



PANORAMA RIDGE MONTESSORI

PARENT HANDBOOK 2010-2011



*"Quality Education from the start
...for the future"*



Panorama Ridge Montessori-Parent Handbook



Welcome to Panorama Montessori Preschool, Kindergarten and Daycare. We accept children from 30 months old to 6 yrs. Please familiarize yourself with the school by browsing through this parent handbook. You can also get more information on our website at www.panoramamontessori.com. For further questions or inquiries, please contact the school directly at 604 861-7861.

INTRODUCTION TO THE STAFF

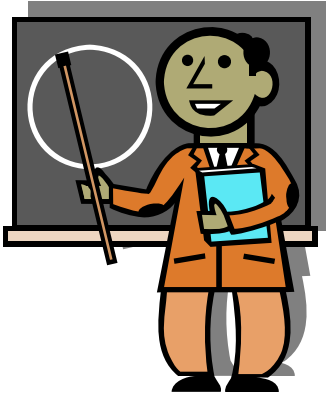


Mrs. Rehmtulla

Mrs. Rehmtulla is a qualified Early Childhood Educator. Mrs. Rehmtulla is also a qualified Montessori teacher with years of experience. She is also well known for her interest in phonetic and reading programs. Mrs. Rehmtulla is fluent in English and Hindi.



MONTESSORI PHILOSOPHY



We believe that every child is a unique individual. Every child has a potential. A teacher is the one who recognizes the potential and builds up on it. A teacher is the one who guides a child in a correct manner. A teacher is the one who does not show the child how to draw or think, rather, she opens the doors for creativity and imagination.

At Panorama Ridge we aim at providing quality education for children in all areas including sensorial, fine motor, gross motor, social, self-help skills, language skills, listening skills, numeric, and emotional well being.

We design activities according to each child's ability. We work with children individually and monitor their daily performance. Parents are welcome to share their input and ask questions about different activities.

ARRIVAL



Parents are advised to please arrive on time so that the child does not miss out on the morning greeting. Greeting times are important because we also discuss how we are going to spend the day. It directs the child to decide and plan his/her activities throughout the program. If the child is going to be more than 15 mins late please



notify the school. Please respect the program by arriving on time so that there is less interruption for everyone.

PICK UP

The school will release the child to only those people who have been authorized on the registration form. We will not release the child to any other family member or family friend whose name is not authorized in the registration form. On a particular day if you wish someone else to pick up your child please notify the school that morning and sign an authorization form.

The school will also not release a child to someone who appears to be mentally or physically unstable (e.g. drunk, dizzy, sick) even if the person's name is authorized in the registration form. This is just to ensure that the child safely reaches home and the school will ensure the child's safety at all times. In such a case the school will call another authorized person listed on the child's data. In case of parent who appears to be unstable (eg. Drunk, dizzy, sick) the school will ask to phone someone else on the list to help the parent. If the parent insists on taking the child the school will not stop the parent, however, for the safety of the child the school will call the RCMP for help.

In case a family has a custody issue the school will release the child according to the court rulings. Please do not ask to pick up the child if you do not have the authority even if the school personally knows you as the parent or relative of the child.



LATE OR MISSED PICK UP

We encourage parents to pick up their child right on time. The school will give parents 10 mins of grace after which a \$1 will be charged for each minute a parent is late. The school's clock will be the standard in this matter. We apologize if this sounds too strict but it is just to ensure that classes end smoothly so that other classes can start on time.

If a parent does not come to pick up a child the school will try to contact the parent on all the listed phone numbers on the registration form. The school will keep the child for an hour at the school waiting for an authorized person to arrive to pick up the child. After the hour if the child is still not picked up the school will contact the Ministry of Children and Family Development and will abide by their decision.



GRADUAL ENTRY

At the beginning of every year, we would like to gradually introduce new children to the program. This is to ensure that the child is comfortable and familiar with the environment and that the parents are also comfortable leaving the child. Prior to the beginning of school a schedule will be mailed out to parents for the first week. This schedule can be varied depending on different circumstances and how comfortable each child is.



FEES

The monthly fees of the school program are as follows;

Preschool (am)/(pm)

5days/week\$325

4days/week.....\$275

3days/week.....\$225

Daycare (includes preschool session)

5days/week...8am-5pm....\$750

4 days/week...8am-5pm....\$650

3 days/week...8am-5pm....\$525

Drop-in Daycare (only for preschoolers in the program).....\$25/day

Half-day daycare.....8:00am-12:00 or 1:00-5:00....\$400

There is a yearly non-refundable registration fee of \$50.

Please hand in post dated cheques at the beginning of school year dated the first of every month up to June. Parents wishing to pay cash can do so on the 1st of every month. Parents paying cash are required to submit one deposit cheques that will be returned at the end of the school year.

All NSF cheques will be charged \$20 service fee.



WITHDRAWAL

For those parents wishing to withdraw their children from the program, the school requires a 30 days notice. If the notice is given less than 30 days prior then the parents will be responsible for that month's fee. This is to ensure that registration is full at all times and that the school has enough time to invite other children to the program in case there is an open spot. There will be no withdrawals after January 31st each year.

CHILD ABUSE POLICY

If the school notices any abuse to the child physically, emotionally or sexually at the school premises, the school will report the incident to the Child Care Licensing board. If the abuse is suspected outside of school premises whether by the parent, relative, friends or any other person, the school will report the incident to the Ministry of Children and Family Development as required by law. The school does not need to notify the parents about any complain filed against abuse at home by the parents or the family. The school will also ensure that the child's safety is maintained the whole time while at school.

HEALTH AND ILLNESS POLICY



The school will require a signed consent form from parents and a doctor's note if the child is to be given any medication during school hours. This rule applies to both prescribed medicines and over the



counter medications. Also the medicine needs to be in its original bottle with the child's name and the amount to be given mentioned on it. The school will also keep records when the medication is administered at school.

Any child with a fever of more than 38 C should not be sent to school. Those children who are feeling too sick to engage in physical activity or outdoor play should also stay at home until they feel better. In case the fever starts at school then the parents will be contacted. In case of a communicable disease we request parents to keep their child at home until the illness clears.

REPORTABLE MAJOR AND MINOR INCIDENTS



In case of a serious injury the school will contact the parents or rush the child to emergency, whichever is beneficial for the child's health during that time. The school will also report the injury to the Child Care Licensing facility.

In case of minor bruises and scratches the school will deal with it appropriately by providing first aid care and will record the minor incident in the school's reportable incident journal.

SUBSTITUTE TEACHERS

In case any of the teachers are sick or on leave, then another qualified teacher will fill in for that period of time.

SNACK



The school will provide one nutritious snack to the children everyday. Our snacks include fruits, vegetables, cheese and crackers, bread, yogurt etc. We do not provide any meat products. Parents can also send in their own snacks if they wish. Please do not send any junk food items like candy, chocolate bars, cookies and juice. Please note that Panorama Montessori is a **Nut-free** zone.

BIRTHDAYS



The school will be proud to celebrate birthdays if the parent wishes. The parents can bring a birthday cake join us during snack time to celebrate the birthday. Please make sure that the cake has clearly listed ingredients and is in the original box that the school can read and keep on file. This is to ensure that there are no allergens in the food that is provided to the children. Please note that the school is a nut free zone therefore any products with nuts or nut oils will not be served to the children.

If you bring goodie bags to be distributed they will be given to the children at the end of school time. Please seal the goodie bags properly. As goodie bags may contain some small items and candies the children will be allowed to take them home and open them under the supervision of their parents.

FIRE EVACUATION PLAN AND FIRE DRILLS

The school has an alternative exit and a fire exit plan posted as required by licensing. The school will also practice fire drills with the children monthly or will talk about fire safety. This drill is done to ensure that there is less panic in case such an event occurs and everyone is familiar with the correct evacuation plan.

EARTHQUAKE DRILL

The children will be learning about earthquakes at some point and may talk about some safety procedures to be followed during an earthquake. In the event of an earthquake we will be listening to the local news and will make the decision to take shelter where it is advisable. Also, during such times local phones may be harder to contact therefore the school will call out of town number and leave messages for the parents if possible. In case of an earthquake only please contact this out of town number to get information on where your children may be picked up. The phone number is 1-780-462-6355.

Parents are advised to pack an emergency supply kit for their child and will remain at school at all times. Emergency supplies during an earthquake include non-perishable food item, water, warm blanket, a letter of love, a flashlight and



a cuddly toy. Emergency kits are also available at stores for you to purchase.



HOLIDAYS

The preschool is open from September to June every year. During this time the school will close for two weeks during Christmas and New Year and one week during Easter holidays. The school will also be closed on all BC public holidays. There will also be PD days closures and will be listed on the school calendar every year. The Daycare will follow same calendar as preschool. Daycare will also be open during summer depending on number of children enrolled in the program and the summer camps.

PARENT-TEACHER / STUDENT LED CONFERENCE

At Panorama Ridge Montessori Preschool & Kindergarten we like to get the parents involved in their children's learning. Parent-teacher conference will be held in November of every year. Student-led conference will be held in March of every year. It is important that all parents attend both events to get an idea of your child's progress.

Please note that the parents are always welcome to discuss their child's progress at any time of the year. Please let the teacher



know if you wish to discuss about your child so an appointment can be made for you.

GUIDANCE AND DISCIPLINE



All children will be expected to respect each other as well as the teacher and the school property.

The school uses the following guidance and discipline methods to entertain behavior suitable in a social setting.

- Use simple statement
- Use positive statements rather than negative
- Focus on the behavior rather than the child
- Use stories to guide when appropriate
- Allow enough time to the child to respond to expectations
- Set simple limits
- Reinforce appropriate behavior with words and gestures
- Encourage children to use the teachers as resources
- Ignore minor incidents
- Remind the children of the set limits
- Acknowledge feelings
- Model problem solving skills
- Use natural and logical consequences

In case of a severe incident where a child is hurting other children or property, the school will encourage the child to sit in the "thinking chair" or "need a hug" chair to reflect on his/her behavior. The time-out is not used as a punishment but rather as a time needed for thinking and reflecting.



Children are asked to talk to the teacher when they are done thinking about the situation. The teacher guides them to think of alternative methods of resolving conflict in the future.

If a child seems very frustrated and cannot calm down or does continue to hurt other children in care then the child will be encouraged to hold the teacher's hand and work right beside the teacher for a little while until the child has calmed down.

If any of the above techniques does not help the child, and the child seems very frustrated, the teacher will ask the parents to take the child away for the day. Some time away from school may relax the child.

SELF-HELP SKILLS



Children will be encouraged to zip their jackets, wear their shoes, and wash their hands. The children will also be helped when they can't do these tasks on their own. Having said that, children are **expected** to be able to clean themselves when using the bathroom. All children attending the school must be toilet trained.

FIELD TRIPS

During the year the school will plan on taking the children on field trips. Prior to field trips, consent forms will be sent home. The cost involved will be mentioned in the consent forms. We may need parents to volunteer driving the children to the field trip

location. Please make sure that you sign these forms on time and send them back.

12996 - 60th Avenue
Surrey, BC
V3X 3T6

(604) 861-7861

info@panoramamontessori.com

www.panoramamontessori.com

