment on the Bee Montessori Niagara website with any questions or inquiries.

2. BMN Makes Initial Contact *(Initial Phone or Email Contact)*

As potential spots become available, our Enrolment Coordinator will reach out to families via phone or email. Please check your junk or spam folders periodically.

Per our waitlist policy, preference is given to:

1. Children of staff members (excluding part-time or supply staff)
2. Siblings of current students

3. Children with previous Montessori experience
4. Children on the waitlist (*based on age and availability*)

You will receive a *"Get to Know Me"* form via email. This form must be completed and submitted within 24 hours.

⚠️ Note: Receiving this form does **NOT** guarantee ***A SCHOOL TOUR OR ADMISSION***.

After reviewing your submission, if we believe there is a potential fit, you'll be invited to an in-person tour. You must confirm your attendance within 24 hours.

3. Getting to Know Each Other (Family Visit / School Tour)

- Both the parent(s) and child must attend.
- Tours are scheduled after 3:30 PM.
- Tours may be 2 families at a time.

⚠️ Note: Receiving this tour does **NOT** guarantee admission.

Classroom Observation **(Next Day)**

- You and your child will return to observe a classroom work cycle:

9:30AM-10:30AM Your child will have the opportunity to:
–Receive a one-on-one lesson with a teacher
–Interact with peers in the environment
–Parents are expected to observe silently and not engage with children during this time. *We kindly ask that you refrain from interacting with the children during this time. Thank you for your understanding.*

We also ask that siblings not attend an observation as other children will be working in the classroom during this time.

4. Admission Decision

Following the tour and observation, you will receive one of the following:

- Letter of Acceptance, or
- Letter of Unable to Accept

Upon receiving a Letter of Acceptance, you must respond within 24 hours to accept or decline the offer.

⚠️ We may have multiple families visiting during this period.
Failure to respond within the timeline will result in the loss of the offered spot.

5. Enrolment Package & Deposit *(Enrolment Package)*

Once you accept our offer, you will receive an Enrolment Package via email. This must be completed and returned within 48 hours.

⚠️ Failure to meet this deadline will result in the loss of your child's spot.

Tuition Deposit

After we receive your completed package, an invoice will be sent to you within 3–5 days for your deposit:

- Deposit = First month + 50% of last month's tuition

Payment Options:

- Pre-Authorized Debit via Plooto
- Cash
- Cheque made payable to: *Bee Montessori Niagara Inc.*

⚠️ Payment is due within 5 days of receiving the invoice. Missing this deadline will result in the loss of your child's spot.

Waitlist Policy/Procedures

- Bee Montessori Niagara strives to accommodate all requests for the registration of a child(ren) at the school.
- When a classroom has reached its maximum capacity and the program is unable to accommodate new children, the waitlist procedures set out below will be followed.
- There is no fee associated with placing a child(ren) on Bee Montessori Niagara's waitlist.
- Three times per year, Bee Montessori Niagara will contact families on the waiting list via email to confirm that care is still required. Should a family no longer require care, they will be removed from the waitlist.

- As per BMN's Waitlist Policy, priority will be given to:
  i) Children of staff members
  ii) Siblings of children already attending the School
  iii) Children who have previously attended a Montessori School or program
  iv) Children on the waiting list (*in accordance with the child's age and the spot available)

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 enrolled 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 are based on a yearly (10 months) amount that is divided into ten equal payments. Please refer to the "Payments" portion of this handbook for payment options and methods.

The fees associated with newly enrolled children and returning children (who are re-enrolling) are as follows:

A) <u>Enrolment For New Students</u>

New families to our program are required to return and complete the following within five (5) days upon acceptance of our offer:

1. Completed Enrolment Package and all accompanying documents
2. Non-refundable Enrolment Fee of $500.00
3. Deposit of first month and 50% of last month's tuition (non refundable)

*The remaining tuition balance will also be owed; see the "Payments and Payment Plans" section below for payment plan options).

B) <u>Returning Children</u>

Returning families are required to submit a Re-Enrolment package on a yearly basis (processed each Spring)

The following documents are required to be completed/submitted by the child's parent/guardian in order to be re-enrolled for the upcoming school year:

1. Re-Enrolment Form and all accompanying documents
2. Deposit of first month and 50% of last month's tuition (non refundable)

*The remaining tuition balance will also be owed; see the "Payments and Payment Plans" section below for payment plan options).

Tuition

BMN 2026-2027 LOWER ELEMENTARY TUITION SCHEDULE

DEPOSIT

1. New Child Registration Fee (one time fee, non-refundable): **$500** 2. Child's first month and 50% of last month's tuition (non-refundable) **Due 5 days upon acceptance into the program.*

PAYMENT PLAN OPTIONS

PLAN A: **ANNUAL PAYMENT**	ONE PAYMENT Due upon enrolment
PLAN B: **MONTHLY PAYMENT**	EQUAL PAYMENTS Due on the first of each month October to June NOTE: June's tuition payment will be reduced as you have already paid 50% upon enrolment.
Payment Methods: Pre-Authorized Debit via Plooto, Cash, or Cheque (made payable to Bee Montessori Niagara Inc.)	

LOWER ELEMENTARY TUITION FEES

FULL DAY PROGRAM (SEPTEMBER TO JUNE)	
PLAN A: **ANNUAL PAYMENT**	**Annual Tuition:** $12,440

PLAN B: MONTHLY PAYMENT	**Monthly Tuition:** $1,244

ADDITIONAL FEES (**MANDATORY and *OPTIONAL)

****LATE PAYMENT FEE **NON-SUFFICIENT FUNDS**	$45 $50
***HOT LUNCH/SNACK PROGRAM**	$10.00 per day (taxes included) Will be directly billed from Healthy Roots Catering

Payments and Payment Plans
Fees are due on the first of each month. Payment options include: Pre-Authorized Debit via Plooto, cash or cheque made payable to Bee Montessori Niagara Inc.

Payment Plans are as follows:

1) ***Plan A: One Payment***
   - Due upon enrollment
2) ***Plan B:10 Equal Payments***
   - Due on the first of each month (September to June)
     - Note: June's tuition payment will be reduced by 50%, as you have already paid the remaining 50% of your deposit.

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

Please speak with our School Administrators if you cannot pay fees on time. BMN has the right to refuse services for your child if payments are in arrears by more than 5 business days.

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

Refunds

BMN's refund policy is as follows:

A) **<u>September to Last Day Before March Break:</u>**

- 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).

- 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.

- 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.

B) **<u>First Day Back From March to Last Day of School:</u>**

- If families withdraw from the program after the last day of March Break, they will be required to pay the remaining month's tuition.

Please Note: The deposit of your child's ***<u>first and 50% of June's tuition is NOT refundable</u>***.

We do <u>NOT</u> provide refunds for absenteeism, sick days, or vacations.

Parent/Guardian Responsibilities

School Hours

- **Lower Elementary Program**
  - Before School Program: 8:15 am – 8:30 am
  - Academic Hours: 8:30 am – 3:45 pm
    - *Drop Off: 8:30 am - 8:45 am
    - *Pick Up: 3:30 pm - 3:45 pm
  - After School Program: 3:45 pm – 4:00 pm

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

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

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

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.

To allow each child a sense of independence, your participation in the arrival and departure should be brief. Children are to be transferred to and from school by the parent, guardian or designate and escorted to and from the building. We thank you for dropping off and picking up your child(ren) ***promptly at the designated times below***:

Drop Off Window: 8:30 am - 8:45 am
Pick Up: 3:30 pm - 3:45 pm

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. 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.

ELEMENTARY PARKING - We are asking ***Elementary families to park in the MAIN FAMILY PARKING LOT (perpendicular to the church)***, as opposed to parking behind the church (where the staff have traditionally parked). Once parked, we ask that you **walk your child(ren) to the back of the church, and to BMN's main elementary entrance**.

Late Pickup

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

LATE PICK UP FEE POLICY **-** Effective February 19, 2025, 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***. This new policy will also be outlined in our Parent/Guardian Handbook for your reference.

If you are late to pick up your child from our extended hours program beyond 4:00 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). We welcome parent/guardian participation. If you wish to volunteer for a field trip, please let your classroom teachers know as soon as possible. A Criminal Reference Check is required.

Holidays and Professional Development (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, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, and Victoria Day.

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

Inclement Weather and School Closure Policy

All school closures will be announced by **6:30 am the day of.** 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.

Please Note: No tuition refunds will be issued for the period in which the school must close due to inclement weather.

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.

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

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 change of clothes (in a labelled Ziploc bag) to be left at school, for your child to use "just in case". ***Please ensure that you replace these spare clothes as they are used.***

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/

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).

Water Bottles

Please provide a reusable 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.

Food Guidelines

All children have the option to opt into our snack and hot lunch program, 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. Snack and Hot lunch menus are posted at each location.

Our Hot Lunch Program is available at an additional fee for our Elementary students.

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.

Documents and Funds

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.

Should any telephone numbers, emergency contacts or "persons to release children to" change; please remember to notify the school immediately. Also remember that your child's immunization on-file record must be kept up to date.

Health and Safety

Temperature and Outdoor Playtime Policy

Our goal is to have the children outside as often as possible 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
The Ministry of Education stresses the importance of children having ample 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.

Illness, Accidents and Outbreaks
School and health authorities require that all children's illness is reported to the school on the day of the absence. Please phone the school by 8:30 am and leave a voicemail for your child's teacher or send an email to your child's classroom please refer to pg. 59 "contacting classroom teachers". If we have not heard from you by 9:30 am, and your child is absent from school, the school will contact you to locate the whereabouts of your child and to ensure the facilitation of our "safe arrival to school program". We will contact you at your home or work. Please assist us in this policy by reporting your child's absence before 8:30 am.

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.
Pertusis (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 -vomiting/diarrhea	Return once well enough to participate It is recommended to keep a child home if: -they are drooling OR -they have blisters on the mouth OR -they have a weeping rash on

	See full list of symptoms here: https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/hand_foot_and_mouth_disease	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 AND they are well enough to participate in all school activities.

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

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

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

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

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) **Restriction of Volunteers/Visitors**

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

d) **Notification of Families in the Affected Class**

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

e) Suspension of Field Trips

Field trips will be cancelled during an outbreak.

f) For the Affected Classroom

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

g) For the Remaining (Unaffected) Classrooms

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

h) New Families

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

A) Student Health Records

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

A child's health information questionnaire is included in the yearly registration package. This must be completed and updated annually with the registration procedure.

Please inform our Administrative Staff (via portage-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/Licensee 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 Google Doorbell and the actual 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.

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 location:

Portage Road Students 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 express concerns that a child is being abused or neglected, the parent/guardian will be advised to contact the Family and Children's Services (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 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.pd

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

<u>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.</u>

<u>Procedures</u>

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. 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
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)	
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.	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 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

School Technology Policy

To protect electronic devices from being damaged/lost and to limit distraction during instructional time, Cell Phones and Tablets/Smart Watches, etc. are to be silenced and not on the child for the duration of the school day. They can be stored in the child's locker while at school and will be returned at dismissal at the end of the day.
Examples of electronic devices include, but are not limited to: electronic game devices, cell phones, Ipads/Tablets, laptops, earbuds, etc.

Withdrawal by Parent/Guardian

BMN's refund policy is as follows:

A) **September to Last Day Before March Break:**

- 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).

- 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.

- 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.

B) **First Day Back From March to Last Day of School:**

- If families withdraw from the program after the last day of March Break, they will be required to pay the remaining month's tuition.

Please Note: The deposit of your child's ***first and 50% of June's tuition is NOT refundable***.

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

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

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 regularly; if your email address changes, please contact the School's Administrators at your earliest convenience.

Contacting Bee Montessori Niagara

A) Reporting Lateness/Absenteeism or Early Pick Up

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

B) 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	
Lower Elementary 1	elementary1@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

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

Parent/Guardian Information, Education, and Involvement

Conferences and Progress Reports

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.

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/Guardian Conferences (*Optional)
- Curriculum Presentations
- Science Fair
- Concerts

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) 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 (Casa to Elementary) are encouraged to join us for a "Moving Up" session; these sessions outline the changes in curriculum at the new level.

C) Science Fair

Our Elementary students are proud to host a science fair, which they are welcome to invite their family and friends to.

D) Concerts

Parents/guardians and friends are invited to an annual school wide 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 4:00pm.</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 4:00 pm for lower elementary 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 4:05 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 4:25 pm,, 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.

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.