



Parent Handbook

www.fvmontessori.ca

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Table of Contents:

Services offered	1
Vision Statement	1
Mission Statement	1
Philosophy	1
Who We Are	1
Staff	1
Section 1	2
School Year	2
Attendance	2
Locations and Class Hours	2
Orientation	2
Emergency Procedures	3
Discipline and Guidance	3-4
Withdrawal	4
Section 2	4
Birthdays	4
Clothing	4-5
Donations	5
Fundraising	5
Holidays	5
Illness-Communicable Diseases	5
Reportable Incidents	5
Keep your child at Home if:	5
Communicable Diseases	6
Arrival and Dismissal	6
Transportation	6
Medication	7
Accidents	7
Abuse Reporting	7
Newsletters	7
Observations	8
Parent Teacher Interviews (Preschool)	8
Playground Rules	8
Parking	8
Personal Belongings	8
Questions	9
Refund Policy	9
School Equipment Brought Home	9
Snacks	9
Special Information From Home	9-10
Toilet	10
Screen Time	10
Outside Play	10
Section 3	9
Re Enrolment	9-10
Priority of Enrolment	11
Eligibility For Enrolment	11
Section 4	11
Children's Rights and Responsibilities	11-12



A PARENTS' GUIDE TO FRASER VALLEY MONTESSORI SCHOOL

Welcome to Fraser Valley Montessori School and Out of School Care. This guide will help to acquaint you with most of our operating policies. The school is independently administered by Fraser Valley Montessori School. This guide is the property of Fraser Valley Montessori School.

SERVICES OFFERED

**Preschool
Infant Toddler Care
3-5 years Group Daycare
School Age Care**

VISION

We believe that providing a positive safe environment for children they will be able to gain trust between teachers , parents and children. Throughout early learning, children will acquire the skills to become critical thinkers, acquire mutual respect and grow to reach their potential.

MISSION

To provide quality child-centred education in a safe welcoming environment which will treat all behaviours with dignity and respect.

PHILOSOPHY

At Fraser Valley Montessori we believe that children are able to reach their full potential by being in a environment where they can explore through their senses with many types of sensorial material. In the Montessori classroom children are free to explore in a fun, respectful educational environment which provides a love of learning.

WHO WE ARE

Fraser Valley Montessori Preschool was established in 1987. In the year 2000 Joanne Long sold Fraser Valley Montessori to Michele Fabbro. I have over 20 years in the early childhood field. My passion is working with the early years children and everyday brings on new challenges! My goal is to provide a inclusive environment where ALL children can flourish!

STAFF

We take pride in hiring fully trained staff which hold a current Criminal Record Check and a ECE/ECA or Responsible adult certificate. Our staff attends professional development on a regular basis.

SECTION 1: ATTENDANCE

SCHOOL YEAR:

The school year begins on the first Tuesday after Labour Day and ends on the third Friday in June. The school will be closed during all public holidays, six professional days per year, two days for parent/teacher interviews, and in an emergency or unusual circumstances. We will have a Christmas break and a Spring break. We follow school district 34's school calendar. Day Care and School Age Care is open all year long except for statutory holidays.

ATTENDANCE:

Preschool - After our orientation regular attendance is two, three or five half days per week for the morning and afternoon programs at all the campuses. Regular attendance is desirable. When illness or family emergencies may necessitate absences, please email fvmontessori@telus.net to advise the school.

LOCATIONS AND CLASS HOURS:

Fraser Valley Montessori
Margret Stenersen Campus
3060 Old Clayburn road
Abbotsford BC
V2T 4M7
604-859-8504
7:00-5:30
Infant Toddler Program
3-5 Day Care
School Age Care

Fraser Valley Montessori
Dr. Roberta Bondar Campus
32717 Chilcotin Drive
Abbotsford BC
V2T 5S5
604 859-5061
9:00-11:30 or 9:00-1:00 Preschool
7:00 - 5:30 School Age Care

Fraser Valley Montessori
Sandy Hill Campus 3636 Old
Clayburn Road Abbotsford
BC V3G 2Z5 604-868-3433
9:00-11:30 Preschool 11:45-
2:15 Preschool 7:00 - 5:30
School Age Care

ORIENTATION:

Preschool -The first six weeks of enrolment are considered to be a trial period for new and transferring students. At the end of six weeks a short progress report regarding adjustment to school of new students will be issued.

EMERGENCY PROCEDURES:

Monthly fire drills and earthquake drills will be held. In the case of a long term power failure, extreme weather conditions or a fire, parents will be notified as soon as possible. Our alternate location of where to pick up your child in the case of a natural disaster is as follows:

Dr. Roberta Bondar

Margaret Stenersen

Trinity Lutheran Church
3845 Gladwin Road
Abbotsford BC
604 853-3227

Living Hope Christian Church
34631 Old Clayburn Road
Abbotsford BC
604 853-6151

Sandy Hill Campus

Langley Christian School
3939 Old Clayburn Road
Abbotsford BC
604-755-1891

In the event of a disaster a note will be placed on the classroom door as to the location of your child.

All children registered in the program are required to have an emergency kit. Fraser Valley Montessori will provide emergency supplies for everyone. A picture of your child **MUST** be stapled onto the form and an out of area (province) emergency contact number included to act as a liaison between teacher, child and parent. The kits will be kept at school in an accessible location.

DISCIPLINE AND GUIDANCE:

The expectations of the school are as follows:

1. A child may not hurt another child in any way.
2. A child may not disturb the work of another child.
3. Others as outlined in the “rights and Responsibilities of the Child” contained in this guide.

The school will ensure that no child will be subjected to shoving, hitting or shaking or any other form of punishment. Children will not be subjected to harsh or degrading treatment, either verbal, emotional or physical that would humiliate a child or undermine a child’s self-respect.

The school does not use any physical means of correction. As a method of discipline, a child may be asked to sit at a table and work quietly or observe until willing to follow the expectations (time not to exceed 2 minutes). The directress may ask the child to discuss his own behaviour or suggest a different activity which may satisfy the personal need of the child without disturbing others.

During the year a discretionary trial period may be established for any child when a problem or misunderstanding arises. A meeting will be held between the staff and the parents. This meeting will serve the purpose of exchanging ideas to help the child. If there is a serious question of whether or not the child can function happily in the school, a limited trial period of one to four weeks may be set. At the end of this period a further meeting will be held to discuss what further actions should be taken to best meet the needs of the child.

WITHDRAWAL:

The staff and the school may request a withdrawal of the child for the following reasons:

1. The child is not able to function in and benefit from the Montessori environment.
2. The child is a disruptive factor in the Montessori environment.
3. The parents are unwilling to comply with the operating policies of Fraser Valley Montessori School as outlined in this handbook and the enrolment agreement.
4. Partial or fees for the month will NOT be refunded

Continued disruptive behaviour is not condoned at the school. The school being the final judge in this manner can dismiss a disruptive student. The withdrawal of a child from the school is not done without serious consideration. It is a process involving many hours of discussions, effort and conferences between parents and staff.

SECTION 2: GENERAL

BIRTHDAYS:

A child's birthday will be celebrated with a single candle lighting ceremony. We cannot allow birthday cakes, however cupcakes or a small simple snack is welcome. Your cooperation in delivering party invitations outside of school hours would be appreciated unless the entire class is being invited.

CLOTHING:

School clothing should be easy for your child to manage alone; in addition it should be comfortable and appropriate for the weather. Please make sure it is completely washable and every item should be labeled with your child's name. This is particularly important with boots, runners, and outerwear. Please avoid long dresses, overalls with elaborate fasts, jump suits and shoes that need to be tied. Please put a loop in your child's coats, jackets and sweaters to facilitate hanging. Please provide your child with a pair of inside shoes at the beginning of the year.

For health and safety reasons, in hot weather please ensure your child wears proper socks and shoes or closed sandals. Flip flops are not safe and are not proper foot attire for school. Children wearing flip flops or sandals will not be able to play in the playground area as they are unsafe.

DONATIONS:

Donations to the school will be gratefully accepted but are not solicited.

FUNDRAISING:

We hold fundraising throughout the school year and we ask everyone to participate as all the children of our centre benefit from the fundraising.

HOLIDAYS:

While we recognize birthdays we do not plan to formally observe the major public holidays and celebrations other than from a cultural and historical point of view.

ILLNESS-COMMUNICABLE DISEASES:

If your child is absent because of a communicable disease, please call or email the office immediately. We are not allowed to admit a child who is visibly ill. We are governed by the Fraser Health Authority and it is required that we report any communicable diseases on an incident report within 24 hours. If your child appears to have symptoms of illness while at school, s/he will be isolated with teacher supervision and a parent will be contacted for the safety of all attending children.

REPORTABLE INCIDENTS/NON-REPORTABLE INCIDENTS:

Please see the reportable incident form at the back of the handbook.

PLEASE KEEP YOUR CHILD AT HOME IF:

1. S/he has complaints of unexplained or undiagnosed pain.
2. S/he has a fever, or has had one within 24 hours.
3. S/he has a heavy nasal discharge or constant cough, or has difficulty breathing.
4. S/he is extremely tired or fussy which is an indication of a possible onset of an illness.
5. S/he has infected skin or eyes, or an undiagnosed rash, severe itching or body or scalp if caused by head or body lice or scabies.
6. S/he has a sore throat or trouble swallowing.
7. S/he has a headache and/or a stiff neck (Should see a physician).
8. S/he has unexplained diarrhea or loose stool, could indicate bacterial or viral gastrointestinal infection, very contagious.
9. S/he is not able to fully participate in all facets of our program including outdoor time.

COMMUNICABLE DISEASES:

1. Chicken Pox
2. Whooping Cough
3. Measles
4. Mumps
5. Hand Foot and Mouth Disease
6. Hepatitis of any kind
7. Ring Worm

ARRIVAL AND DISMISSAL:

The doors to the school will open five minutes before the class starts. Please take your child to the door and say goodbye there. Children are encouraged to put on inside shoes themselves with a minimum amount of help. The first five minutes of each session is designated as a short drop off period. However your punctuality in observing this short period as well as your punctuality in picking up your child at the end of each session is expected. Punctuality is essential for group activities. The disruptive effect of one child arriving late is a cumulative one affecting the entire classroom. If you are late picking your child up a late fee will be charged.

Directresses spend the time immediately before and after class handling record keeping, cleaning and preparing the classroom. It is essential that they have this time free for their duties. Your cooperation is appreciated.

All children arriving at our class must be escorted to the door. It is the parent's responsibility to get out of the car and see that the staff is aware of the child's arrival and that the child has been greeted. You will be required to sign your child in and out of the centre.

Your child will be received and dismissed at the door. Staff is not able to engage in long conversations at the door, the safety of all your children is our first concern. We will be pleased to meet with you anytime - please call or email the office to arrange for an appointment. Please note that we will only release your child to the parent or authorized person. We will not release the child to any unauthorized persons. A child will not be released to anyone having consumed alcohol and needing to drive. If an intoxicated person arrives to pick up your child we will call the other parent or the emergency contact. In the case where the intoxicated person leaves with your child we will contact the police and file a report with the Fraser Health Authority.

If you have made arrangements for your child to go home with another family, classmate, student we must have written notification.

TRANSPORTATION: Transportation is the responsibility of the parents. Please complete a carpool release form if you are part of a carpool (available from the office). If someone other than the regular driver is to transport the child please notify staff in writing. In the event of an emergency, please phone the office 604-859-5061.

MEDICATION:

We prefer not to dispense medication. A child who is sick and requires medication should not attend school until fully recovered. In the case of an ongoing medical problem, such as allergies or asthma, please request a medication dispensing form from the office.

ACCIDENTS:

In case of an accident at school, the following steps will be taken:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Call an ambulance and accompany the child to the hospital.

Abbotsford Regional Hospital
32900 Marshall Road
Abbotsford BC
V2S 0C2
604 851-4700

4. Attempt to contact the listed emergency contact person.

***NOTE: the school will not be responsible for anything that may happen as a result of incorrect information given at the time of enrolment. It is the parents' responsibility to keep the school informed of any changes in vital information!**

ABUSE REPORTING:

1. If we have a reason to suspect abuse of a child it will be reported to the Ministry of Children and Family Development, Fraser Health Authority on a reportable incident form and to the owner of the centre within 24 hours as required by law. It is our legal responsibility to report suspicions/disclosures to the appropriate parties, NOT to determine if abuse has occurred. It is our primary concern for the health, safety and well being of the child.
2. If we have reason to suspect cause of a child which may have occurred at the centre involving a staff member or a volunteer, this will be reported to the parents, the owner of the centre and to the Fraser Health Authority-Licensing Facility on a reportable incident form and the Ministry of Children and Family Development within 24 hours.

NEWSLETTERS:

The school news will be posted on our web site various times of the year. www.fvmontessori.ca
It will contain information about curriculum, special events, news from the classroom and future plans and important dates.

OBSERVATION:

Parents of children enrolled at our schools have access anytime to their child while the child is in our facilities.

Observations are held during the month of November. One appointment will be available for each family. Please familiarize yourself with the observation guideline sheet (obtained from the Directress) before observing.

Parents are encouraged to observe their children in class. Please make an appointment with the staff to discuss any questions you may have as a result; there is no time for discussions immediately after your observation. Observation of the class is recommended but not a requirement, unless your child is experiencing difficulty or problems in the classroom.

If you are unable to keep your appointment, please inform us the day before.

PLEASE remember that you are observing YOUR child...it is inappropriate to discuss other children in the classroom which you have seen with other parents.

PARENT/TEACHER INTERVIEWS:

During the school year parent/teacher interviews will be held in November and June. The school will be closed at that time. Please respect the time allowed for your appointment. If additional time is needed, a further conference can be scheduled.

PLAYGROUND RULES:

Please follow the same playground expectations that the child does while in school. Safety and consideration of other is our primary concern.

PARKING:

Please park at the designated parking area, and walk your child to the door of the classroom.

PERSONAL BELONGINGS:

All toys and trinkets etc. should remain at home. Please assure your child that at school s/he has "special work to do". This policy will be enforced at school. To avoid disappointment please follow this policy at home. As a last resort "treasures" can wait in the car.

Children may occasionally bring in books or artifacts for loan in the classroom, please check with the staff first, the school cannot be responsible for any breakage or loss of such items.

QUESTIONS:

Any questions you have regarding your child's progress at school should be directed to the staff. Please email fvmontessori@telus.net to arrange an appointment. Please help us deal with any concerns directly by using this avenue of communication.

REFUND POLICY:

In the event that you wish to withdrawal your child or withdrawal is requested by the school, the following will apply.

1. In the event that you withdraw your child and we unable to fill the vacancy, the full year's tuition will remain due. Please see the enrolment agreement. If a child is withdrawn after February 1st, the remaining tuition is due.
2. In case of prepayment of the full year's tuition-point one would still apply.
3. There will be a \$30.00 charge for NSF cheques. Payment is by postdated cheques only. Please refer to the fee schedule.
4. Subsequent to point one, a month's notice in writing for one month's fee in lieu of notice is to be given for a withdrawal.
5. Any fees paid in advance are non-refundable in accordance with the fee schedule.
6. If after the six week trial period a child is requested to leave the school, tuition fees would be payable for the first two months only.
7. Due to inclement weather beyond our control refunds will not be issued.

SCHOOL EQUIPMENT BROUGHT HOME:

Occasionally a child may bring home small items of school equipment. Please help us maintain our equipment in proper order by checking for any unfamiliar objects. Although small beads and pegs may seem insignificant, these items form an integral part of the Montessori environment. Missing items result in disappointment for other children when activities have to be removed from the shelf. It is difficult to replace small pieces of the Montessori equipment.

SNACKS:

Please send a SMALL healthy **SNACK** consisting of **ONE** of the following: fruit, vegetable, crackers and cheese etc. to school with your child. The snack should be in a small container labeled with your child's name. Please, no cookies or junk food or juice boxes. Due to allergies no snack containing **NUTS** of any kind are allowed at school.

SPECIAL INFORMATION FROM HOME:

In the event that a significant change occurs in your home please notify staff as soon as possible. All information will be regarded as confidential. We will accept your judgment as to the kinds of changes which may affect your child's behaviour, security and general wellbeing.

Common causes of distress include: either parent away from home for an extended period of time; a new person living in the home; illness of either parent, sibling or relative; and hospitalization, accident, or death in the family, moving, death of a pet etc.

TOILET:

Preschool: It will help relieve congestion in the washrooms at the beginning of each session if you would have your child use the toilet before s/he comes to school. Perhaps this could be worked into the after breakfast/lunch routine. In the case of students attending Dr. Roberta Bondar Campus children will be accompanied to the washrooms by one staff member. Children will not be permitted to go to the washrooms alone.

At all campuses school age children will advise the teacher that they are going to the washroom. The teacher will stand at the door of the classroom and watch the children go and return from the washroom which is only a few feet down the hall. The washrooms will be checked by the teacher before her shift begins to ensure safety of the washroom. If by chance the teacher does not have a clear view of the washrooms, the class will all go to the washroom and a sign will be placed on the door saying Fraser Valley Montessori is using the washroom, please wait! A staff member will be present. If there is a washroom in the classroom the child will notify the teacher that they are going to the washroom and a teacher will keep an eye out for the child to come if of the washroom.

Infant/Toddler: Parents are to supply diapers for their child. Diapers will be changed in the allocated changing area. A record of diaper changes and contents will be recorder which can be obtained by the parent at anytime.

SCREEN TIME:

All of our programs must limit screen time due to licensing regulations to a maximum of 30 min per day. We are dedicated to encourage activie play into all of our programs. Children will be allowed to use computers, i phones, i pads or tablets on special days only and it will not exceed 30min!

OUTSIDE PLAY:

Children in our care will be playing outside for a minimum of 30 minutes each day for preschool children and 60 min a day for School Age Care. Please make sure your child has appropriate clothing for all types of weather as we will be going outside rain or shine!

SECTION 3: ENROLMENT

RE-ENROLMENT:

Application for re-admission of eligible students will be accepted starting in December. Forms will be available from the office. To reserve space for your child for the following year, applications must be received in the office no later than January 31st. Mailed applications received after this date will be placed on our waiting list. There will be no exceptions. If you wish to observe your child before re-enrolment, please make an observation appointment for early January.

PRIORITY OF ENROLMENT:

Application for eligible siblings will be considered from January 1st to the end of the month, and should be accompanied by the application fee. Forms will be available at the office.

The siblings of present and previous students will be given priority whenever possible.

It is the parent's responsibility to ensure that re-enrolment and new enrolment forms are in the office at the appropriate time.

This program is intended as a preparation for grade 1 or Montessori Elementary; should your child be withdrawn for any reason prior to completion of the "kindergarten year", sibling priority will no longer apply.

ELIGIBILITY FOR ENROLMENT:

Children are eligible for enrolment from 30 months of age in the current calendar year for preschool.

Infant and Toddler - 10 months to 3 years

3-5 Full day program

Note that the following will apply:

1. The child must be sufficient mature as not to be a disruptive factor in the class and be able to accept separation.
2. The child may be working on being toilet trained.
3. All children are accepted on a six week trial basis.

SECTION 4: CHILDREN'S RIGHTS AND RESPONSIBILITIES

RIGHTS:

1. The child is free to work with any material displayed in the environment after s/he has had a demonstration or lesson.
2. The child may work on a table or a rug, whichever is suitable for the work chosen.
3. The child has the freedom to use the room as his needs dictate in the above rights.
4. The child has the right to work undisturbed by others. S/he may initiate, complete, or repeat and exercise alone and without a break in the concentration cycle.
5. The child has the right to not join a group activity. S/he may continue working with the individual exercises during group activities, or may stand apart as an observer of the activity without becoming a participant.
6. The child has the right to work alone.
7. The child has the right to do nothing if s/he desires. S/he may be learning by observing others: S/he may be thinking, or s/he may simply be relaxing.

RESPONSIBILITIES:

1. S/he must use the environment respectfully: that is, s/he must not harm him or herself, others or the materials.
2. S/he may not use the equipment in a way that disturbs the activities of others in the environment.
3. S/he may not work at or on a shelf as his/her presence there would obstruct other children's access to the materials.
4. The child restores the environment during and after an exercise.
5. S/he is responsible for returning the work to the appropriate place on the shelf, mopping his/her spills, rolling the rugs and replacing the chair under the table.
6. A child is not allowed to touch the work of another child without an invitation to do so.
7. A child is not to interfere with another child's learning cycle. This provides security or the child involved in an exercise to continue it to its completion. If the work needs to be left temporarily, it can be resumed later with confidence that it is as it was left.
8. S/he is not allowed to interfere or disrupt an activity s/he has chosen not to join. This is the child's responsibility to the group. The child's inactivity is not allowed to disturb others or distract their activities.

A child is not forced or even encouraged to share work. Generosity develops from within as a child matures and gains self-confidence. With adequate materials and supportive ground rules, sharing will come naturally when it is appropriate or necessary.

Thank you for giving us the opportunity to work with your children!