



# FREDERICTON MONTESSORI ACADEMY

## Family Handbook 2023-2024

131 Duncan Lane  
Fredericton, NB  
E3B 7S2  
506-444-6249

Owners: L. McDonald & W. Poniatowski  
[laura@fmacademy.ca](mailto:laura@fmacademy.ca) [wanda@fmacademy.ca](mailto:wanda@fmacademy.ca)

Website: [www.fmacademy.ca](http://www.fmacademy.ca)

Facebook: @PrivateSchoolFredericton

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## Welcome and Introduction

Welcome to Fredericton Montessori Academy (FMA). We are currently an applicant school with the Canadian Council of Montessori Administrators (CCMA) and will soon be the only accredited Montessori school in Atlantic Canada. We hope you will find your child's authentic Montessori education a rewarding experience.

The main objective of FMA is to provide your child with a planned and stimulating environment in order for them to be able to reach their own individual and highest learning potential.

The basis of our approach is through the observation that children learn most effectively through the Montessori process of investigation and discovery. No two students learn at the same pace, nor do they necessarily learn best from the same methods. Our goal is to be flexible and to guide each child through their own level of learning.

### Our specific goals:

1. To foster a **love** of learning and curiosity for their world.
2. To build and encourage habits of initiative, concentration, perseverance and independence.
3. To assist children in their academic advancement and to provide them with the opportunity to progress at their own pace.
4. To develop a sense of high self-esteem and self-confidence as well as a sense of order and inner discipline.
5. To develop positive social skills and a sense of community.
6. To integrate values of respect, kindness and caring into the daily lives of our students.

### FMA History

Established in 2017, Fredericton Montessori Academy (formerly Riverside Montessori Elementary) is growing in both numbers and community respect. All of our teachers hold a Montessori diploma issued by an accredited MACTE institution.

Owner, Laura McDonald, has over a decade of public school experience teaching French Immersion. She holds not only her BEd, but a Masters in Guidance and a certificate in Lower Elementary Montessori training through NAMC. She has recently completed her 18-month MACTE Accredited Montessori Leadership Course through *The Center for Guided Montessori Studies*. Laura currently serves as the Head of School.

Owner, Wanda Poniatowski, is T.M.I. trained in both Lower and Upper Elementary and has been teaching in a Montessori classroom for almost two decades. Wanda has a Fine Art degree from the University of Guelph with a double minor in English and Music. She has continued to take a number of Montessori courses to gain further understanding of the way children are developing today. Wanda currently serves as the Academic Director.

## **Mission & Vision Statement**

At Fredericton Montessori Academy (FMA) our Mission is to create a happy nurturing environment within a Montessori program. We are dedicated to empowering children to reach their fullest potential, regardless of ability levels and learning styles while priding ourselves in reaching high academic standings. It is our vision to guide our children to become confident, creative and compassionate life-long learners that become driven to contribute to their local and global communities.

Our goal is to maintain an open communication between teachers, parents, students, and staff. We are committed to attend to each child's individual needs by providing a safe, secure and caring environment to foster a love of learning.

Fredericton Montessori Academy is an inclusive environment where we celebrate diversity. All religions, races, cultures, gender and sexual orientation are respected. We strive to include a variety of cultural experiences within our program. Our environment maintains a neutral perspective and all religion and spirituality are discussed.

## **Family Handbook**

The Family Handbook is provided to you at the time of registration as part of a contractual relationship between our school, its students, and their families for the academic year. This agreement is renewed on a yearly basis and is intended to communicate the school's purpose, policies and serves to provide you with current, pertinent school guidelines.

## **Philosophy and Programming**

### **Philosophy and Method**

Dr. Maria Montessori founded the Montessori method in Italy in the early 1900s and her scientific approach to education was shaped around the individual needs of the child. Her education was built upon three primary principles – observation, freedom of choice and the prepared environment.

Maria Montessori believed “the hand is the chief teacher of the brain” and that children learn most effectively through touch. She developed beautiful sensorial materials like the golden math beads, sandpaper letters and wooden maps of the world. The teacher's job is to show the children how to use these materials and then leave them to learn independently. These materials help the child to understand what he/she is learning by associating an abstract concept with a concrete sensorial experience. In this manner, the Montessori child is learning and not just memorizing. The Montessori Method stresses that children learn and progress at their own pace so that fast learners are not held back, and slow learners are not frustrated by their inability to keep up.

Through her observations of how children learn to walk, speak or read, Montessori concluded that a young child's mind is like a sponge - she called it “the absorbent mind,” and called the first six years of life, “the most important period of life; the time when intelligence, man's greatest tool, is being formed.”

As a result, a Montessori classroom will expose children to challenging concepts much earlier than the public-school system does.

### **The Montessori Curriculum**

All classes, both Elementary and Casa, follow a common set of internationally recognized Montessori curricular guidelines. Our school prides itself in running a MACTE accredited program.

This curriculum is divided into three streams that flow together to make a whole. The first stream of the curriculum is teaching the foundations for future learning. These include fundamental lessons such as reading, writing, math, etc. The second stream is designed to spark interest and joy of learning through diverse and exciting concepts both in life skills and core subjects. As a child-honouring curriculum, our third stream focuses on the child and their individual interests. Through projects and research, they can explore the world and areas of interest to them.

Teaching focuses on the child's experience, characterized by self-directed activity, whereas the teacher's role in the classroom is more observational. Student progress is discussed regularly with parents and strategies are shared if students are experiencing difficulties. Each classroom has a three-year, multi-aged span, where students can learn in individual or small group lessons for core subjects. Uninterrupted work periods allow the children to progress at their own pace.

- **Casa Program** (ages 3-6)

Children entering the classroom at age three are introduced to "Practical Life" exercises such as pouring, polishing and buttoning, which he/she may already be familiar with at home. They will immediately feel a sense of accomplishment and these tasks will help him/her develop concentration and motor coordination. These skills are necessary for more advanced exercises, along with increased independence and self-discipline. Individual use of different materials allows for a varied work pace that accommodates many levels of ability and eliminates competition. Children are encouraged to move around and work individually or in groups. Socialization is very important at this age and children develop the basics of co-operation and sharing. As the child's skills increase he/she are gradually introduced, through concrete experiences, to the areas of language, mathematics, culture, music and art. Through their sensorial work, students are introduced to materials that require the use of their 5 senses which is key to intellectual growth. In keeping with the Montessori philosophy, each day the children can work in each area of the classroom, according to their individual needs. It is at this age that students develop their concentration, coordination, order and independence.

Children must be toilet trained and are on a one-month probationary period.

- **Lower and Upper Elementary Program** (ages 6-12)

This program is a continuation of the basic philosophy and principles of Montessori. Co-operative social interaction among children of different ages creates feelings of friendship, respect for the rights of others and self-confidence. They are encouraged to achieve their full potential at a creative, imaginative level in all subject areas including mathematics,

language, grammar, history, geography, French, physical education, and art. The Elementary Science Curriculum conveyed through visual charts, experiments, vocabulary and definition materials, weaves principles of physics, chemistry, the earth sciences, botany and zoology together. Our elementary curriculum satisfies the maximum standard set out by the province in addition to our own Montessori curriculum.

The classrooms are arranged as follows:

6-9 years old (Lower Elementary) ... (Grade 1, 2 & 3 equivalent)

9-12 years old (Upper Elementary) ... (Grades 4, 5 & 6 equivalent)

- **Quest Adolescent Program** (ages 12-18)

This program is a continuation of the Elementary program rooted in the Montessori philosophy. Quest is a prepared environment that supports, encourages, and guides each student to be the best they can be by experiencing learning through hands-on activities, purposeful projects, and personal interests. There are opportunities for students to embrace what they will need to become positive, contributing members of our community and world. We believe that each person's journey is a lifelong process, and Quest Montessori helps create a strong foundation for each student's intellectual, social, and emotional development. Upon entrance into this program, a separate handbook is provided with requirements specific to this age level.

- **Summer Program (Casa level only)**

FMA offers a six (sometimes 7)- week summer program for interested Casa parents. This program will only run if there is a minimum of 15 interested families. The program is only offered to our current Casa students (even those moving to our Lower Elementary level) and incoming fall students, however, space is limited and offered first to our current students.

The Montessori philosophy will continue to be upheld, especially with Grace and Courtesy, while students follow a themed based program. We will start after the July 1<sup>st</sup> weekend and continue until the August long weekend. Set dates will be announced by March. Due to the fact that it is short time period, we will need a full summer commitment from interested parents to run our program. You may choose for your child to only attend certain weeks; however, our price will remain the same.

## **Specialties**

- **Second Language**

Elementary students have French classes four days a week. For the younger elementary students, the French program is based on an oral comprehension of the French language. The children learn vocabulary and conversational skills, while singing songs and playing games. As they advance in age, the Elementary program takes a holistic approach to learning French. Its aims are to prepare students for real life situations by teaching them communication skills, language knowledge such as grammar, vocabulary and an appreciation for French culture.

At the Casa level, students are introduced to Spanish and French through social interaction with our guides and assistants.

- **Visual Arts**

The Visual Arts program is an integral component of our Montessori curriculum. Art History, Appreciation and Art Production provide meaningful experiences for the students and promote their individual expressions and creativity. In addition to art classes, students are encouraged to illustrate their journals and cultural projects on an ongoing basis.

- **Music, Theatrical Production and Performance Opportunities**

The music program at the Casa and Elementary level is interdisciplinary and involves the development of the children's awareness and love of music through the study of beat & rhythm, melody, instrumental technic, expression and listening skills. Music is taught by a trained *Music for Young Children* teacher.

All children participate in the annual Winter Concert. In preparation for this performance students participate in music workshops involving basic choral instruction. Other activities promoting music, drama and the arts include attending and inviting local performers of both music and theatre.

- **Physical Education**

Physical education focuses on conditioning and improving fitness levels rather than athleticism. The students engage in both competitive and noncompetitive activities, from basic skills to game experiences. The program provides key lessons to help develop sportsmanship and fair play.

### **Phasing In (New Students)**

FMA believes that phasing-in of new children at the beginning of the year ensures a calm and orderly transition from home/public school to Montessori. In our Casa classroom, the concept of bringing in new children to our school a few days before the returning students, helps prepare the new students for a secure, successful and positive transition to a new and unique world. A schedule of phasing-in is provided to families in June and again in August.

There is no after school care available the FIRST day only of school for our Elementary students. They will need to be picked up promptly by 3:30. Before and after school care will resume thereafter.

A separate phasing-in period will be held in June for those new students entering our school the following academic year. For example, if you have a child age five in Casa or in public school that is already accepted into our program, they will participate in a phasing-in period in Lower Elementary. The Grade Three students entering Grade Four will also move up into Upper Elementary for their phasing in period. The purpose of this is to welcome new students and rotate the enrolled students into their next classroom. This helps alleviate any anxiety the children may have about their new classrooms and helps foster new friendships. As for new Casa students entering our program, they will phase-in at the beginning of their academic year.

### **Inclusion Policy and Procedures**

Fredericton Montessori Academy strongly believes that all children have the right to experience an authentic, enriching, and inclusive Montessori education. We strive to

support and include all children, to the best of our abilities, training, and experience. When a child's needs are beyond our capabilities, we will do our best to seek out additional training and support. When enrolling, we need to consider natural proportions as our environment also needs to balance the level of needs, so educators and children do not feel overburdened. We believe in promoting a sense of belonging among the children, instilling in them a sense of self-valor and self-worth. We capitalize on a child's strengths, which encourages a sense of pride, independence, and capability.

Family priorities are respected and valued, and we place utmost importance on building positive family/school relationships. Our belief is that all children should be able to participate in the full range of our program unless safety and security are compromised, in which case we are happy to assist families in finding the appropriate support to ensure their child's success in our program.

Our learning materials are easily accessible and can be creatively modified for those who require accommodation. We document carefully in cases of a child who may need additional support beyond what we are able to offer. We have respectful relationships with support professionals (OTs, speech pathologists and psychologists) and they in turn offer us support on how to better serve the child and meet them where they are in the classroom. Documentation is an on-going process in our classroom and serves as an important tool for observation and helping to meet children's individual needs so they can find success.

When we face significant challenges, we will meet with the parents to reflect on the school's observations and documentations. Together, we will meet to discuss challenges and set goals needed for success in the program. Strategies will be implemented on both the part of the school and the family. Together we reach out to community supports when needed. As needed, we will also reach out to licensing for further support.

The children in our community are encouraged to actively support each other and thus they serve as positive role models for social and emotional regulation. Inclusion, kindness, and respect are foundational values of our program and are woven into the very fabric of our community. Individual differences are respected, accommodated, and valued.

We support equal access for all children. We are able to modify elements of our program to ensure that all children can participate meaningfully in a full range of experiences and activities. Support, participation, and access are key values and goals for all children in our program.

FMA does not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, or sexual orientation in any of its activities or operations. We are committed to providing a welcoming environment for all members of our community. We take an active role in learning about diversity.

### **Discipline Policy**

As a Montessori school, we strive to assist children in developing self-control, self-confidence and self-discipline. This is done in an age appropriate manner and is based on the concern for the safety and well-being of the child and those around them.

Different techniques will be used depending on the situation, but we pride ourselves in the use of a positive approach, which avoids personal humiliation. The purpose of discipline in the classroom is to both prevent inappropriate behaviour, by setting clear and attainable expectations, and to give the children the skills to solve problems as they arise. When behaviours do arise, we try to redirect the child by giving choices, modelling appropriate behaviour or through logical or natural consequences. If there is a danger to self, others or their environment, a child may be removed from the class and supported while they regain control over their body and behaviour. It is our goal for a student to return to the environment as soon as they are able to do so in a safe way. It is never acceptable for a staff member to use physical, verbal or mental force to discipline a child.

Teachers will communicate with a parent if their child's behavior is a concern. Together, teachers and parents will create and implement a plan to positively change behaviors. We strive to see children proud of their achievements, their friends, their classroom and themselves.

## **Registration Enrolment**

Fredericton Montessori Academy is a private elementary school and depends solely on the tuition of our parents. A contractual agreement between our school, the students and their parents/guardians finalize their enrolment. We insist on strict adherence to our current fee schedule, payment plan and registration policies.

***\*Please see Annex A.\****

### **Acceptance Criteria**

Due to the increased demand, admissions are processed in the following order: current students, siblings of current students (*if entering at age 3*) and new students. ***\*Please see Annex B for a detail description of our application process.***

### **Child Care Deduction**

Casa (up to but not including senior Kindergarten) are eligible for childcare deduction. A portion of the Elementary tuition fee is deemed to include a prescribed percentage allocated to child care. In January, tax receipts, for income tax purposes, are issued for childcare payments received during the preceding calendar year. Please retain your copy for income tax purposes.

### **Probation Period**

The first four weeks of classes are a probationary period for all new students. If at any point during this probation period, the child is not suited to our learning environment (socially, emotionally or academically) the parents will be informed, and a portion will be refunded based on days in attendance.

### **Child Discharge Policy**

We require 30 days written notice if a student leaves our school. It is the responsibility of the family leaving to cover the cost of care during that 30-day period.

Our aim is to serve both the individual student and our school community. In the event that our school is not the best fit for a student or family, we reserve the right, at our sole discretion, to dismiss the student. This may happen if FMA is not able to meet the student's needs, if the student is not responding to the advantages of a Montessori environment, or if the conduct of either the child or guardian(s) is compromising the learning, safety or well-being of any member of our community.

It is essential to understand that we will not tolerate any physical, verbal or mental misconduct or abuse toward any member of our school community. This will result in immediate dismissal and with no retribution. It is not school policy to discuss any private matter involving other families and we ask our families to abide by this as well.

## **Parent and Child Responsibilities**

### **Arrival and Departures**

Regular attendance is important for your child's understanding and appreciation of the Montessori Environment. Arriving at school on time allows your child to be able to socialize and prepare for their work-cycle. Tardiness can be both disruptive to the class as a whole, and the teacher who is already actively engaged in lessons. We will be tracking late arrivals as well as absences daily.

The school opens at 7:45 a.m. Monday to Friday. Until 8:25, student will either be supervised outdoors or, if weather deems inappropriate, supervised inside the school. **All elementary students must be at school no later than 8:30 as this is when classes begin.** Any child arriving after the children have entered the building must be escorted to the entrance doors by a parent. If this door is locked, you will have to communicate with the office to access the building. **Please do not drop your child and leave before they have entered the building as doors will be locked at 8:45.** Children are the parent's responsibility until they are in the building and greeted by a staff member. Please understand that everyone at our school has an important job to do and, as such, we need arrival times to be respected.

To allow each child a sense of independence, your participation in the arrival and departure should be brief. Please allow your children the opportunity of carrying in their belongings themselves and getting ready with minimal help from the parent/guardian. This is also not an appropriate time for parent-teacher conferences. Teachers need to focus their attention on the children.

It is vital that a student not leave the premises without the knowledge of their classroom or on-site teacher. Fredericton Montessori Academy operates in full compliance with New Brunswick Regulation under the Family Services Act and Child Day Care Facilities Operators Standards, which govern how child day care facilities are managed and regulated for our after-school program. We record the arrival and departure times of each individual student daily.

## **School Hours**

Daily Classroom Hours (Monday to Friday): 8:30 a.m. – 3:30 p.m.

Afterschool supervision is available for students who are registered as full-time students until **5:15 p.m.** If you arrive after this time, additional charges will apply.

FMA will be closed in recognition of the following 2022-2023 holidays.

<b>Thanksgiving</b>	October 9 <sup>th</sup>	<b>March Break</b>	March 4 – 8 <sup>th</sup>
<b>Remembrance Day</b>	November 11 <sup>th</sup>	<b>Good Friday</b>	March 29 <sup>th</sup>
<b>Christmas Holiday</b>	Dec. 20 <sup>th</sup> – Jan. 8 <sup>th</sup>	<b>Easter Monday</b>	April 1 <sup>st</sup>
<b>Family Day</b>	February 19 <sup>th</sup>	<b>Victoria Day</b>	May 22 <sup>nd</sup>

Our school will also be closed on Friday, November 3<sup>rd</sup>, Monday, November 6<sup>th</sup>, Friday, February 2<sup>nd</sup>, Friday, March 1<sup>st</sup> and Tuesday, April 2<sup>nd</sup>.

***\*Please See Annex C for more important dates and closures.***

## **Transportation**

Transportation to and from school is the responsibility of the parents/guardians. Transportation to and from special events will be communicated with parents beforehand as to the manner in which children will be transported. We will use our bus as the primary means of transportation, but for longer trips, alternate arrangements may have to be made.

Children must be transported as per lawful regulations (ie: proper car seat, seatbelts, etc.). It is also illegal for a child to be unbuckled while the vehicle is in motion; this includes our parking lot. If a staff member witnesses anything contrary to this, it is our duty to report such actions to the authorities.

## **Absences**

If your child is going to be late or absent from school, we ask that you call or email the school no later than 8:30 a.m.

## **Winter Weather**

A decision will be announced by e-mail and on Facebook by 6:30 a.m. if our school is going to be closed due to weather. Generally, we don't close in accordance with public school. While we may remain open during other schools' closures, we understand if you choose not to send your child to school on those days. Please make the appropriate choice for your family and for your safety.

If we decide to close early, we will inform you directly. Please ensure that the school has up-to-date emergency numbers. We would ask that you make every effort to pick your child up as soon as possible in the event of early closure.

In the event public school is closed (regardless of our status), there will be no hot lunch served and families are responsible to send their child with a lunch. You will be reimbursed by Chartwells accordingly (See **Lunch / Snacks** for more information).

## **Clothing / Dress Code**

- Please label all your child's clothing (You can support our school by buying labels through Mabel's Labels at <https://mabelslabels.com> and clicking on *Support A Fundraiser*).
- Children should wear manageable and practical clothes to school. Each student should provide a change of clothes (in a large Ziploc Bag labelled with your child's name) at the beginning of the year.
- Inappropriate clothing for school includes (but is not limited to): midriff shirts, excessively ripped jeans, inappropriate slogans, shorts/skirts/dresses should stay below mid-thigh and visible undergarments.
- All students will require a pair of indoor shoes that are to be worn at all times while in the building. Sneakers are preferable as they can also be used in the gymnasium.
- We enjoy going outside as much as possible during the school year, however, the weather is unpredictable at times. Ensure students are dressed suitable for the season. Rubber boots will be needed in the spring and fall. Hats, mittens (an extra set is wise), winter boots and an appropriate snow suit are required in the winter months.

## **Lunches / Snacks**

A nutritious lunch is to be sent with all students daily. Nutrition is taught in each class and we believe it should be reinforced in the child's home environment. Children should be encouraged to help pack their own lunch using food from the four major food groups, thus learning the importance of nutrition in their daily diet.

As a packed-lunch alternative, we use, daily, the services of Chartwells out of Fredericton High School (<https://www.cafzone.ca/>). They provide a healthy, varied menu for your child to enjoy at a reasonable price. It is run completely separate from our school and is ordered and paid online by parents. There will be more information regarding this at the beginning of September.

While occasional treats are acceptable, we discourage foods such as chocolate bars, gum, pop and candy on a regular basis because of their high sugar content. We do our best to ensure that students eat their lunch and drink water daily. Healthy snacks are encouraged before eating the treat part of their lunches. Please ensure to send a reusable water bottle at the beginning of the school year that can be left at school. After certain holidays, there is an abundance of "junk food" available and should not be a part of your child's lunch.

If your child requires utensils (even if they have hot lunch), please be sure to pack them as we will not be providing them at school. Please ensure you insert a cold pack in your child's lunch. A microwave is available for their use. Please include a napkin as well.

In our Montessori environment, students are encouraged to eat when hungry. Please ensure your child has enough snacks they can choose from in their lunchbox.

In an effort to contribute to a cleaner, safer environment, we would ask that parents support our litterless-lunch effort by packing your child's food in re-usable containers and cutlery. Recycling and environmental issues will be discussed early in the year.

## **Birthday Celebrations**

Birthdays are a time of recognition and celebration as the child has, again, made their yearly trip around the sun. At FMA, each birthday is celebrated. Parents can send to school a special birthday snack for their class to have on their child's special day. We would, however, encourage sending in a more nutritious snacks such as fruit, vegetables, muffins, etc. Please keep in mind that school is not the place for birthday cakes, balloons, decorations, etc. The school does not have paper plates, cutlery, or paper cups on hand. If you chose to send something in, please choose something quick to distribute, eat and clean.

## **Show and Tell**

Students can bring in something educational for Show and Tell to share with the class. Children are encouraged to bring in something educational that their classmates can learn from, such as an antique, a rock, postcard, picture, etc. Students are asked to refrain from bringing in toys or other items that don't reinforce the Montessori curriculum or other related themes. Toys and "stuffedies" should remain at home. If you are unsure if an item is appropriate to have at school, please speak to a teacher. Thank you.

## **Parent Conferences and Report Cards**

Parent - Teacher Conferences are held twice a year in November and April. The school will be closed one full day during these months to accommodate those conferences. The school requires parents to attend. In the case that a student has two separate households that wish to attend separately, we ask that they decide which parent will attend on the date set aside for parent conferences. The other parent can then make separate arrangements with the teacher to come at another time for their conference. Parents are also encouraged not to wait until such conferences if they feel the need to discuss educational matters with their child's teacher. Open communication is essential. Casa Progress reports will be sent home only with children who are in their final year of our program. Written reports are sent home via email in February and June.

## **Health and Safety**

### **Attendance**

Days absent tardiness will be recorded on progress reports and will transition with them to public school. Elementary students who miss five consecutive days of school must assume responsibility for missed work and assignments. The school cannot assume responsibility for students who miss more than twenty school days in the year. Extenuating circumstances for long-term illness or accident are considered and will obviously be supported.

As well, the school cannot be responsible for providing remediation or support when students are taken out of the school for extracurricular lessons or activities. Parents will receive their child's timetable in the first week of school. Accumulated and intentional absence from any subject is the parent's responsibility.

## **Leaving School Property**

Once students have arrived at school, they are not allowed to leave the property unless accompanied by a parent or authorized person. Please make all attempts to schedule appointments outside of school hours as it can disrupt lessons. Please communicate clearly with the school the date and time your child needs to leave for an appointment.

Unknown or unauthorized persons appearing at the school office or requesting to take a student out of school (for any reason) will not be permitted to do so without advance approval or consent of the parent or legal guardian and will be expected to show identification.

## **Fire Regulations/Emergency Evacuation**

Fire drills are held regularly in the school. It is therefore imperative that students wear shoes at ALL TIMES.

In case of an emergency evacuation, our school will take refuge at St. Anne's Court located at 81 Duncan Lane and our families will be notified to pick up their children immediately.

## **Contagious Diseases**

To prevent the spread of illness and germs, children are asked to wash their hands upon arrival to FMA. For the wellbeing of the other children and staff, ill children should not attend the school.

### **Is my child well enough for school?**

It is our community responsibility to err on the side of caution when evaluating whether a child is well enough for school. If you feel your child is too sick to be outside for playtime, they are probably too sick to come to school. A good rule of thumb is two or more symptoms, child should stay home.

A child may not return to school until:

- the child is fever free, without medication, (temperature below 100 orally) for 24 hours.
- the child is well enough to participate fully in the school program and play outside.
- the child's itchy, red and runny eyes from conjunctivitis have been under treatment for at least 24 hours.
- the child has been free from diarrhea and vomiting for at least 48 hours or misses the next school day(s).
- In the case of lice, the child has been shampooed with medicated shampoo or oil treatment and the nits removed completely. We will inspect child's head before permission is granted to return.
- the child is free of any communicable disease or infection.
- the child is free of a productive cough with thick mucus from the mouth and/or nose (e.g. mucus will turn watery rather than thick).

These are some of the more common illnesses we see in the children at FMA. If your child is ill with something not listed above, please speak with Administration to determine when your child may return to school.

*Please note, we follow all Covid regulations related to school attendance and travel. We have on site, a detailed Covid Action Plan at your request.*

### **In case of illness at school**

When children are not feeling well, lethargic or have a fever and they are not able to participate fully in our program, the teacher will call the parents/guardians to take a child home. The parents/guardians have one (1) hour to pick up the child. The child will rest apart from the other children, with an educator, until someone arrives to pick them up. When educators cannot reach parents/guardians, they will call the Emergency Contact Numbers listed in the child's records. If necessary, professional help will be called. In an emergency, transportation will be provided by an ambulance service (call 911). Payment for such transportation is the sole responsibility of the parents.

### **Allergies**

The school will review all child files and note any allergies. All allergies are posted at the entrance of the school, in classrooms. The educators are responsible for familiarizing themselves with children's allergies. Educators will observe children during snack and lunch times, as well as during activity times using related materials for any signs of an allergic reaction. Parents/guardians in each class will also be sent a list of the allergies in their class at the beginning of the year. It is the responsibility of the parents/guardians to provide 2 epi pens if necessary. One will be with the child at all times (on belt or in fanny pack) and second epi pen is to remain in the office.

### **Plan for Administering Medication(s)**

All medications will be administered to a child only if parents/guardians have completed and signed a Medication Consent Form. All medications will be kept in their original containers and labeled with the child's name. All medications will be kept out of reach of children, in the kitchen or the main office.

The school's policy for administration of prescription medication is to do so only with written parent/guardian authorization and a written order from the child's physician (which may be a prescription label). We will administer prescription medication as indicated on the medicine container and the Authorization for Medication. The school's policy for administration of topical medication is to administer the medication as indicated on the Medication Consent Form. Each time medication is given it is recorded in the Medication Log, which is kept in the school's office. Medication forms that are no longer current will be placed in the child's file.

### **Immunizations**

The child's health history and record of immunization must be completed by the parent/guardian and updated as changes occur. If the child is unable to be immunized due to health issues, a waiver must be filled out and kept in the student's file.

## **Abuse and Neglect Protocol**

To ensure the wellbeing of the children in our care, the staff has an essential obligation, under provincial law, to report possible incidents of neglect or abuse, including physical, sexual, or psychological abuse. In accordance to the guidelines set out by the Province of New Brunswick Child Victims Abuse/Neglect Protocols, we do not have discretion in this area. We must make referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone. To determine reasonable cause, the educators will consult with school administration and a call will be made to authorities within 24 hours.

Educators are responsible for documenting and reporting suspected child abuse. The educators will keep careful documented observations for any child noting signs and symptoms of abuse and neglect. The observations will include description of injury, date, and time, how it was received if known, and any statement given by parents/guardians or child regarding the injury and treatment given.

Our staff shall cooperate in all investigations of abuse and neglect. In the event that a staff member is accused of abuse or neglect of a child in the school, the staff member will be removed from direct contact with the children until an investigation has been completed by the Department of Social Development. In the event an accusation of abuse or neglect is made against a staff member, the Department of Social Development will be notified within 24 hours.

## **Non-Smoking Policy**

We promote a smoke free environment. Under the New Brunswick Smoke Free Act, smoking is prohibited in any workplace. The property of 131 Duncan Lane is smoke- and vape-free. Please BUTT OUT before entering onto the premises.

# **Communication**

## **Communication Books/Agendas**

Communication books are used in Grades 1-3. They will contain any pertinent information to go home as well as weekly check sheets and spelling tests. This communication book is a tool to be used for parents/guardians and teacher to communicate. The Communication Book is sent home at the end of the week with the teacher's signature and a comment of the week's progress. Parents are asked to review the notes and send it back signed every Monday. An update is also sent by the classroom guide to parents each week.

Agendas are provided to grade 4-6 students on the first day of school. This agenda is a personal record keeping system for students to record their daily and weekly assignments and homework. The agenda is sent home at the end of the week with the teacher's signature and a comment of the week's progress. Parents are asked to review the notes and send it back signed for Monday. Developing good study habits, both at school and at home, is an integral part of the development of self-discipline which is a part of Montessori's philosophy.

### **Newsletters**

On a quarterly basis, a parent newsletter will be sent out with four goals in mind:

- To share information about the Montessori Teaching Philosophy or a subject we are teaching.
- To share with you what will be happening during the upcoming month at FMA in the form of a calendar.
- To inform you of any future plans for FMA and our students.
- To share the past month's successes.

### **E-mail Communication**

It is important to check your e-mail on a regular basis to ensure you haven't missed anything that pertains to your child and their education. Please ensure that we have an active email address on file at all times.

### **Website / Facebook**

We have a website and Facebook page that will have an ongoing calendar of events and information for current and future parents. Parents are encouraged to review this regularly.

Annex A  
Tuition Schedule  
2022/2023 Academic Year

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The cost to attend Fredericton Montessori Academy is explained below.

Administration Fee:     \$   200  
(Paid upon registration)

Casa Program (10 months):

Yearly Tuition:	\$ 9,300
Yearly Extra-curricular:	<u>\$ 200</u>
<b>Total:</b>	<b>\$ 9,500</b>

Lower Elementary Program (10 months):

Yearly Tuition:	\$9,000
Yearly Extra-curricular:	<u>\$ 500</u>
<b>Total:</b>	<b>\$9,500</b>

Upper Elementary (10 months):

Yearly Tuition:	\$9200
Yearly Extra-curricular:	<u>\$ 800</u>
<b>Total:</b>	<b>\$10,000</b>

Quest (10 months):

Yearly Tuition:	<b>\$14500</b>
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Every parent must arrange payment in one of the following ways before entering the first day of school:

- Payment in full or installments
  - Monthly post-dated cheques
  - Monthly pre-authorized payments (see Director for form)
  - Monthly EMT (password - Academy)
- } Payment due on the first of every month.

Please be advised:

- Late payment may result in \$10 per day late fee.
- In the case of a bounced cheque, you will be charged \$50.
- Pick up after 5:15, will result in a late charge of up to \$20. If this becomes a problem, a meeting will be set up with the school.

***Tuitions will be reviewed again every other year. These changes will remain the same until their next review for the fall of 2024.***

## **Introduction**

As you can imagine, we are excited by the growth of our school. It also means we need to formalize our registration process.

In the spirit of transparency, we want parents to be aware that priority enrollment for the upcoming school year will be first offered to current students. This means, those students currently enrolled in Casa will have priority for the limited spots in grade one. In order to secure this place, parents need to complete requirements in Section 2, which are outlined below.

For parents of children who are new to FMA at the start of the upcoming school year, please follow both steps outlined in **Section 1 – New Student Enrollment Process**. Once the process is approved, you can be confident that your child has a spot at our school. Please be advised that simply following these steps, does not guarantee your child a spot at our school.

For parents of children already enrolled at the FMA, please follow the requirements outlined in **Section 2 – Returning Students Enrollment Process**.

## **Section 1 – New Student Enrollment Process**

### **Step 1 – Application for Enrolment**

Registration for the upcoming year, closes yearly on January 31<sup>st</sup>. We require parents to fill out an application for enrolment. At this point, students will be placed in a wait pool. Applying for a placement in our academy commits the parents to the following:

- A \$200 non-refundable application fee (this must be submitted at the same time as your application for enrolment)
- Attendance at two information sessions, one regarding what our academy offers as an authentic Montessori school (Montessori & Our School) and the other specific to the class your child is entering. These sessions will be held, at least, 6 months before your child starts at our academy and are approximately one hour in length.
- A tour of our school with your child

### **Step 2 – Acceptance into Program**

Once your family has fulfilled Step One, we will be accepting students starting March 1<sup>st</sup> into our program. If acceptance is granted, the family will have one week to make a final decision at which point half of your child's first month must be made to hold the spot. This will be credited toward your yearly tuition. At this time, you will be asked to fill out a child

profile, provide proof of immunization and sign the contract stating that you have read the Family Handbook and agree to its contents.

If **you choose** not to attend the school in the fall, the deposits are non-refundable. Please be advised, if your child is in the waiting pool, and we cannot offer him/her enrolment, the registration fee is non-refundable.

## **Section 2: Returning students Enrollment Process**

As stated above, current students will be given first priority to re-enroll at FMA for the following school year.

Our classes have a maximum size, and most grades are at that maximum now. We expect more grades to reach maximum enrollment in the future. We want all our current students to return. In order for parents to be confident their child holds a spot in next year's class, please follow the process outlined below.

1. If you want your child to return to FMA for the next school year you must update your child's information and submit the appropriate registration fee by May 1<sup>st</sup> of the current school year.

When this step is complete your child is placed on the class list.

Annex C  
Fredericton Montessori Academy  
School Calendar – 2022/2023 Academic Year

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## September

- 4 Labour Day – FMA Closed
- 5 First Day of School for Students \*
- 7 Parent Drop-in from 3:45-5:00
- 19 Picture Day
- 22 Welcome Back Picnic (Evening Event)
- 29 Orange Shirt Day

## October

- 9 Thanksgiving – FMA Closed

## November

- 3 PD Day for teachers (FMA Closed)
- 6 Parent-Teacher Conferences - FMA is closed

## December

- 13 Winter Concert (evening – location TBD)
- 20 Last Day of Classes for Students (School closes at 3)

## January

- 8 First Day Back for Students

## February

- 2 PD Day for teachers (FMA Closed)
- 9 Report Card (age 5 and up)
- 19 New Brunswick Family Day – FMA Closed
- 28 Pink Shirt Day

## March

- 1 PD Day for teachers (FMA Closed)
- 4-8 March Break – FMA Closed
- 29 Good Friday – FMA Closed

## April

- 1 Easter Monday – FMA Closed
- 2 Parent-Teacher Conferences – FMA is closed

## May

- 20 Victoria Day

## June

- 11 Father's Day Breakfast
- 12 Soccer Baseball – Upper Elementary vs. Parents
- 13 Last Day of Classes (Report Cards Issued – ages 5 and up) & Graduation Day
- 14 Year-End Party (Information to Follow – 11:30-1:30)

### \*Casa Parents Phasing-In Schedule:

- 5<sup>th</sup> First day of school for age 3 only (pick up at 12:30)
- 6<sup>th</sup> First day of school for age 4 and 5 (K) only (pick up at 12:30)
- 7<sup>th</sup> First **full** day back for all students (including our K students)

### \*Lower Elementary Parents Phasing-In Schedule:

- 5<sup>th</sup> First day of school for Grade 1 students only (pick up at 3:30)
- 6<sup>th</sup> First day of school for Grade 2 and 3 students only (pick up at 3:30)
- 7<sup>th</sup> First **full** day back for all students

***\*Please note that all Upper Elementary students (grades 4-6) start on the 6<sup>th</sup> of September, with an early pick-up time of***