




Parent Guide

3A – 299 Champlain St.
Dieppe, N.B., E1A 1P2
Telephone-506.855.1234 Fax-506.854.8494
www.montessoridieppe.org 

Updated July 2018

Dear Parents and Guardians,

We are very pleased that you have chosen Montessori Dieppe school to educate your child during these very formative years. We are happy to have you as part of our ever-growing Montessori Dieppe family!

The work that we do with children and the outcomes we produce are very important to us. We are very proud of our “little”, yet multicultural school. Most importantly, though, we are proud of our students and the skills that they are able to take with them when they leave us and use throughout their lives. To know that we have the privilege of spending time with our students – your children – and sharing with them knowledge and skills that they will carry with them throughout their lives is not lost on us. We appreciate the trust you place in us to help mold your children into the responsible and respectful adults that they will become.

While our goal is to establish a strong educational foundation with each child, we also strive to teach them grace, respect, courtesy, honesty, empathy, understanding, philanthropy and good values. We trust that you will see evidence of the development of these important character-building traits over the period that your child is a student with us.

Thank you for choosing to become part of the Montessori Dieppe school family. May you feel as welcome at our school as you do in your own home.

Sincerely,

Shari Cormier
Operator
Montessori Dieppe

Brittany Beaman
Manager/Teacher
Montessori Dieppe

Allison Trites
After School Coordinator
Montessori Dieppe

Our Vision

Our broadest vision is of a world that lives in peace; a world community based on interdependence and respect for all people. Our vision for our school is a Montessori school community of supportive parents, dedicated teachers and staff, and joyful learners.

Mission Statement

Our mission is to create a nurturing, stimulating and safe environment guided by the principles of Dr. Maria Montessori which encourages students to work toward excellence in everything they do. We strive to instill in each child a love of learning within a well-prepared, respectful and inspiring classroom setting.

The development is a strongly held set of universal values, which include self-respect, respect for others, honesty, integrity, responsibility, empathy, compassion, kindness, peacefulness, a sense of concern for others and warmth. The love of community is also a goal of the school.

Motto

Opus mihi praebe ut ipse queam – Help me to help myself.

What is Montessori?

Montessori education took root over 90 years ago with Dr. Maria Montessori, Italy’s first female physician, at the helm. Dr. Montessori observed that children learned as easily as breathing when the learning environment provided was rich and orderly. She also recognized that children learned by doing. Dr. Montessori, like most educators and psychologists today, believed that the most important period in the development of the mind occurs between birth and age five. A child’s mind is extremely absorbent and their curiosity is at a peak during the early years.

One fundamental belief of Montessori education is that children learn at their own pace and according to their individual skills and personalities. “I think the opportunity to learn at your own pace and your own motivational level will – would allow anyone to achieve more than they would otherwise.” - Jan Davidson, Davidson Institute for Talent Development.

The Authentic Montessori Environment

Montessori is not just a name, but rather a methodology. To receive a genuine Montessori education, the following elements must be present:

The Prepared Environment

- The Montessori Learning Environment: The furniture in the classroom is the right size for the students. The learning materials match the developmental capabilities, interests, and needs of the children. The materials allow for multiple modalities of learning and discovery, offering a wide range of intellectual challenges.
- Learning activities in the Montessori environment involve inquiry, discovery, multiple perspectives, and differing view points providing continuous feedback on progress. The focus is on children’s learning, not on teacher’s teaching. Generally, students work individually or in small, self-selected groups. There will be very few whole group lessons.
- A Responsive Prepared Environment: the environment should be designed to meet the needs, interests, abilities, and development of the children. The teachers should design and adapt the environment with this community of children in mind, rapidly modifying the selection of educational materials available, the physical layout, and the tone of the class to best fit the ever changing needs of the children.

- A Focus on Individual Progress and Development: Within a Montessori program, children progress at their own pace, moving onto the next step in each area of learning as they are ready. While the child works within a larger community of children, each student is viewed as a universe of one.

Montessori Learning Activities

- Hands on Learning: In Montessori, students rarely learn from texts or workbooks. In all cases, direct, hands on contact with either real things under study or with concrete models that bring abstract concepts to life allow children to learn with much deeper understanding.
- Spontaneous Activity: It is natural for children to wiggle, touch things, and explore the world around them. Any true Montessori environment encourages children to move about freely, within reasonable limits of appropriate behavior. Much of the time they select work that captures their interests and attention, although teachers also strive to draw their attention and capture their interest in new challenges and areas of inquiry. And even within this atmosphere of spontaneous activity, students do eventually have to master the basic skills of their culture, even if they would prefer to avoid them.
- Active Learning: In Montessori classrooms, children not only select their own work most of the time, but also continue to work with tasks, returning to continue their work over many weeks or months, until finally the work is “so easy for them” that they can teach it to younger children. This is one of many ways that Montessori educators use to confirm that students have reached mastery of each skill.

- **Self Directed Activity:** One of Montessori’s key concepts is the idea that children are driven by their desire to become independent and competent beings in the world, to learn new things and master new skills. For this reason, outside rewards to create external motivation are both unnecessary and can potentially lead to passive adults who are dependent on others for everything from their self image to permission to follow their dreams. In the process of making independent choices and exploring concepts largely on their own, Montessori children construct their own sense of individual identity and of right and wrong.
- **Freedom Within Limits:** Montessori children enjoy considerable freedom of movement and choice, however their freedom always exists within carefully defined limits on the range of their behavior. They are free to do anything appropriate to the ground rules of the community, but redirected promptly and firmly if they cross over the line.
- **Intrinsic Motivation to Learn:** In Montessori programs, children do not work for grades or external rewards, nor do they simply complete assignments given them by their teachers. Children learn because they are interested in things, and because all children share a desire to become competent and independent human beings.
- Parents are encouraged to become familiar with the New Brunswick Early Learning and Child Care Curriculum by visiting the website <http://www.gnb.ca/0000/ECHDPE/ELCC-Curriculum.asp>

Montessori’s Communities of Learners

- **Mixed Aged Groups:** Montessori classrooms gather together children of 2, 3, or more age levels into a family group. Children remain together for several years.
- **A Family Setting:** Montessori classrooms are communities of children and adults. As children grow older and become more capable, they assume a greater role in helping to care for the environment and meet the needs of younger children in the class. The focus is less on the teachers, and more on the entire community of children and adults, much like one finds in a real family.
- **Cooperation and Collaboration, Rather than Competition:** Montessori children are encouraged to treat one another with kindness and respect. Insults and shunning behavior tend to be much more rare. Instead, we normally find children who have a great fondness for one another. Because children learn at their own pace, teachers refrain from comparing students against one another.

To Awaken and Nurture the Human Spirit

- **Universal Values:** Montessori deliberately teaches children not only appropriate patterns of polite behavior, but seeks to instill basic universal values within the core of the child’s personality. These values include self respect, acceptance of the uniqueness and dignity of each person we meet, kindness, peacefulness, compassion, empathy, honor, individual responsibility, and the courage to speak from our hearts.
- **Global Understanding:** All Montessori schools are, to a large degree, international schools. They not only tend to attract a diverse student

body representing many ethnic backgrounds, religions, and international backgrounds, but they actively celebrate their diversity.

The Montessori Teacher

- **Authoritative:** The teacher is firm at the edges and empathetic at the center, the kind of adult who responds empathetically to children’s feelings, while setting clear and consistent limits.
- **Observer:** The Montessori teacher is a trained observer of children’s learning and behavior. These careful observations are recorded and used to infer where each student is in terms of his or her development and lead the teacher to know when to intervene in the child’s learning with a new lesson, a fresh challenge, or a reinforcement of basic ground rules.
- **An Educational Resource:** Montessori teachers facilitate the learning process by serving as a resource to whom the children can turn as they pull together information, impressions, and experiences.
- **Role Model:** Like all great teachers the Montessori educator deliberately models the behaviors and attitudes that she/he is working to instill in her/his students. Because of Montessori’s emphasis on character development, the Montessori teacher normally is exceptionally calm, kind, warm, and polite to each child.

What Montessori Teachers Do

- **Respectfully Engage with the Learner:** The Montessori teacher recognizes that her/his role is not so much to teach as to inspire, mentor, and facilitate the learning process. The real work of learning belongs to the individual child. Because of this, the Montessori educator remains conscious of her/his role in helping each child to

fulfill their potential as a human being. And of creating an environment for learning within which children will feel safe, cherished, and empowered.

- Facilitate the “Match” Between the Learner and Knowledge: Montessori teachers are trained to identify the best response to the changing interests and needs of each child as a unique individual. Because they truly accept that children learn in many different ways and at their own pace, Montessori educators understand that they must “follow the child”, adjusting their strategies and time table to fit the development of each of their pupils.
- Environmental Engineer: Montessori teachers organize appropriate social settings and academic programs for children at their own level of development. They do this to a large degree through the design of the classroom, selection and organization of learning activities, and structure of the day.

Montessori Dieppe Staff

All employees at Montessori Dieppe take responsibility to ensure the safety and security of all children first and foremost. Your child’s teachers will be glad to communicate day to day messages during drop off and pick up times, or by setting up a meeting in advance to allow for a distraction free discussion. Our staff shares the responsibility of providing well planned programs and maintaining a clean and welcoming facility.

All employees are to take every reasonable and necessary precaution to ensure personal safety and health, as well as that of their colleagues, students, and other guests who enter the facility. Respect for the privacy of clients is a fundamental principle at Montessori Dieppe. Employees and

administrators are to comply with the “Client Privacy Policy” and at all times respect the confidentiality of client information. Client information must be handled with care and safeguarded at all times.

Montessori Dieppe Programs

In addition to offering an *authentic* Montessori experience to our students, Montessori Dieppe delivers the following key offerings daily:

- Practical Life exercises that assist children in learning to take care of themselves, each other and the environment.
- Sensorial activities which provide specific opportunities for exploration which refine the senses.
- Language exercises that nourish the child, enrich vocabulary, enhance self-expression and develop reading and writing skills.
- Mathematical materials which offer exciting, concrete experiences of number concepts and operations.
- Science and Geography activities are designed to help the child make discoveries about the physical world and its many wonders, while gaining an understanding of our relationship with the earth. Caring for plants or participating in visits from animals creates and nurtures interest in science and respect for life.

Complementary Programs

Complementary programs such as Art, Music, Second Language and Physical Education also form part of the Dieppe Montessori curriculum. These programs are drawn from the Kindergarten outcomes created for the NB Anglophone School District. These outcomes were modified to include Montessori methods and are taught weekly in both the French and English classrooms.

Art

Throughout the year, children will have monthly themes focusing on either a variety of artistic material, an artist of the month, or an era of works of art. Each theme will be the inspiration for the art projects during the

month. The school’s easel area is periodically transformed to display an artist’s work and to create an atmosphere that feels similar to what that artist would have enjoyed working in (for example, if our artist enjoyed painting outside our easel would be surrounded by plants to give it an outdoor feel).

Music

Similarly to the Art program, students study a different musicians or styles of music each month, with a focus on music theory and reading notes later in the year. The students are exposed to a variety of types of music, including classical, contemporary and jazz. Throughout the year, the teachers work with the students to make connections between their music classes and the art they create to ensure that they have a firm understanding of what is being taught.

Second Language

The school offers bilingual story/circle time with parental permission. Once a week, francophone students are read an English story, and Anglophone students are read a French story. During this time, children also practice their second language by listening and repeating, and by using visuals. In addition, English students have to opportunity to participate in French as a second language sessions to make sure they receive plenty of practice time. These additional sessions incorporate hands on activities and interactive games as we strive to maintain their focus and ensure that we meet all of their different learning needs.

Physical Education

The Physical Education classes start with a focus on balance and spatial awareness, but continue to expand as the students establish their skills. The classes are mostly held in the classroom. As the weather permits, the school also holds physical education classes outside in the playground, and at the local park. This program ensures that the students grow in their appreciation for physical activity, learn new skills, and play fun games. We ask that your child has comfortable sneakers during this class time.

Kindergarten

As with all children who attend Montessori Dieppe, Kindergarten children form part of multi-aged classrooms. Interaction with their younger peers is an important part of the learning process for Kindergarten students. Such interactions present Kindergarten students with the opportunity to learn or hone non-academic knowledge and skills such as: empathy, compassion, leadership, grace, courtesy, etc.

While our Kindergarten program is language intensive, it also excels in geography, mathematics and science.

Our Kindergarten program does not have a pass/fail grading system, but aims to simply work through the material at the child’s pace. Unlike the public school, our classroom is often full of children working on a variety of different projects rather than everyone doing the same thing. We follow a pre-determined curriculum, but allow the students to choose their own work on a daily basis, which gives them a chance to focus on their interests. There is also no focus on homework at Montessori Dieppe, although we may send home readers, or words for the parents to practice with their child. This is an activity that the students take much pride in and doesn’t feel like extra work.

School Hours

Montessori Dieppe is open Monday through Friday, 7:30am to 5:30pm. **Late fees will apply if students are dropped off prior to 7:30am and/or picked-up after 11:30am (morning students) or 5:30pm (afternoon or full-day students) at a rate of \$10 per five minutes or any part thereof.**

Full day students may be dropped off as early as 7:30am and picked up as late as 5 :30pm. Please inform us as soon as you are aware that your child will be staying later than 3:30pm on a particular day or every day.

Morning students may be dropped off as early as 7:30am and should be picked up at 11:30am. We ask that you arrive as closely to 11:30am, and not later, as we are transitioning into lunch time during this period. **Late pick-up fees will apply if a morning student is picked up after 11:30am.**

Afternoon students may be dropped off between 12:50pm and 1pm unless special arrangements have been made in advance. We are unable to accept afternoon children prior to this time. **If a child arrives prior to 12:50pm, early drop-off fees will apply, as described above.** Children may be picked up as late as 5:30pm. Please inform us if your child will be staying later than 3:30pm.

If your child will be arriving late or will be absent on a particular day, please contact the school at 506.855.1234 or info@montessoridieppe.org to advise us providing details as to the reason for the absence (illness, oversleeping, vacation, etc.). Should we be unable to respond to you at the time of your call, please leave a voicemail as we retrieve them and respond to them throughout the day.

Drop-Off and Pick-Up Procedures

Student safety is a foremost consideration of the school and for this reason, we ask that the following procedures be followed when students are dropped off and picked up from the school.

- Students must be escorted into the school upon arrival and escorted out of the school upon departure
- Please be courteous to other parents who might be arriving or departing at the same or opposite time as you.
- Your child will not be permitted to leave the school with anyone other than the parent unless we have obtained signed permission from you stating otherwise, and we have been advised that this individual will be retrieving your child on a particular day.

Camp Days

Montessori Dieppe offers camp programs during the school breaks when classroom instruction is suspended. The hours of service remain the same, 7:30 - 5:30, and all students are asked to bring their own lunch and snacks during these days. During Camp Days students will have an opportunity to continue their learning and discovery while enjoying themed activities, special events, field trips and more. As space is limited camp fees must be paid by post-dated cheque when registration is submitted to ensure your child’s space is reserved.

Winter & March Break Camps

Our Winter and March Break camp days are an additional fee (outside of the Sept. - June tuition payments) for those who choose this service while the school is closed to classroom instruction. These camp days are offered to current students before opening up to the public to ensure our families are always given priority access to our programs.

Summer Camp

Weekly camps are offered during the summer months (June – August) with a variety of themes, outings and educational activities. Registration for camp requires a post-dated cheque for the Monday of each week your child is registered to hold their spot, no payments are required on weeks that you have not registered your child. It is recommended to register early as limited spaces are available.

Personal Belongings at School

Students are strongly encouraged to leave items that are not required for learning at home as they will not be brought into the classroom and they might become lost. We strongly discourage permitting children to bring toys to school. Toys are not permitted in the classroom, and children who do bring them often spend a portion of their time at school ineffectively in

the coatroom, checking on their toy. Toys would include everything from dolls, handheld video games, toy jewelry and the like.

We ask that children’s locker boxes be cleaned out periodically since work is often left behind and accumulates over time. On occasion, leftover food, tissues and the like can be found at the bottom of locker boxes.

Accordingly, we reserve the right to discard items that have been in your child’s locker for an extended period of time.

Clothing and Footwear

Students must leave one pair of indoor footwear (not slippers) at the school in their assigned locker boxes at all times. We ask that you manage the amount of clothing and footwear that your child keeps at school. There is a limited space for each child’s belongings, so keeping several pairs of footwear and more than one coat at school is not permitted.

As much as possible, children should have their clothing, backpacks and lunch bags labeled. On occasion, children are unable to identify their own belongings making labeling a good idea.

In cold weather, children should have snow pants, a hat, mittens/gloves and a scarf at school so that they are able to play outside in the cold and snowy weather. It is recommended to send two pairs of gloves or mittens to school with your child, particularly if she/he is a full-day student as mittens worn in the snow at noon are often still wet when after-school play time arrives. An extra pair of socks is another good item to send to school with your child in the winter. Sometimes feet get wet in the coatroom due to the snow that gets tracked inside during winter months.

If children do not have appropriate clothing on in such weather conditions, they will not be permitted to play outside with their peers, but rather will have to remain inside. Sharing of clothing between children is prohibited by the Department of Education and Early Childhood Development, the body which oversees our facility.

Similarly, hats (sunscreen) and protective clothing should be sent to school in the warmer months.

Accidents and spills occur from time to time. At your discretion, you may leave a change of clothing in your child’s locker box.

Lost and Found

Over the course of the year, the school collects many items that have no readily identifiable owners. Please check the “Lost and Found” baskets in the coat room on a regular basis to ensure that pieces of your child’s wardrobe have not found a new home. At the end of the academic year (June) and at the end of camp season (August), all items located in the lost and found will be donated to a charitable organization.

Lunch and Healthy Snack

Only Full-Day students are required to bring lunch to school as morning students depart at 11:30. Afternoon and Full-Day children who stay later than 3:30 must bring their own afterschool snack (including a drink). You are permitted to send foods that are fully cooked, not frozen entrees, which we will warm in the microwave. If sending fruit or vegetables for your child which require peeling and/or cutting, please ensure that this is done at home or that your child is able to prepare the food for eating him/herself.

Please ensure that if your child eats lunch or an after-school snack at school that they bring their own **ice pack, utensils, napkins and drink**. Also, for full-day students who remain for after-school, please ensure that an adequate amount of food is packed so that they have enough to eat for the entire day.

Note: We recommend that you send your child’s drinks in a reusable container. Many prepackaged drinks (like drink boxes) are wasted as

children do not drink the entire content. Since it cannot be resealed, a large portion of each drink often goes to waste. Please place a lunch ice pack if items need to be kept cool until consumed.

All parents are encouraged to participate in our Healthy Snack program by signing up and bringing in snack for their child’s class on their assigned day (see calendar handed out each month). As we are a nut-free facility, we ask that all food and products which enter the school not contain nuts (this includes full-day student’s lunches). Please ensure that the contents of any granola bars you send to school with your child do not contain nuts. **We are also unable to accept any and all home-baked goods for shared healthy snack due to the possibility of cross-contamination.** We may have a student with a potential life-threatening allergy and as such take our nut-free policy very seriously.

Show and Tell

Your child is encouraged to bring in an item for show and tell on the day she/he brings in snack for his/her class (toys are not to be brought in for show and tell). Appropriate show and tell items might include a favourite picture, a book which we will read to the class, a craft which the child has made, something interesting from nature, a special object such as a necklace, etc...

Stay for Lunch Program

The Stay for Lunch Program is offered to students that are enrolled for half days. They will have the opportunity to stay for lunch with the class at a cost of \$10. For morning students, we ask that they are picked up before 1:00 pm as classes resume at this time, and for afternoon students, they can be dropped off as of 11:30. This program is limited to 1 student per day. A calendar is posted in the coatroom and parents wanting their child to participate can add their child’s name to the according date. The school reserves the right to limit participation if required.

Milk Program

To encourage healthy development in young children, Montessori Dieppe, the province and Northumberland Dairy work together to offer the Milk Program at school. During the academic year, milk is delivered to the school at a reduced price of \$0.50 per carton of 250 ml (white or chocolate milk). Parents should inform the teachers of their intention to participate in the program and milk will be given to their child on a daily basis.

Transportation

Transportation is provided by the school’s passenger van (20 children and 13 children) and a van (5 children). Our vans meet the NB safety rules. A school’s employee will always assist the children during transportation. All children registered with the school are covered by the school’s vehicle insurance.

We will have outings regularly. You will always be notified in advance of any outings.

Parents also must sign an authorization form permitting the child to participate in excursions.

Communication

Montessori Dieppe believes that open, communication between parents and school staff is extremely important. You are encouraged to speak to your child’s teacher at any time – whether to receive general feedback, express a concern or discuss any other matter.

The school Operator, Shari Cormier or the school Manager, Brittany Beaman, would also be pleased to discuss any suggestions or preoccupations that you may have.

In an effort to reduce our carbon footprint, we communicate with you via email rather than by sending notes home as much as possible. You will undoubtedly receive some paper notifications from us, but this will not occur as frequently as it has in the past.

If your employment information, mailing address, cell number or email address changes, please advise us immediately so that there is no break in communication – whether it be memos being delivered to you or more importantly, being able to reach you as promptly as possible in the case of an emergency.

While we make every attempt to answer the telephone during school hours, sometimes this is not possible. On occasion, all employees are occupied with student needs which must be attended to immediately. In such cases, please leave a voicemail message and we will return your call at our very first opportunity.

Parent/Teacher Interviews

You will have an opportunity to have a formal meeting with your child’s teachers twice yearly – Fall and Spring. In the weeks leading up to those meetings, you will be given the chance to sign up for your meeting (at a time which we hope will be convenient for you.)

Weather Closures

Montessori Dieppe observes the same weather closures as New Brunswick School District Anglophone East and will suspend classroom teaching on those days. However, we do remain open as a structured play day to provide childcare for those who choose to come in. As soon as school Administration becomes aware of school closures, an email will be sent out and the Facebook page will be updated. You are encouraged, nonetheless, to listen to the radio on stormy days to keep abreast of school closure updates.

In extreme conditions Montessori Dieppe reserves the right to close the school and will notify all families as soon as the decision has been made.

Professional Development Days

The continual development and learning at Montessori Dieppe is something that we take very seriously. As with the public school system, we have set aside specific dates for this purpose. They have been outlined for you in the school calendar.

Power outage

In the case of a power outage, our regular classroom teaching will be suspended to allow for special activities. Classroom teaching will resume when the electricity has been turned back on. We, as a school, will do our very best to remain open during these rare cases but the administrative team reserves the right to use their judgement in closing the school in order to ensure the safety and security of all students (ex. drop in classroom temperature, ability to warm lunches, prolonged outages). If a situation arises where a closure is necessary all parents will be contacted to come and pick up their children.

Student Illness

Parents are asked to assist the school in preventing the transfer of communicable illnesses by keeping your child home when he/she is ill. Please note that we are unable to accept children who arrive at school with a fever or noticeable illness.

Should a child become ill while at school, parents will be notified and will be required to make arrangements to have their child picked up within one hour of having been called. This “1 hour” policy is enforced by the Department of Education and Early Childhood Development.

Parents are required to inform the school of their child’s absence and symptoms so that all documentation may be completed.

In March 2005, the Department of Education and Early Childhood Development and Public Health issued the guide for managing illness (see attachments) in childcare facilities in New Brunswick. This guide has preventative procedures to ensure the health of all children and staff. The section titled Parent’s Role and Illness Exclusion Reference Guide will explain the policies and exclusion time frames.

CONTAGIOUS DISEASES

To help us maintain a healthy environment for all children, you must keep your child home if they show any of the following symptoms:

1. **Diarrhea** – Your child should not return to the school until free of watery loose stools for 24 hours.
2. **Vomiting** – Your child should not return until vomiting has stopped for 24 hours.
3. **Fever/Temperature** – When your child’s oral temperature is above 38.5 degrees, he/she is considered to have a fever.
4. **Head Lice** – Your child must be absent until 1st treatment is complete and no evidence of live lice.
5. **Pink Eye** – Your child must see a doctor for prescribed medication and be absent until 24 hours after treatment has commenced and discharge ceased.

Please refer to Illness Exclusion chart for more detailed lists of contagious infections and symptoms in the attachments.

Allergies

While we are made aware of students’ allergies at the time of application to the school, we request that you make us aware of any changes in this area.

Please note that Montessori Dieppe is a Nut-Free facility.

Student Medication

School staff will not administer medications. Parents may attend the school to administer any necessary medications. We will, however, administer a doctor-prescribed inhaler or puffer with signed parental consent should an asthmatic child require it.

Donate-a-Book-or-Plant Program

As a health conscious school, we discourage parents from bringing in cakes in celebration of their child’s birthday. If desired, in honour of their child’s birthday, parents can make a donation to the school library or classroom. With every contribution, your child’s name will appear in the front of the book (inscribed on a personalized bookplate) or on the plant pot.

Supporting Your Child’s Education

There are things that parents can do to support their child and encourage their learning. Below are a few examples:

- Encourage your child to do his/her best and discuss what he/she is learning at school.
- Help your child to help him/herself. Parents and teachers are effective when they coach, demonstrate and inspire rather than doing the work for the child. This includes fostering independence by encouraging your child to remove and put on their own footwear and hang and retrieve their own coats.
- Encourage your child to try new things at school. Acknowledge that it may be difficult at first, but will get easier.

- Encourage your child to make new friends and to help others who may be feeling shy.

Child Guidance

Disciplinary strategies employed for the children while at school include brief reflective periods where the child is apart from the rest of the class. Teaching staff will always first attempt to redirect the inappropriate behaviour prior to using a reflective session.

It is our policy to communicate any discipline issues with the parents as soon as they occur so that you may lend your support in helping us remedy the situation

Students are encouraged to participate in activities and cooperate with each other. They are also encouraged to share, practice good manners and are assisted in developing a positive attitude.

All interactions between teachers and students, including matters of discipline in nature will provide a learning experience and opportunity to understand moral values.

Inappropriate behavior will be minimized by:

1. Providing a sufficient number of interesting and stimulating activities.
2. Being aware of interactions occurring in the classroom and redirecting inappropriate behaviors.
3. Providing positive reinforcement for positive behaviors.
4. Giving advance notice of transition times.
5. Allowing students to make valid choices.
6. Setting clear and consistent limits for appropriate behavior.

The use of corporal punishment, verbal, emotional or physical punishment is not permitted, and neither is withholding food or special activities as punishment.

Suspicion of Child Abuse

Should for any reason, the school suspect a possible case of child abuse, staff members are required by law to report the suspicion to the proper authorities as outlined in the *Child Victims of Abuse Protocols* for the province of New Brunswick.

Operational Matters

Sending Work Home

Students’ completed work will be sent home with them every Friday. Please note that if a child is working on multiple projects simultaneously, there may be weeks where only a small amount of work is sent home. This should not unnecessarily concern you; however, we encourage you to speak to your child’s teacher if you would like to discuss his/her progress.

Healthy Snack

We ask that each student provides snack for his/her class once a month. Montessori Dieppe will provide healthy snack for all other days. You will be advised of the schedule via our monthly calendar.

The snack should be comprised of two selections from Canada’s Food Guide. This might include a fruit/dairy selection such as apple and cheese slices, a bread/dairy selection such as crackers and yogurt tubes or a fruit/bread selection such as apple juice and a mini muffin.

We thank you in advance for your anticipated support.

Annual Spring Tea

Montessori Dieppe will be holding a Spring Tea. This is a very exciting event for our students as they practice and prepare for this special day weeks in advance.

The tea is an opportunity for our students to demonstrate a number of skills they have acquired or refined over the year, most specifically, the pouring of the tea for their guest. Time is spent practicing how to greet their guest upon their arrival at the tea, how to pour tea and how to act graciously, in general.

A morning or afternoon sitting is offered and each child is permitted to invite one guest to only one of the sittings. Half-day children are not restricted to attending the sitting that corresponds with the time of day they attend school. There are no classes held on the day of the tea. Students and their guests are required to sign up for the sitting they wish to attend a few weeks prior to the event. A sign-up sheet will be made available on the message board.

Further details will be provided closer to the date of the tea.

Fundraising

The school has formed a Teachers’ Committee that carries out fundraising activities from time to time. They generally fall into one of the following categories: 1) for a charitable cause or 2) for the Teachers’ Professional Development Fund or 3) for special school activities

Our school believes in the importance of developing a sense of community and of developing a sense of responsibility for giving back. As such we may pursue fundraising once or twice per Academic Year for this purpose.

At Montessori Dieppe, we all take our own education and continuous development very seriously. To enable teachers to be able to raise funds to take courses, attend conventions or visit other Montessori schools, the Teacher’s Professional Development Fund was established. Some of our fundraising will be for this purpose.

Termination of Enrollement

Parents are required to provide one month’s notice, in writing, of withdrawal of their child from the school. In lieu of this notice, parents are required to pay the equivalent of one month’s tuition.

In the event of persistent, inappropriate behaviour on the part of a student or a parent, the Administration will arrange a meeting with the parent(s) to address the situation and issue a written grievance. The Administration reserves the right to discharge a child with two (2) weeks’ notice if, in the opinion of the Administration, this action serves to benefit the class or school as a whole.

Supplimentary Charges

- Payment returned (due to NSF or Uncleared Funds) will result in an additional levy of \$25.
- Overdue accounts are expected to be paid in full within 30 days. A cash payment for the total amount due will be required within 10 days or Montessori Dieppe may find it necessary to terminate the student’s enrollment at the school.
- The yearly tuition covers all school days from September to June and is broken up into payment options at each family’s convenience. Our Winter and March Break camp days are an additional fee for the separate service.
- Tuition receipts will be issued by March for the previous year’s payments.

Scholastic Book Orders

Throughout the year, we facilitate book orders for parents through Scholastic. Please note that if you receive a Scholastic book or product which does not meet your needs, you may return the items(s). You are responsible for returning the package to Scholastic yourself and for covering any costs incurred as a result.

Student Birthdays and Invitations to Parties

Throughout the year, we do acknowledge students’ birthdays. Should you not celebrate birthdays for any reason, please advise us of this so that we may handle the situation appropriately and respectfully of your values.

Birthday parties make up a significant part of children’s social lives and as such, they become very excited when they receive invitations. A great number of questions arise between the children as to whether or not they received an invitation. In order to minimize distractions at school and to avoid making children feel left out, we would prefer that invitations be given to a school staff member who will then pass the invitation to the invited child’s parent.

Parental Observation

We welcome the opportunity to have parents join us in the classroom! Should a parent wish to come into the class for a brief period of observation, arrangements must be made in advance with the teachers so as not to disrupt the class schedule and routine.

Non-Student Visitors

As a child-friendly facility, we are always pleased to welcome siblings and friends of our students to our premises. That being said, the adult escorting these young guests are solely responsible for their care. These children must never be left in the care of teachers or teacher’s assistants as our staffing levels are dictated by the numbers of students we have, not including additional unexpected guests. This regulation applies both inside the school itself as well as in the playground area.

Emergencies

Emergency Evacuation Procedures

Should an emergency (such as a fire) require the immediate evacuation of the school, the following steps will take place :

Teaching staff will sound the alarm and initiate the fire drill.

One teacher will head the front of the line at the front door.

Other staff will check washrooms and all other classroom areas for remaining children. Staff will also fall in line as per fire drill and complete a head count.

Teachers and children will exit the building and walk along the sidewalk to the 299 Champlain Street parking lot, until the situation has been brought under control. A second head count will be conducted.

Parents will be notified as quickly as possible to make them aware of the situation.

In the unlikely event of a full evacuation, a safety zone has been designated at Sainte Thérèse School located at 500 Notre-Dame Street in Dieppe.

Emergency Exit Routes

Please consult the bulletin board.

Rules

1. Indoor Rules

- 1) No running.
- 2) Speak with our indoor voice.
- 3) Keep our hands to ourselves.

2. Playground/Park Rules

- 1) No twisting (spinning) on the swings.
- 2) No standing on the swings.
- 3) No running or playing behind the swing set.
- 4) Only children are permitted to descend slide (no toys, rocks, etc.)
- 5) Slide may only be accessed from proper ladder or steps.
- 6) Toys may only be used for their intended purpose
- 7) Hula-Hoop to be used only for hula-hooping, not capturing other children.

“Free the child’s potential, and you will transform him into the world.” – Dr. Maria Montessori, 1870-1952

- 8) Children are not permitted to hang around or play on natural gas equipment or pipes.
- 9) All toys must be picked up and properly stored at the end of play time.

A Final Word

We are fortunate as a school to have terrific students, faculty, staff, parents and alumni. Together, we make our school an exceptional place to learn and work. We share the commitment to achieving our mission through ongoing effort and improvement. We strive to make each day at Montessori Dieppe a great educational experience. We work in a planned, mindful fashion to ensure each of these days flows together in a seamless manner that enables each student to achieve success. We thank you for choosing Montessori Dieppe.

Contact Us

School telephone: 506.855.1234

Fax: 506.854.8494

Email: info@montessoridieppe.org



“Education is a natural process carried out by the child and is not acquired by listening to words but by experiences in the environment.”

- Maria Montessori

“Never help a child with a task at which he feels he can succeed.” – Dr. Maria Montessori, 1970-1952



Statement of Services for Parents

As a parent or guardian of a child/children enrolled at Montessori Dieppe, I am aware of the following:

- Deposits are non-refundable
- Montessori Dieppe is a nut-free facility
- Instructional School hours are Monday to Friday 9-11:30 a.m. and 1-3:30 p.m. Due to the importance of circle time, teachers will be unavailable to answer the door in the morning between 8:55 – 9:30 and 11:00 – 11:30 and in the afternoon between 12:55 – 1:30 and 3:00 – 3:30. Parents can wait in the vestibule with their child until circle time has finished and will be greeted at that time.
- Children are required to bring **one** pair of indoor shoes (**not slippers or cross please**) which may be kept at the school
- Bringing toys of any nature to the school is highly discouraged
- We are unable to accept children who arrive at school with a fever or noticeable illness
- School staff will not administer medications. Parents may stop by the school to administer any necessary medications
- Should your child become ill while at school, parents will be notified and are required to make arrangements to have their child picked up within one hour

of receiving the call. This “1 Hour” policy is enforced by the Department of Education and Early Childhood Development.

- If your child is absent from school for any reason, we must be informed as to the nature of the absence (i.e. illness, holiday, oversleeping, etc.)
- Should, for any reason, the school suspect a possible case of child abuse, staff members are required by law to report suspicion to the proper authorities as outlined in the *Child Victims of Abuse Protocols* of the province of New Brunswick.
- Disciplinary strategies employed for the children while at school include brief reflective periods where the child is apart from the rest of the class. Teaching staff will always first attempt to redirect the inappropriate behavior prior to using a reflective period.
- Should a parent wish to come into the class for a brief period of observation, arrangements must be made in advance with the teachers so as not to disrupt the class schedule and routine.
- Parent/Teacher Interviews will be conducted twice annually
- Should the Administration of the school believe that the removal of your child as a student of the school be for the greater good of other students or for the operation of the school, it reserves the right to do so.
- Should you, for any reason, wish to make a complaint or express a concern, this must be done confidentially in writing and be directed to Shari Cormier, School Administrator.

As a parent or guardian of a child/children enrolled in Montessori Dieppe, I acknowledge having read and understand:

- Parent Guide
- NB Child Care Facility Exclusion Reference Guide
- Managing Illness in Child Care Facilities Parent’s role

As a parent or guardian of a child/children enrolled in Montessori Dieppe, I understand that I must:

- **Complete and submit the following documentation before my child attends Montessori Dieppe (Academic or Camps days):**
 - Application for Admission
 - Child Profile
 - Terms of Payment with deposit
 - Statement of Service
 - Dual Language Consent (if applicable)
 - Photo Consent
 - Website Consent
 - Your child’s immunization record. This record must be updated as immunizations are given by your health care professional. If you choose not to immunize your child, a waiver must be signed.

I/We have read and understood the above Statement of Services for Montessori Dieppe.

I/We have read and understood the Montessori Dieppe Parent Guide information and agree to abide by all aspects in regards to my child.

Child’s name

Parent’s / Guardian signature

Date

Parent’s / Guardian signature

Date