



St. Albert
Montessori School

**Parent
Handbook
2019/2020**

Our Mission

To provide the finest educational program - renowned for its uniqueness and matchless in its exceptional standards and success with children. To help children develop self-confidence, satisfaction, independence and a desire to learn through engaging, stimulating learning experiences and positive social interactions.

Table of Contents:

School Calendar 2019-2020	3
Fees	4
Withdrawal Information	4
School Readiness.....	4
Snacks.....	4
Arrival / Departure / Class Schedule /Absentees.....	5
Show and Share	5
Child Guidance	5
Illness	5
Field Trips.....	5
Communication.....	5
Reporting Periods.....	6
Parent Involvement.....	6
Birthdays	6
Home Reading Program	6
Suggestions for Home	6

School Calendar 2019-2020

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Legend:



Beginning of School Year



Christmas/End of Year Concert



Last Day of School



Non -Operational Days



Good Friday/Easter Monday



Teacher's PD Day



Demonstration of Learning

August 27, 7-8pm – Meet the Teachers

Fees:

Fees are \$4500 per school year based on a 4-day week – Tuesday to Friday.

- 1) \$50.00 non-refundable registration fee and \$100 field trip fee
- 2) \$650.00 tuition deposit (\$325.00 must accompany registration and one post-dated cheque for the following month if not paying one cheque for \$650.00)
- 3) 10 post-dated cheques for \$385.00 dated from September 1st to June 1st or one additional cheque for \$3850.00.

Withdrawal Information:

A written notice must be given two months in advance of the 1st of a month your child won't be attending school, or one-month tuition will be due. For example, if your child is going to attend school until November 30th a notice needs to be received by St. Albert Montessori School on or before October 1st. Withdrawals must be made by January 1st to accommodate another student and ensure you receive pro-rated tuition deposit refund. All withdrawals made after January 1st will be subject to full tuition deposit. Vacations are non-refundable.

Please note that the fees are tax deductible for working parents. There will be a \$25.00 fee for NSF cheques.

Required Items

The following items will be required at the beginning of the school year:

1. One pair of indoor shoes. Please send non-marking Velcro or slip-on shoes to leave at school (labeled with your child's name). These are important because children at this age can put them on independently.
2. Underwear and change of pants in a Ziploc bag labeled with your child's name in case of an accident.

School Readiness:

In order to properly help your child develop self-confidence, satisfaction, independence and a desire to learn, support from home is necessary. Gradually supporting your child with their independence in eating, using the toilet, washing hands, wearing shoes and putting on their coats at home will aid in their success at school. We will support these necessary skills through positive learning and social experiences within the program. The St. Albert Montessori School staff will be happy to answer any questions/concerns you have on your child's eating, toileting, daily activities, etc. each day.

Snacks:

Please send your child to school with a small, **nut free** snack every day. Fruit, vegetable and other healthy snacks are recommended as well as a small bottle of water. Please avoid processed, high in sugar snacks.

Arrival / Departure / Class Schedule /Absentees:

Children will be expected to arrive on time to prepare for their school day. Please bring your children to school on time **AM class 8:25 (8, 25) PM class 12:25 (12,25)**. Children are to be picked up between 11:20 and 11:30 for the morning class and between 3:20 (15,20) and 3:30 (15,30) for the afternoon class.

- Morning class 8:30am to 11:30am
- Afternoon class 12:30pm to 3:30pm

Attendance is very important for your child's success, as well as their safety. Please call the school to inform us if your child will be absent at 780.418.0001.

Show and Share:

Children may bring an interesting item to show and share on their designated day. These days are on our monthly calendar. If there is something else that your child wishes to share pertaining to a theme, they may do so at anytime.

Child Guidance:

Each child will be given the courtesy of an explanation and the opportunity to discuss any conflicting situation that may arise. Using calm, reassuring tone or voice, the child (children) will be helped to resolve conflicts and/or redirect their activity. There will be no forms of humiliation, isolation, or negative physical contact. Parents will be kept informed through written and verbal communication of their child's behavior. Any incident is taken seriously, behavior is recorded and parents are informed. If a child hits or hurts another student, we will contact the parent or guardian and ask that they immediately pick up their child. Together, family and school will work to resolve any issues. If however a child continues to put students at risk, the child will be withdrawn from our program.

Illness:

Children that are sick should stay at home. In the case of an accident or serious illness involving a child, we will ensure that the child's parent or emergency contact is immediately notified by phone and that the child receives medical attention if necessary.

Field Trips:

Field trips or nature walks will be taken only for the purpose of extension from the children's classroom learning.

Communication:

Open communication will help both parents and teachers to enhance the positive learning experience of your child/children. Any concerns or questions may be addressed to Mrs. Aleksandra Nikolic (montessori_school@shaw.ca) by phoning the school at 780 418.0001. Telephone messages will be monitored during school hours between 8:30am and 4:00pm and returned after children are dismissed. Monthly calendars and newsletters related to current and future events will be posted at our school and e-mailed to all our parents on a monthly basis.

Reporting Periods:

There will be two reporting periods during the school year, which you will be notified of.

Parent Involvement:

Parents are welcomed at St Albert Montessori School always. Family members have opportunities to participate in ways that are comfortable for them, such as observing, reading to children, or sharing skills, special talents or experiences. Teachers and parents work together in making decisions about how best to support children's learning and development. On special days or field trips, parent involvement will be also welcomed.

Birthdays:

Each child will be presented with their birthday badge on their day. We will celebrate by singing "Happy Birthday" to them while they walk around a representation of the sun and the months of the year. This activity will help to reinforce that the sun is the center of our universe and we rotate around the sun. If you wish, you may send a treat for snack time to help celebrate your child's birthday. For those children having birthdays during the summer months, we will celebrate their "unbirthday" at school. August birthdays will be celebrated in Sept. and July birthdays in June. Each child's birthday will be posted on the monthly calendar.

Home Reading Program:

The Home Reading program will begin in October. This is an opportunity to spend time with your child reading and to instill a "love of reading" as a family. The students will bring home a book in a Ziploc bag. After reading the book, please record the date and title and initial in the appropriate columns. The students may exchange their book weekly (every Tuesday).

Scholastic book orders will be a new addition to our "love of reading" journey. Instructions for ordering and payment will be sent home in September.

Suggestions for Home:

To encourage continuity in your child's learning, the following ideas are optional and only meant to enhance your child's Montessori experience.

- Label items at home using lower case letters. For example, table, wall, plant, etc.
- Allow help with practical life skills when they have accomplished this at school (pouring juice, table setting, folding, dusting, etc.
- Placing chairs under table and closing doors quietly.
- Putting things away in the exact order and area they came from when finished using them.
- Try to monitor inappropriate television viewing such as violent and gruesome newscast, shows with violence and vulgar scenes and language.
- Ensure the child has proper sleep at night so they are alert and cooperative during their school times.
- Encourage their involvement in grocery shopping, minor food preparation, etc.

You will learn periodically what your child has achieved during their school time. Please encourage this behavior in a calm and quiet manner in the home. This will only continue to build his/her self-confidence, independence and desire to learn.