



# Parent Handbook

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Please read all policies and sign the parent handbook form in your application package.

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*'Within the child lies the fate of the future'*

-Dr. Maria Montessori.

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## Section 1: Welcome to Global Montessori School

*'Within the child lies the fate of the future' - Dr. Maria Montessori*

### About us .....

At Global Montessori School, our vision is to create a quality Montessori education and childcare environment for children. We specialize in the care and education of Infants, Toddlers, and Preschoolers. We implement Montessori programs that allow children to learn, grow and play in an environment specifically designed for them.

Global Montessori School (GMS) is operated by Global Montessori Leadership & Training Ltd (GMLT). GMLT is part of the Global Montessori School's collaborative which also includes The Global School Society (GSS). This collaborative operates a variety of childcare and educational programs for children aged 3 months to 6 years.

Our school's goal is to give students an education that will prepare them to successfully succeed in a rapidly changing world. Like all Montessori schools, Global Montessori emphasizes hands-on, discovery-based learning. The programs strive for excellence in an environment where students are challenged to perform at their best rather than compete against each other. The curriculum that we offer includes Mathematics, Science, Language, Cultural Studies, The Arts as well as Practical Life Experiences and Sensory Exploration.

At GMS there is a commitment to a close partnership between home and school, academic accountability and an innovative program that leads students to develop exceptional levels of personal responsibility, independence, and self confidence.

### School Governance and Faculty

The day-to-day operations of Global Montessori School are managed by the administration team. Members of the school's faculty have been selected based upon their experience and expertise in working with children. We strive to hire teachers who meet or exceed the educational and childcare requirements set out by the province of British Columbia.

### Administrative Team

Karun Kumar, Director of Operations: Mr. Karun brings business experience and a passion for the Montessori curriculum. As a parent he has watched his own 3 daughters evolve into independent young girls and credits their confidence to a Montessori based education. His focus is on the business, finance, marketing, and facility operations.

Michelle Edwardes, Head of School: Montessori Teacher with 30 years experience in the childcare field. Ms. Michelle has managed large childcare centres and is the mother of 3 sons - one of whom attended Global for many years. Teacher training is a joy and passion to Ms. Michelle along with connecting with children and their families while maintaining the quality of programming at Global Montessori.

Trish Connor, Office Administrator: With a strong background in business Ms. Trish supports the school vision and is the welcoming face of our school. Trish is a mother and advocate for inclusive, quality programming that follows the needs of each child individually. Ms. Trish supports the entire facility and families of Global Montessori with welcoming new families and assisting each child with a smooth entry into our school.

Head of Department: Senior staff lead their departments and provide mentoring to their teams. With their skillsets and knowledge they maintain the consistency and quality of the programs in partnership with The Head of School.

The leadership Team is comprised of faculty members that represent the school's vision, purpose, and initiatives into the everyday life of the students.

## **SECTION 2: School Operations**

*'Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future' - Dr. Maria Montessori*

### **Admissions and Enrolment Process:**

After a scheduled tour parents will receive an Application Package for each child they wish to enroll in our programs. Each application will be reviewed by the Head of School who will contact you to further discuss any specific needs of your child.

Once a space becomes available for your child at Global Montessori School you will complete a Parent Enrolment Agreement, Medical Release, and Emergency Form. Other paperwork and documents may be required for specific programs. A deposit and application fee will be taken at this time to secure the space. Please view the Fee Structure in your package for further details.

Global Montessori will assess the needs of the child & the family are being met in the first month of enrollment. The childcare center holds the right to ask a family to withdraw or terminate a family enrollment, once the administration of the childcare center determines the non-alignment or non-compliance of the policies here within."

### **Privacy Policy**

We work hard to respect and maintain the privacy of you and your family. The very nature of education requires the collection, use and disclosure of some personal information to provide this service. The purpose for which information is collected, used, or disclosed is generally clear by the inherent features of the request. If it is not obvious, we endeavor to state the purpose. When we collect personal information, we only collect what is necessary for the purpose and retain it only for the period required.

### **Care and Education Programs**

The center is open **from 7.30am -5.30pm Monday through Friday**. We are a full year program with two facility closures at Christmas (2 weeks) and Spring Break (1 week). See the School calendar for specific dates as they change annually.

### **School Calendar**

The school calendar is available prior to the start of the school year. Copies of the calendar will be emailed to you and extra copies available at the front office. At times it may be necessary for the school to revise the calendar and will in turn advise families via email of such changes. A monthly calendar of events will be sent home from the Head of School.

## School Closures:

Labour Day

National Day for Truth and Reconciliation

Thanksgiving

Remembrance Day

Winter Break of 2 weeks

Family Day

Spring Break of 1 week

Good Friday

Easter Monday

Victoria Day

Canada Day

B.C Day

All programs will be closed at the end of June for maintenance and staff meetings.

Tuition remains payable on all Statutory holidays, scheduled breaks, and days the school is closed for Emergency Purposes. No tuition discounts are given for these closures. In addition, tuition will remain payable should your child be required to miss school/ care due to illness or vacations.

## **Emergency Closures**

In the event of an unscheduled closure all families will be notified by 6.30am. If the Langley school district closes their schools, then we will follow suit. Please check your emails each morning in times of poor weather/ road conditions. Emergency closures may occur due to power outages or other unforeseen events that deem the school closed in the best interest of the children. Parents will be called and emailed to inform you of such changes.

## **Picking your child up early**

To ensure that your child will be ready, please send a note to the teacher or call the office in advance to let us know of the early pick-up time.

## **Attendance**

Although Global Montessori has a flexible and adaptable environment, consistent attendance and prompt arrival remain essential to your child's success at school.

All students must endeavor to be present in class for the full morning work cycle for both I/T and Primary classes. Children should be settled in their classrooms by 9am. Please advise the teachers if your child is to arrive late by calling the office in advance. Pick up of your child is less ideal through the hours of 12.30pm-2.00pm as most children are sleeping. Please advise teachers of scheduled absences. Unexpected absences can be discussed at the front office via a phone call sharing the

name of your child, class they are enrolled in and the reason for the absence. Although our programs are individualized, they still depend upon consistency and continuous progress. When a child has a need to miss school they need a period of adjustment as they settle back into their work. The longer the absence, or when a child routinely misses a day or two the impact is more detrimental to their social and academic development. When a child misses more than 50% of their scheduled days it can affect our ability to claim funding for your child and impact your tuition.

### **Parking Lot Safety**

Drivers are to maneuver through the parking lot in a slow, safe, cautious manner. Parents must not allow their children to be left unattended or allow them to run ahead of you. Always keep your child(ren) by your side.

### **Arrival**

A key component of a Montessori education is an uninterrupted work cycle. Our school holds a standard of 1.5 hours for Infant/Toddlers and 2.5-3 hours for Primary Students. Your child's timely arrival of 9am or earlier is important to achieve the greatest benefit from the program. Familiarize yourself with the daily schedule of your classroom. Late arrivals can be unsettling for your child and can unintentionally disrupt the classroom activities.

Careful supervision of your child is required within our hallways. Please use *Grace and Courtesy* when entering or leaving the school, walking feet, inside voices and mindfulness of the environment around you will support classes still in session.

Dropping off your Infant/Toddler can be done within the classroom, please enter the room and remain in the cubby area, a teacher will assist you as your child gets ready for their day. Please be mindful to minimize how many surfaces you touch in the room this maintains a sterile and safe environment for all.

**Primary children will be dropped off at their doorways.** A teacher will greet your child and assist in getting their day started. If the children are outdoors, please do a drop off at the gate. A teacher must acknowledge the arrival of your child.

[At no time can a staff member collect your child from the parking lot and bring them in to class.](#)

### **Dismissal**

Unless we receive specific permission from a parent to do otherwise, we will only release children to the people indicated on the child's enrolment form. Parents must advise the office of any changes or additions to this list.

To release a child to any other person will require an email or phone call to the office indicating the person with their full name. Photo ID will be required from them for the release of your child(ren).

Children are expected to be promptly picked up and exited the building by 5.30pm. Parents must contact the school if they are running late. A non-negotiable late fee of \$20 will be charged for each 15 minute increment of time past 5.30pm. The family will be advised of the amount owing the

following day, payment is due before the end of the week to the front office please. When 3 late fees occur in a school year parents can have their space terminated.

It is requested that children are in care for no more than 9 hours per day (45 hours per week) - creating a healthy balance between home life and day-care.

### **Section 3: Everyday Life at Global Montessori**

*'If what we mean by education is to help the child's developing life, we can only rejoice each time he shows us that he has reached a new level of independence'*

Dr. Maria Montessori

#### **Starting School**

Many young children and their parents feel a bit nervous when they leave one another in an unfamiliar situation. A few tears may even be expected. If this is your child's first year at Global Montessori School, we encourage you during those first days to do a prompt drop off, our staff know how to settle your child and support them in alleviating their fears/sadness. They will spend this time connecting and getting to know your child redirecting them and offering reassurance to develop their confidence within their new room. As a parent your positive attitude goes a long way and models to your child that they are safe and in a trusted environment. Please know that each child will have a gradual entry schedule of no less than 5 to 10 visits, this is dependant on how well your child adapts to their new environment. Parents are welcome to call us and check in on your child.

#### **Dress Code**

Students are welcome to wear their own clothes - they must be neat, clean and comfortable. Please send your child in clothing they can easily put on and fasten for themselves such as elastic waistbands, Velcro footwear etc.

Global Montessori has a dress code that supports our peace policy. We ask that children refrain from wearing at school:

Clothing with holes/tears

Tops that bare midriffs or backs

Beach wear

Hats inside the classroom

Open toe or backless footwear (Fraser Health Regulation)

Any clothing/backpacks/lunch kits with violent images or inappropriate text.

Children play outside daily - ensure your child is dressed for the weather conditions, labelling all items please. We are not responsible for lost items.



## **What to bring**

A list will be provided of the items your child will need on any given day. Each program has different requirements. This information can be gathered from the classroom or Front office also.

Students will need a pair of inside shoes that live at school. Please make these easy for your child to get on and off independently checking sizing for correct fit.

Rain Pants/Muddy Buddies/Jacket/Boots/Hats will be needed in class so that your child is prepared for the West Coast weather. In snow conditions please send extra warm snow pants/gloves/hats etc.

In the warmer seasons please provide a wide brimmed hat and sunscreen to keep at school. Parents apply sunscreen in the mornings and the teachers will reapply throughout the day.

All children go outdoors daily, we limit the amount of time outdoors based on extreme temperatures or hazardous conditions.

## **Lost and Found**

A lost and Found basket is located outside of each classroom. If your child loses an item of clothing, please check this basket first then connect with a staff member if you cannot locate it. All clothing must be labelled to avoid any mix up of items.

If your child comes home with an unfamiliar item please return it the following day - at times children will take home a piece of Montessori Material - please return any items as they are likely valuable to a lesson/ activity.

## **Care of the Environment**

Part of a Montessori education is to develop a child's sense of responsibility toward their environment. Each child is supported in exploring this part of their character in developmentally appropriate ways. This includes activities such as how to take care of plants and class pets, folding laundry, putting away their lunch, putting work away and possibly a class job. At times children may break or lose school materials and we ask parents to work with the teaching team to guide the child through the process of repairing and taking responsibility for their actions.

## **Meals and Snacks**

The school adheres to a nutrition policy that supports low-sugar foods at school. Children should not bring food to school that has a high sugar content. Fruit juice is discouraged as it has a high natural sugar content and is less nutritious than the actual fruit. The requirement of low-sugar items is applicable to all foods, drinks, snacks and treats that may be brought in. Class baking and cooking projects will also adhere to this policy unless it is a special situation and approval is received by the Head of School.

At Global Montessori, parents provide lunch and snacks for their child. Staff are unable to heat food in the microwave for the children. If you wish your child's meal to be warm, it is suggested to heat it in the morning and place it in a thermos. Students are encouraged to bring 'earth-friendly' lunches that are packed in reusable containers to minimize garbage and recycling.

To keep hydrated, filtered water is available to all classes throughout the day. We also encourage all the children to bring water bottles from home.

### **Field Trips**

Classes will periodically take field trips to local places during the year. They are planned to coordinate with subjects being studied by a class or take advantage of special community events. Notice of upcoming events will be sent home in advance. Parents often help with transportation and are welcome to join the class in these activities. If you are interested, please sign up when the notices are sent home. If the size and age of your child requires them to ride in a car restraint, you will be required to leave it at school the morning of the field trip for your child to participate.

Volunteer field trip drivers must have a valid driver's license and automobile insurance documents on file in the office. The school's insurance does not cover field trip volunteer drivers of their vehicles. Parents should ensure that they have \$3,000,000 liability insurance.

### **Birthdays**

Children love to celebrate birthdays with their friends. Each of the programs will have a birthday celebration suited to the child's development. Please talk to your classroom teacher in advance to learn what this entails.

It has been a tradition for the children to present their class with a book, gift card, or other item from the class wish list to celebrate their birthday. This has the child engage with the value and pleasure of giving as well as receiving.

Please do not hand out birthday invitations at school. The invitations may be left at the office. **The teachers will supply a guideline on our Birthday Celebrations within the classroom it provides clarity on what to bring and excluded items.**

## **Holidays and Celebrations**

We have a policy for the observation of the traditional holidays and appreciate parents' cooperation and assistance in helping maintain a reasonable perspective.

The three occasions that generate excitement or avoidance are typically Halloween, Christmas, and Valentine's Day. These are days that some families celebrate with special festivities while others do not acknowledge or celebrate them. Our students usually do crafts or activities building school spirit in connection with autumn rather than Halloween. Around Christmas, we usually involve the children with songs, winter inspired art or craft projects, as well as hosting a school community event. For Valentine's Day we encourage the children to make cards or a special craft, as well as wearing 'red' to help raise money for a worthwhile cause. Children are asked not to bring candies on this day.

Many other celebrations are observed to develop a multi-cultural perspective and often connect to our cultural programs. Please inform your child's teachers if you plan to keep children home to observe family religious or ethnic celebrations.

## **Section 4: Student Health and Safety**

*'The child's progress does not depend only on their age but also on being free to look around them'* Dr. Maria Montessori.

### **Naps**

Infants and Toddlers nap daily. The infants will follow their own schedule, likely including 2 or more naps per day. As toddlers get older, they will slowly adjust to the daily rhythm of napping once in the afternoon.

The daily schedule of the Primary program includes a 20 minute 'quiet time' in which the children will be provided an opportunity to rest and or sleep. If your child remains awake they will then transition to quieter activities as their peers sleep. Parents are to supply their children with a fitted crib sheet and blanket for their comfort. All linens are sent home weekly to be laundered.

### **When your child is ill**

Whenever your child is unwell and will not be attendance at school, please contact the office before 9am to inform us.

Please refer to the list of symptoms below if you are unsure of your child's ability/wellness to attend.

Please do not send your child when any of these symptoms are present:

Fever of 38 degrees Celsius (100.4 F) or higher.

Head Lice

Vomiting - 48 hours symptom free

Diarrhea - 48 hours symptom free

Eye Infection

Ear Infection

Undiagnosed Rash

Congestion due to a cold (including sore throat)

Consistent runny nose - coloured mucous (yellow/green)

Communicable Disease - Covid/chicken Pox/Measles etc.

**Vomiting and Diarrhea - 48 hours symptom and medication free before returning due to high level of contagiousness.**

**Children must not return to school until they have been symptom and pain medication free for a minimum of 24 hours (Tylenol/Advil etc).** Parents must plan at least 1-2 days at home when their child is unwell. We will not receive a child into the classroom if we feel they remain contagious. In the case of head lice, all lice/nits must be removed and hair treated before returning to school.

In the case of a communicable disease please follow the guidelines from CDC on the safe return of your child.

If your child shows symptoms of illness at school we will move them into the office area and contact you for a prompt pick up. Parents should have a plan in place for these unexpected early pick up times.

At Global Montessori we go outdoors for free play in all seasons. If you feel your child is too unwell to go outside then they are likely not well enough to attend school.

### **Band Aid Reports**

In the daily course of activity at school, there may be times when your child hurts themselves. Staff are first aid trained and capable of assisting your child with minor bumps and scrapes. A minor band aid report will be sent home sharing with the family what happened and how it was treated.

If a child bumps their head you will be contacted regardless of the severity. The teacher will share what happened so that you can make an informed decision as to collecting your

child or not. Head injury forms are completed for parents to take home in such cases, this form highlights the signs of concussion. We monitor children closely for these signs also.

### **Emergency Care**

In the event of a situation that requires immediate medical attention, we will want to have your child see a doctor right away. Please remember to keep your emergency information form up to date in the office. We must be able to reach you at any time during the school day.

If your child needs immediate medical attention and you cannot be reached, your child's emergency form authorizes us to seek medical care in your name. We will take your child to the local clinic/hospital, or we will call 911 if it is a life-threatening situation. Naturally we continue all efforts to contact you.

### **Medication**

Prescription medication will be administered at school only under doctors' orders. Over the counter medication will not be administered unless pre-arranged between parent and Head of School. All medications must be delivered to the office in their original packaging. Medication must not be placed in a lunch kit or backpack. This can create a life threatening situation to other children in the school.

#### *Staff will administer medication as follows:*

Families are required to complete a Medical Consent Form - available at the office.

Medication must be sent in original container and include the prescribed dosage and frequency.

Medication will always be kept out of reach of the children. Lock boxes are available to the classrooms.

Staff will administer the medication at the required dosage and time as per the Medical Consent Form.

The Medical Consent Form will remain in the student's file after the medication is completed.

**\*\*As much as possible, the administration of medication should be scheduled so that the doses taking place at home. If the child requires several doses of medication throughout the day it indicates the degree of illness and the child should not participate for a full day.**

### **Immunization**

Being immunized is not a requirement of Global Montessori. We do endeavor to maintain up to date records however. We ask for immunization updates as your child receives them.

In the event of a serious disease (aside from Covid-19) being confirmed within the immediate school population, individuals that do not have a record of receiving corresponding immunization will be quarantined and picked up from school immediately. The individual will be able to return to the school environment based on Fraser Health's recommendations which will depend on the disease itself.

### **Emergency Preparedness**

At Global Montessori the students practice fire and earthquake drills with their class regularly. The whole school will also practice a lock-down, school evacuation, and a controlled dismissal drill.

In case of an actual fire children are trained to evacuate the building when it is safe to do so and proceed to a safe location. (To avoid stress and heat we would meet families at the church across the street).

In the event of an Earthquake students will remain inside the building unless it is unsafe to do so. When unsafe to remain indoors the children will congregate on the playground and then proceed to the nearest Marshalling Point. Parents will be contacted as soon as possible with the location of their child. **Our nearest Marshalling point is Nicomekl Elementary School corner of 53<sup>rd</sup> and 200<sup>th</sup> Street.**

In September of each year families will supply their child with a personalized Emergency Kit - this list is emailed to you or available from the office. Infants/Toddlers will replenish their kits in January also as their needs for food can change throughout a year.

The kit will be stored within the classroom throughout the year and will provide your child with the basic needs following an emergency event. The school supplies additional food/water and basic survival needs.

### **Reporting suspected Child Abuse or Neglect**

Any staff member shall report any suspicion of child abuse, sexual/physical/verbal etc. Neglect and or endangerment are also reported as required by law.

### **Child Safe- Smoke Free Environment**

In support of the healthy development of the children at Global Montessori, use of tobacco, vapour, or other smoking products is not permitted on school property.

## **Section 5: Parents and School**

*'The child is truly a miraculous being, and this should be felt deeply by the educator' Dr. Maria Montessori*

Global Montessori School brings together families who have chosen to identify with a common commitment to the shared ideals, values, and expectations they have for their children. You will often hear the word community used to describe our school. Relationships tend to grow strong, and friendships run deep here. Teachers, students and parents enjoy a warm sense of friendship and collaboration.

Global Montessori teaches our children to understand and appreciate cultural differences and shared human values: Peace, Independence, Human dignity, and a Celebration of Life. Global Montessori strives to recreate that positive sense of identity, mutual caring and concern among its students, teachers and parents that truly define Global Montessori School as a community.

In keeping with our commitment to establish a safe, inclusive, equitable and welcoming environment, the school community is inclusive of any persons identifying as lesbian, gay, bisexual, transgender, intersex, queer and those questioning their sexual orientation and or gender identity. The school has developed this policy to ensure compliance with applicable legislation, including the BC Human Rights Code and the Canadian Charter of Rights and Freedoms.

### **Volunteering- The gift of your time**

Parents play an important role at Global Montessori School. There are things that money cannot buy. One the greatest gifts you can contribute is your time and talents. Below are a few ways you can support the school-

Lend your time and support fundraising events

Volunteer at a special event - Support to staff / photography/ Videography / Decorating etc.

Teach a skill set you have - musical instrument/second language/cooking/crafts.

### **Communication between home and school**

During the school year you will be sent newsletters/calendars/updates via email. The information is to keep you up to date and informed. Please be sure your email address is current with the office. When families are living in separate households both parents will be sent emails, both are equally welcomed to our school events and conferences. We want all parents to feel involved and included.

### **Observing the Classes at work**

Within the school year families will be invited to come into their child's classroom to observe the work cycle. Teachers will inform you of the times and dates. A great deal of insight can be gained from a quiet observation of your child and their peers at work.

### **What did you do in school today?**

You will find in a Montessori classroom that your child will not come home with lots of paperwork showing their learning that day - the materials in the class are hands on and manipulative each with a

specific purpose and learning outcome. To seek out what your child may be doing connect with the teachers and or ask your child, 'What was your favorite work today?'

The Primary teachers will send home weekly lesson notes on the current materials your child is learning with.

### **Curriculum Events and Parent Evenings**

A Montessori education is a journey that not only involves the child but their family too. As a school, we endeavor to offer opportunities throughout the year to connect parents with the activities that their child is engaged in. Montessori education evenings will be available from time to time to share the philosophy and benefits to your child.

### **Section 6 - Academic Policies**

*'Free the child's potential, and you shall transform him into the world' - Dr. Maria Montessori*

### **The Montessori Method**

The Montessori method of education was developed by Dr. Maria Montessori over 100 years ago. It is a child centered education based on scientific observations and an understanding of child development. The Montessori Method sees a child as being naturally eager for knowledge and to interact with their environment. In a carefully prepared environment with the guidance of a skilled adult, the child is capable of developing their greatest potential through experiences in their environment. A Montessori Education endeavors to support the development of the whole child - physically, socially, emotionally and cognitively.

Our school strives to provide an optimal Montessori experience for children by upholding key Montessori principles:

- Mixed Ages
- Diverse backgrounds
- Culture of mutual respect
- Freedom within limits
- Self Directed Activities
- Uninterrupted Work Cycle
- Discovery Based Experiences
- Specialized Montessori Materials
- Carefully prepared environments for children
- Freedom of movement in the classroom
- Trained Montessorian to observe, reflect and modify the environment to suit the needs of the child(ren).



## **Educational Materials**

The Montessori Method of education utilizes a wide variety of didactic materials to support children's development in a guided, exploratory manner. As a child develops, their learning shifts from concrete to abstract thinking. We endeavor to provide first hand experience to the child of the school as much as possible.

## **Conferences / Student Progress**

It is very important for teachers and parents to establish and maintain close communication. Please feel free to ask for a moment to connect with your child's teacher to discuss your child. The teacher will facilitate this conversation when it is appropriate to do so based on the needs of the classroom at the time. A phone call request can also be made at the front office, typically nap time is a better time of day for these calls to take place. Throughout the school year parents are welcomed in for a conference with their child's teacher.

The Montessori curriculum is carefully structured and sequenced. Detailed records are kept of each child's progress within their program. Primary children will receive a progress report once a year.

## **Section 7 - Fundamentals - Boundaries and Respect**

*'Montessori is an education for independence preparing not just for school but life'*

*Dr. Maria Montessori*

As a school founded in Montessori ideals, we agree that every person deserves respect. As a community Global Montessori expects all that enroll with us to demonstrate kindness, courtesy and respect towards the school, fellow students, parents and staff. Our goal is to establish a safe, warm and nurturing environment teaching positive and appropriate ways to handle any situation. We aim to instill a strong sense of self-discipline, responsibility and courtesy. We strive for a peaceful working environment for all.

If these fundamental boundaries are challenged by a student, parent, or staff member a meeting will be scheduled with the Head of School to find a resolution.

We follow an approach based on empowerment, mutual respect, and trust.

No child will be subjected to any form of harsh, belittling or degrading treatment whether verbal, emotional or physical. A child's self esteem always remains intact.

### **Fundamental Guidelines:**

Be respectful and kind to yourself.

Be respectful and kind to others.

Be respectful and take care of our school environment inside and out.

Ask for help when needed.

Everyone has the right to an opinion.

Everyone has the right to work in a peaceful, safe environment.

We are inclusive of all people.

We offer an anti bias curriculum.

Stay within your teacher's supervision.

Make good choices.

Do your best.

### **Incident Reports**

When a child acts in a manner that is breaking the fundamentals of our school an Incident Note will be written for parents to receive and discuss further with their child. A teacher will take the time to explain the note to the parent, giving it more context. The head of School is made aware of these incidents and protocols are in place as to what steps to take if this behavior becomes a pattern. Our intention to have open and transparent dialogue with the families of our school.

### **Section 8 - Financial Policies**

*'Within the child lies the fate of the future' - Dr. Maria Montessori*

#### **Tuition**

Tuition is due on the first of each calendar month throughout the year. Tuition is payable throughout the year regardless of any scheduled or emergency school closures or statutory holidays.

Payments can be made via preauthorized debit. This information will be in your registration package.

Please keep your account up to date. The school will withhold any and all services to families whose accounts have fallen behind.

**Please note that 2 calendar months written notice is required when withdrawing your child(ren) from Global Montessori School, notice is required on the first of the month please.**

The deposit on file will be applied to your final month's tuition. Any amounts owing to you will be reimbursed by the end of the final month.

Thankyou for taking the time to be informed of our policies and procedures. At times we have to adjust the policies and update this handbook we will keep you informed of any such changes. Please sign and return the Statement of Understanding in your application package before securing your spot.



