

Welcome to Belleville Montessori School!

The Ministry of Education licenses Belleville Montessori School (BMS) to serve children aged 2 ½ to 6 in our Early Childhood (Casa) Program.

We provide full-day programs, where children will learn in a Montessori setting 3, 4 or 5 days per week, from 8 am to 5 pm. Children will receive a nutritious lunch, a short rest period (if required) and 2 hours of outdoor time (weather permitting).

We run a school-year program from September to June. We are closed two weeks at Christmas, a week at March Break and all Statutory Holidays. Certain dates (Labour Day, Thanksgiving, Easter, and March Break) fluctuate; therefore, a calendar will be provided to all parents prior to the commencement of the school year.

Admission/Discharge

Siblings of currently enrolled children are offered space first. After that, admission occurs on a first-come, first-served basis, unless there is a waitlist (please see policy below). The first month is a probationary period whereby both parents and teachers assess the child's readiness for school. Parents will be informed if there is a chance their child needs more time before they are school-ready. If a student compromises the harmony and/or safety of the class or him/herself, the student may be asked to leave. Parents will be given one month's notice. **If a parent wishes to withdraw their child, we require one month's notice or one month's payment.**

We have enrolled in the Canada-Wide Early Learning and Child Care program, a government initiative to help make the cost of childcare more affordable. Currently, the government is subsidizing 52% of costs with the goal of bringing the Parent contribution down to \$10 per day.

Tuition Fees: Base Fees

5 days	\$8850.00 per year (\$885.00 per month)
4 days	\$7350.00 per year (\$735.00 per month)
3 days	\$5800.00 per year (\$580.00 per month)

Current Fees with CWELCC

5 days	\$418.16/month
4 days	\$347.29/month
3 days	\$274.05/month

Non-base Fees

\$10	yearly (sunscreen/toothbrush and toothpaste)
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Fees are paid monthly by e-transfer or cheque

In the event of a closure, refunds or credits will be approved by the Board (ie closure for weather).

Belleville Montessori School Program Statement

“Our aim ... is not merely to make the child understand, and still less to force him to memorize, but to touch his imagination as to enthuse him to the innermost core.”

-Maria Montessori

Belleville Montessori School follows “How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014)” as the guiding document under the Child Care and Early Years Act, 2014.

Montessori is a philosophy and method of education that has been helping children reach their potential for over 100 years. Belleville Montessori School, established in 1997, embraces this proud tradition.

Our mission is to empower children to reach their potential as individuals who are self-regulating, confident and independent intellectually, emotionally and socially, cultivating a lifelong desire to learn.

Children in the preschool age group, 2 ½ -6, are blessed with what Montessori deemed “The Absorbent Mind”, enabling children to take in information from their environment and culture ‘like a sponge’, with ease and enthusiasm. It is therefore especially important to provide an environment prepared for their success and that stimulates their imagination and creativity. It is also important that the adults delivering this program be positive, loving role models for the children in their charge.

Children’s physical health and safety are met by ensuring that the standards set down by the Health Unit, Fire Department and Ministry of Education are met or exceeded. Nutritional needs are met through a meals and snack menu that follows Canada’s food guide and ensures a balance of nutrients and a variety of foods offered. 2 hours of outdoor time per day provide ample time for exercise and fresh air. After lunch, children who require a nap are provided with a cot and a quiet space. Others are allowed to read, or participate in other quiet activities while digesting lunch.

Our classrooms are well lit and stocked with developmentally appropriate materials that span several curricular areas – language, math, art, practical life, sensorial and cultural. These materials will be rotated based on the level of interest demonstrated. Children are allowed to move freely in the classroom, choosing activities that appeal to them during ‘work time’. They will participate in both individual small group lessons,

sometimes initiated by a teacher, other times by the child or a friend. Circle time provides group instruction, stories and songs to engage the class as a whole and encourage important skills like turn taking and listening.

As a community, we value diversity and inclusion, respecting both self and others and as such encourage positive, responsive interactions and communication between students, staff and parents. Parents drop their children to the classroom, giving an opportunity for daily contact with teachers which helps to develop a rapport and understanding of each child's circumstances and Parent – Teacher conferences are scheduled bi- annually. Should a concern about a student arise, requiring a meeting, it can be initiated by either the parent or the lead teacher. A proactive approach will be taken, and options explored could include strategies applied at home and in the classroom, but also could involve other agencies and professionals, such as Pediatricians, Preschool Speech and Language, Family Space resource consultants, or occupational therapists.

As per our Staff Training and Development Policy, Lead teachers attend workshops and/or conferences and share information acquired with other staff. BMS has access to several online Montessori resources that offer webinars that will be offered to staff. There are also other resources available, including the Ministry's How Does Learning Happen?, the Early Years Portal and CECE, which we encourage staff to explore in order to augment their experience.

Documentation and Review of our program statement occurs based on the daily observations that the teachers in the classroom record and summarize for parent-teacher interviews. This enables us to reflect upon the growth of each student across time and to keep an open and ongoing dialogue with families.

Preparing Your Child for School

Supplies

In an effort to streamline procedures and storage, we ask that parents contribute \$10 toward the cost of sunscreen, toothpaste and toothbrushes. This ensures that the toothbrushes are a size that can be stored in the way the Health Unit has approved, that space is saved and that the time-consuming process of sunscreen and toothbrushing is as efficient as possible.

Clothing

Clothing should allow your child to function well in the classroom and be as independent as possible. Because students are creating with paint, playing outside and eating throughout the day, special clothing can be easily ruined and restrict their ability to play.

Independence is a key factor in the Montessori environment, so we ask parents to think of this when providing clothing:

Mittens rather than gloves

Velcro rather than laces

Overalls and items that button at the crotch are impossible when toileting

Slide on slippers or canvas shoes are great as indoor shoes

Neck warmers rather than scarves (scarves are more likely to result in strangulation)

Please remember that we are outside for 2 hours every day and it is very important that children have weather appropriate clothing. Your child should always have a spare outfit with him/her. Accidents happen, melting snow makes pants uncomfortable and milk gets spilled. It can be embarrassing to wear too small pink tights when you are a six year old boy, so please ensure an entire set of spares is here. Indoor shoes are a **MUST**. Ministry regulated fire drills mean we have to go outside at a moments notice and outdoor shoes are not allowed in the classroom as children work on the floor.

Nap Items

Napping children will be provided with a small cot and we recommend an all in one 'bedroll', which will have a small pillow, base and blanket. Please do not bring in large sleeping bags, as the nap room is quite warm and we don't have a great deal of storage space. Children can also bring **ONE** stuffed animal if it comforts them, but it remains in the nap room or in their cubby.

TOYS ARE NOT ALLOWED AT SCHOOL.

Most importantly, **PLEASE LABEL ALL YOUR CHILD'S THINGS...** We cannot guarantee that nothing will get lost, but we guarantee that another parent won't know to whom it belongs if it isn't labelled.

Birthdays and Other Special Occasions

We celebrate birthdays by performing a sun ceremony. Please bring a photo of your child at birth and one for each year after. This helps children appreciate the passage of time and that we are all growing. You may bring a treat on your child's birthday or other special occasion, but please avoid doing so at other times. It is a kind thought, but when the generosity of picking up Timbits as a treat is multiplied by everyone in the class, we end up with too much sugar.

Our Christmas and End of Year Picnic are special celebrations that are marked on the school calendar. All children are welcome to attend, whether it is their regular day or not. Parents attend and other special people are welcome as well, and please note on your calendar that these are **HALF DAYS** only.

Late Policy

Belleville Montessori School closes at 5 pm. Please be respectful and pick up your children and collect their belongings promptly. Our staff's time is valuable, and they have responsibilities such as appointments, other jobs, classes, and their own children to pick up (for whom they are also charged late fees).

If you are late, please note that there is a \$20 late fee for the first 5 minutes, plus \$1 per minute thereafter. This fee is payable DIRECTLY to the staff member involved (not to BMS) and should be paid by the next day. We understand that nobody plans to be late; reparations must be made to the staff member regardless of the reason for the tardiness.

If it is 5 and there is nobody to pick up your child, the parents will be called. If we are unable to reach a parent, emergency contacts will be called. If no one can be reached by 5:30, Belleville Police will be contacted.

If lateness becomes a chronic problem, the situation will be assessed, and further penalties may be incurred, including removal of the child from the program.

Health and Wellness

Before entering school, your child must have all immunizations up to date. Please submit your child's record during orientation so we can submit it to the Health Unit as required. If you have a conscientious objection to immunization, you must complete a form so we can submit it to the Health Unit.

It is very common for a child to get many colds when first entering school. They are very affectionate with one another and germs spread easily. Please encourage your child to wash their hands frequently. Clearly, every sniffle cannot mean a day home, but please exercise good judgment when deciding if your child is well enough for school.

If your child displays any of the following, they should be excluded from school. Not only are they unfit to participate fully, they are spreading germs and or viruses, making it impossible to halt the cycle of illness.

- Nagging cough
- Thick, green mucous
- Fever
- Nausea
- Vomiting
- Diarrhea

HPE Public Health requires the following:

- A fever (must have ceased without medication for at least 24 hours)
- Diarrhea or vomiting (must have ceased for 48 hours)
- Pink Eye (24 hours after first dose of antibiotic eyedrops)

If one of these symptoms develops during school, we will notify you as soon as possible so that s/he may be taken home to get well. It is important to note that many medication only mask conditions like fever, they do not cure the underlying cause, which means your child is still sick.

Bringing Food to School

All food and beverage that is provided by the parent of a child must:

- Meet the nutritional recommendations of the Canada Food Guide;
- All containers must be labelled with the child's name;
- Respect Belleville Montessori School's allergy awareness procedures, including prohibited foods, if any (e.g. Peanuts)
- Practice proper food storage procedures;
- Have written instructions provided by the parent for all children younger than 44 months of age.

Administration of Medication

ONLY MEDICATIONS PRESCRIBED BY A PHYSICIAN WILL BE ADMINISTERED BY STAFF.

Medications must be in the original container, clearly marked with the child's name, the name and dosage of the medication, the date the medication was dispensed and instructions for storage and administration. Parents must complete and sign a 'MEDICATION INFORMATION AND CONSENT FORM', which is kept on file and filled out when meds are administered.

In the case of emergency medication such as inhalers and epipens, parents must complete and sign an 'EMERGENCY MEDICATION AND CONSENT FORM'. In addition to the information above, emergency medications must also have the expiry date clearly visible on the label.

Sunscreen

Sunscreen is NOT applied in the morning, so please ensure your child comes with it on. Sunscreen will be re-applied in the afternoon before going outdoors. Because sunscreen has to be applied ½ hour before going outside, and it takes a considerable amount of time to apply it to all the children, it takes a large chunk of class time so we appreciate your cooperation.

Allergies & Anaphylaxis

It is essential that parents inform staff of any allergies their child may have and what reactions to expect. If your child has anaphylactic food allergies, a form from your child's doctor must be completed and updated if there are any changes. Any medication recommended by a **doctor must be on the premises at all times (ie not taken home and returned each day)** or the child cannot be admitted. A Non-Prescription Medication Form must be completed and signed by the child's doctor and kept on file for any allergy control products.

Anaphylaxis is a serious allergic reaction that can be life threatening. Our anaphylaxis policy is meant to ensure at risk children are identified and that staff is trained to minimize risk of accidental exposure and respond appropriately in an emergency situation. The parent must inform the staff of the allergy and complete the Anaphylaxis Emergency Plan. Parents should consult with teachers before bringing in snacks to ensure all children are safe.

Prohibited Practices

The following practices are prohibited at BMS

- a) Corporal punishment of a child
- b) Physical restraint of a child for the purpose of discipline or in lieu of supervision, unless the restraint is for the purpose of preventing a child from hurting him/herself or someone else, is used only as a last resort and only until injury is no longer imminent.
- c) Locking the exits for the purpose of confinement or confining a child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the emergency management policies and procedures.
- d) Use of harsh or degrading measures or threats or 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/her self respect, dignity or self worth.

- e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding or
- f) Inflicting any bodily harm on children, including making the children eat or drink against their will.

A staff member found in contravention of this policy will be terminated.

Child Care Supervision Policy for Volunteers and Students

This policy for the supervision of volunteers and placement students is in place to help support the safety and well-being of children attending the centre.

Requirements Under Child Care and Early Years Act

The *Child Care and Early Years Act* (CCEYA) provides that every operator shall ensure that every child who is in attendance in a day nursery is supervised by an adult at all times.

Policy

- No child will be supervised by a person under 18 years of age.
- Direct unsupervised access (i.e. when an adult is alone with a child) is not permitted for people who are not employees of the centre.
- Placement students are not counted in the staffing ratios of the centre.
- Volunteers are not counted in staffing ratios of the centre

Procedures under the CCEYA Applicable to Volunteers and Students

Volunteers and students will meet the following Child Care and Early Act requirements;

- The program statement will be reviewed and signed
- The individual plan(s) for a child with anaphylaxis and the emergency procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- The supervision policy for volunteers and students will be reviewed with volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- Vulnerable Sector Criminal reference checks are required for all volunteers having direct contact with children in the centre.

Notes:

1. The Ministry criminal reference check policy does not apply to students placed in child care programs by an educational institution; however criminal reference checks are routinely required by community colleges and universities prior to students beginning a placement in child care and should be required as a policy by a child care centre.

Roles and Responsibilities**1. Supervisor:**

- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the centre before they begin and at least annually afterwards.
- Provide an orientation (see below) to all volunteers and students who will be providing care or guidance to children at the centre as well as ongoing mentoring, support and monitoring.
- Designate a lead RECE for each group of children in the centre who will be responsible to supervise volunteers and students when applicable and ensure this staff person's responsibilities in regard to volunteers and students is clear.

2. Volunteers and students:

- Review all required policies, procedures and documentation before they begin to provide care or guidance to children at the centre and where applicable, at least annually afterwards.
- Participate in an orientation with the supervisor before they provide care or guidance to children at the centre.
- Have a vulnerable sector police check
- Have current CPR

3. Operator:

- Ensure that the operator's insurance covers volunteers and students.
- Review the policy at least annually to ensure that it remains current.
- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the centre before they begin and at least annually afterwards.

Orientation Procedures

An orientation will be provided to help volunteers and students understand the operation of the child care program and the expectations for their placement/volunteer experience.

It will include the required policy and procedure reviews set out in the CCEYA as noted on page one of this policy.

It should also include at least the following;

- A tour and orientation to the centre both indoors as well as the playground area
- A review of the emergency evacuation procedures
- A review of the centres Policy and Procedures manual
- A discussion regarding the needs of individual children (e.g. special needs, allergies etc.)
- A review of the centre's parent handbook
- An orientation to the location and use of the Ontario Child Care Licensing Manual

Belleville Montessori School

Safe Arrival and Dismissal Policy and Procedures

Name of Child Care Centre: Belleville Montessori School

Date Policy and Procedures Established: January 1, 2024

Date Policy and Procedures Updated: January 1, 2024

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

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, including what steps are to be taken when a child does not arrive at the child care centre 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

General

- **BMS** will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.

- BMS will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.

Procedures

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:
 - greet the parent/guardian and child.
 - ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on [the child's file/registration form or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
 - document the change in pick-up procedure in the daily written record.
 - sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
 - inform the lead teacher and they must commence contacting the child's parent/guardian no later than 10:30 am. Staff shall call the parent/guardian. If no contact is made, they will leave a message. Staff will then commence with contacting the other parent/guardian and if no contact is made, leave a message. Contact must be made to confirm absence.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
 - confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.

- 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.

Where a child has not been picked up as expected (before centre closes)

1. Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up by 5 pm, the program staff shall contact the parent/guardian by telephone and or text and advise that the child is still in care and has not been picked up.
 - Where the staff is unable to reach the parent/guardian, staff must leave a message with all parents/guardians. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
 - Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall call emergency contacts listed on the child's registration form.

Where a child has not been picked up and the centre is closed

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 5:30, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. Staff member shall stay with the child and proceed with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact parent first, then contact authorized individual should they be unable to reach parent.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact other authorized persons listed on the child's file. .
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6 pm the staff shall proceed with contacting the local Children's Aid Society (CAS) 1-800-267-0570. Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone

Parent Issues and Concerns Policy and Procedures

Name of Child Care Centre: Belleville Montessori School

Date Policy and Procedures Established: September 1, 2017

Date Policy and Procedures Updated:

Purpose

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

Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Staff: Individual employed by the licensee (e.g. program room staff).

Policy

General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. 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 Belleville Montessori School 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 verbally or in writing. Please ensure that issues and concerns are brought to the lead teacher. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 2 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 centre 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 the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS 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/childrensaidd/reportingabuse/index.aspx>

Child Care Centre Sleep Supervision Policy and Procedures

Name of Child Care Centre: Belleville Montessori School

Date Policy and Procedures Established: September 1997

Date Policy and Procedures Last Updated: January 2023

Purpose

Children's sleep and rest play an integral part in a child's well-being and development. The purpose of this policy and procedures described within is to provide staff, students

and volunteers with rules and procedures to follow to safeguard children from harm, injury or death while sleeping.

The procedures provided for placing children under 12 months of age on their own backs for sleep align with the requirement to meet the recommendations set out in Health Canada's document entitled "[Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada](#)".

Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for sleep policies for child care centres.

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

Policy

General

All children will be provided with the opportunity to sleep or engage in quiet activities based on their needs.

Children will be provided with a cot, parents will provide sleep mats/blankets and any comfort item that a child needs for sleep (eg a soft toy or soother). Should a sheet not be provided by the parent, the school will provide one.

Children will be placed in their assigned cots for sleep.

All parents of children who regularly sleep at the child care centre will be advised of the centre's policies and procedures regarding sleep at the time of their child's enrolment and/or any time the policies and procedures are revised, as applicable. This information will be available to parents in the Parent handbook. Staff will consult with parents about their child's sleeping arrangements at the time of enrolment and at any other appropriate time (e.g. when a child no longer sleeps or at the parent's request).

Written documentation will be kept in each child's file to reflect the sleep patterns identified by their parent, and updates to the documentation will be made whenever changes are communicated to the child care centre.

All sleep arrangements will be communicated to program staff by the supervisor after meeting with the parent/guardian.

Parents will be advised by the staff of any significant changes in their child's behaviour during sleep and/or sleeping patterns.

- Changes may result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent.

Direct Visual Checks

Direct visual checks are not required for children engaging in quiet activities, but these children will be supervised at all times.

The frequency of direct visual checks and the steps to complete them will depend on the typical sleep patterns of each child and their age, as identified in the sleep supervision procedures provided in this policy.

- Staff will ensure that all sleep areas have adequate lighting available to conduct the direct visual checks of sleeping children.

Emergency Policy

We have an Emergency Policy.

In the event of an emergency, such as lockdown, fire, earthquake, tornado, hold and secure, bomb threat, environmental threat, disaster involving evacuation or hurricane, all parents will be notified by phone.

Waitlist Policy

Belleville Montessori School currently has a waitlist. There is no fee charged to be put on the waitlist. Currently enrolled children and their siblings take precedence. New registrations are accepted on a first come, first served basis with two exceptions: 1) a full time student will be given priority over a part time student if the available space is full time; 2) children may be offered space in order to maintain a mixed age group in the classroom. For example, if in a class of 24 there are 2 SK, 10 JK and 11 preK children, a SK student may be granted space first. Prospective parents who wish to see the waitlist will be shown their child's space with other names blocked out in order to protect the privacy of other students.

Field Trips

In order to provide as much consistency as possible, field trips are rare for this age group. If the children are provided an opportunity to go off premises, information will be given to parents and a permission slip must be signed.