



## **ALTA MONTESSORI ACADEMY DAYCARE AND OSC**

*AN EARLY CHILDHOOD SETTING FULL OF LIFE,  
LEARNING AND DISCOVERY...*

*WE WELCOME YOU WITH WARMTH AND  
GUIDANCE TO ALTA MONTESSORI DAYCARE  
AND OUT OF SCHOOL CARE.*

### **OUR PHILOSOPHY:**

ALTA MONTESSORI DAYCARE IS BASED ON THE INDIVIDUALITY OF EACH CHILD. THIS ALLOWS EVERY CHILD TO DEVELOP IN AN ATMOSPHERE OF FREEDOM THAT ENCOURAGES INDEPENDENCE, SELF-ESTEEM, AND SELF-DISCOVERY. EACH CHILD IS ENCOURAGED TO DO WHAT INTERESTS THEM. WE BELIEVE THAT EACH CHILD HAS A MIND OF THEIR OWN AND THEY SHOULD CONSTANTLY BE ENCOURAGED TO STATE WHAT IS ON THEIR MIND, WITHOUT UPSETTING OTHERS AROUND THEM.

IT IS OUR DESIRE TO PROVIDE YOUR CHILDREN WITH A BALANCE OF EDUCATION AND HIGH QUALITY CARE IN A SAFE AND NURTURING ENVIRONMENT. OUR PROGRAM WILL ENCOURAGE CHILDREN TO EXPLORE AND DISCOVER AT THEIR OWN PACE USING DEVELOPMENTAL OBJECTIVES SUCH AS SOCIAL AND EMOTIONAL DEVELOPMENT,

PHYSICAL DEVELOPMENT, COGNITIVE AND LANGUAGE DEVELOPMENT.

SOCIAL AND EMOTIONAL DEVELOPMENT WILL BE MET THROUGH PRO-SOCIAL BEHAVIOR WHICH ALLOWS THEM TO PLAY WITH OTHERS AND RECOGNIZE THE FEELINGS OF OTHERS. CHILDREN WILL DEVELOP A SENSE OF THEMSELVES, RESPONSIBILITY FOR THEMSELVES AND FOR OTHERS.

PHYSICAL DEVELOPMENT WILL BE ENCOURAGED DURING OUTDOOR PLAY AND SMALL MANIPULATIVE PLAY USING *GROSS AND FINE MOTOR SKILLS.*

COGNITIVE DEVELOPMENT INVOLVES LEARNING AND PROBLEM SOLVING, LOGICAL THINKING, AND REPRESENTATION AND SYMBOLIC THINKING. THIS IS ENCOURAGED THROUGH THE READING, NUMBERS, AND WORKSHEETS THAT CHILDREN ARE COMPLETING EVERYDAY AS WELL AS THROUGH EVERYDAY PLAY.

LANGUAGE IS DISCOVERED WHILE LISTENING, SPEAKING, READING AND WRITING. CHILDREN ARE CONSTANTLY ENCOURAGED TO EXPLORE LANGUAGE BY ASKING QUESTIONS, COMMUNICATING DURING CIRCLE TIME, AND DISCOVERING THE LANGUAGES OF THE WORLD FROM THE COUNTRIES STUDIED.

CREATIVITY IS A LARGE PART OF OUR CENTER. WE ENCOURAGE CHILDREN TO EXPRESS THEMSELVES THROUGH THEIR ART AND TO BE IMAGINATIVE BY CREATING ART THE WAY THEY SEE IT. CHILDREN DO MANY CRAFTS BASED ON THE THEMES/INTERESTS EVERY MONTH. WE BELIEVE THAT THE DIRECTOR, STAFF, PARENTS, CHILDREN AND FAMILIES SHOULD WORK TOGETHER AS A

TEAM TO CREATE AN ENVIRONMENT FULL OF COMFORT, SUPPORT, TRUST, AND STRENGTH.

### **HOURS OF OPERATION:**

WE ARE OPEN FROM **6:30 AM – 6 PM.** ALTA MONTESSORI REMAINS OPEN FROM SEPTEMBER TO JUNE AS WELL AS THE SUMMER. CLOSURE DATES ARE SENT OUT IN SEPTEMBER EVERY YEAR.

### **ATTENDANCE:**

CONSISTENCY AND PROMPTNESS ARE ENCOURAGED IN ORDER TO DERIVE MAXIMUM BENEFIT FROM THE MONTESSORI PROGRAM. THEREFORE IT IS REQUIRED THAT CHILDREN ARRIVE **NO LATER THAN 10 AM.** PLEASE CONTACT THE DAYCARE IF YOUR CHILD WILL BE ARRIVING LATER OR WILL NOT BE ATTENDING THAT DAY.

### **ARRIVAL AND DEPARTURE:**

PLEASE ENSURE THAT YOU ARE SIGNING YOUR CHILD IN AND OUT AT THE BEGINNING AND END OF THE DAY. UPON ARRIVAL PLEASE MAKE CERTAIN THAT YOUR CHILD IS UNDER STAFF SUPERVISION BEFORE LEAVING THE DAYCARE. ALSO UPON DEPARTURE ENSURE THAT STAFF IS AWARE THAT YOU ARE LEAVING THE DAYCARE WITH YOUR CHILD AT THE END OF THE DAY.

### **RELEASE OF CHILDREN:**

IF SOMEONE OTHER THAN THE PARENT WILL BE PICKING UP YOUR CHILD, FIRSTLY, PLEASE ENSURE THE NAME(S) OF THE INDIVIDUALS THAT YOU WILL GIVE PERMISSION TO PICK UP YOUR CHILD ARE ON THE REGISTRATION FORM. SECONDLY, PLEASE CONTACT THE DAYCARE AND INDICATE BY PHONE OR LEAVE A NOTE IN WRITING INDICATING THE FULL NAME OF THE INDIVIDUAL. THE CHILD WILL NOT BE RELEASED WITHOUT PARENTAL CONSENT. PLEASE REMIND THE INDIVIDUAL

THAT I.D. MUST BE PRESENTED AT THE TIME OF PICK UP OR THE CHILD WILL NOT BE RELEASED.

#### **LATE PICKUP:**

PLEASE ENSURE THAT YOUR CHILD IS PICKED UP BEFORE 5:30 PM AS LATE PICK UP OF YOUR CHILD WILL RESULT IN A LATE FEE OF \$1 /MINUTE PAST THE CLOSING TIME. THIS FEE WILL BE PAYABLE TO THE STAFF MEMBER(S) REMAINING AT THE END OF THE DAY.

#### **CHILDREN SUPPLIES:**

- *FULL TIME CHILDREN:*

INDOOR AND OUTDOOR SHOES ARE REQUIRED, ALONG WITH A BLANKET FOR NAP TIME, A LUNCH AND AN AFTERNOON SNACK, AS WELL AS EXTRA CLOTHING IN CASE OF ANY ACCIDENTS, AND PULL UPS, OR DIAPERS FOR THOSE NEEDED.

- *PART TIME CHILDREN:*

INDOOR AND OUTDOOR SHOES ARE REQUIRED, AS WELL AS A MORNING OR AFTERNOON SNACK, EXTRA CLOTHING, AND PULL UPS OR DIAPERS.

- *SEASONAL CLOTHING REQUIRED:* SNOWPANTS, BOOTS, MITTENS, A HAT AND A SCARF, SUNSCREEN, BUG SPRAY, AND A SUMMER HAT. PLEASE LABEL YOUR CHILD'S BELONGINGS TO AVOID MISPLACEMENT.

#### **FIELDTRIPS/SPECIAL EVENTS:**

OCCASIONALLY THERE WILL BE A CLASS FIELDTRIP. IF IT IS NOT A FIELDTRIP IT IS A SPECIAL EVENT THAT WILL TAKE PLACE DURING THE MONTH. PARENTS WILL BE NOTIFIED OF THESE EVENTS AND MAY BE ASKED TO VOLUNTEER.

#### **SPECIAL DAY OF THE WEEK:**

TOY DAY AND SHOW AND TELL DAY WILL TAKE PLACE ON FRIDAYS ONLY. PLEASE ENSURE THAT YOUR CHILD KEEP ALL TOYS AT HOME THROUGHOUT THE WEEK. ACCORDING TO ALBERTA HEALTH SERVICES, ALL TOYS MUST BE KEPT AT HOME UNLESS THERE IS NO SHARING OF THE CHILD'S TOYS. MOVIE DAY WILL ALSO TAKE PLACE EVERY FRIDAY.

#### **FEES:**

THERE IS A **REGISTRATION FEE OF \$100**. IT IS A ONETIME FEE THAT IS **NON-REFUNDABLE**. THIS FEE WILL GO TOWARDS THE FIELDTRIPS AND SPECIAL EVENTS THAT TAKE PLACE.

#### **ALTA MONTESSORI CLASS FEES:**

- FEES CAN BE PAID IN CASH OR CHEQUES OR POST-DATED CHEQUES FOR THE FIRST OF EVERY MONTH.
- NO REBATE OR REDUCTION OF FEES IS ALLOWED FOR TEMPORARY ABSENCE OR HOLIDAYS.
- UPON REGISTERING FIRST MONTH AND LAST MONTH'S FEE IS REQUIRED

#### **SUBSIDY AND AFFORDABILITY:**

SUBSIDY IS AVAILABLE FOR MORE FAMILIES. IT IS WORTHWHILE FOR ALL FAMILIES TO APPLY FOR IT BEFORE REGISTRATION. FORMS ARE AVAILABLE AT ONLINE AT [WWW.APPLYCHILDCARESUBSIDY.ALBERTA.CA](http://WWW.APPLYCHILDCARESUBSIDY.ALBERTA.CA) ALL THE SUBSIDY INFORMATION IS LOCATED ON THE WEBSITE AND ON THE APPLICATION. YOUR SUBSIDY APPROVAL WILL BE SUBMITTED AND SENT TO YOU IN 10 BUSINESS DAYS; IT IS YOUR RESPONSIBILITY TO PROVIDE THE DIRECTOR WITH YOUR LETTER OF APPROVAL. YOU WILL BE RESPONSIBLE FOR THE PARENT PORTION. AFFORDABILITY WILL BE ACCOUNTED FOR AUTOMATICALLY IN YOUR FINAL FEES PORTION. IF YOU ARE IN NEED OF ANY

ASSISTANCE IN FILLING OUT THE SUBSIDY APPLICATION PLEASE CONTACT US.

#### **WITHDRAWALS:**

**ONE MONTHS NOTICE** MUST BE GIVEN IN WRITING IF YOUR CHILD WILL NOT BE ATTENDING THE DAYCARE ANYMORE.

#### **LICENSING AND ALBERTA HEALTH SERVICES:**

LICENSING AND ALBERTA HEALTH SERVICES VISIT PERIODICALLY AND WITHOUT NOTICE. THOSE REPORTS WILL BE POSTED IN THE FRONT ENTRANCE FOR PARENTS AND FAMILIES TO REVIEW.

#### **STAFF:**

ALL STAFF IS REQUIRED TO HAVE A LEVEL OF CERTIFICATION IN CHILDCARE, ALONG WITH A FIRST AID CERTIFICATION AS WELL AS A SECURITY CLEARANCE CHECK.

#### **STAFF TO CHILD RATIOS:**

- 12 MONTHS TO 19 MONTHS – **1:4 RATIO**
- 19 MONTHS TO LESS THAN 3 YEARS – **1:6 RATIO**
- 3 YEARS TO LESS THAN 4.5 YEARS – **1:8 RATIO**
- 4.5 YEARS AND OLDER – **1:10 RATIO**

#### **DURING NAP TIME RATIOS DOUBLE:**

- 19 MONTHS TO LESS THAN 3 YEARS – **1:12**
- 3 YEARS TO LESS THAN 4.5 YEARS – **1:16**
- 4.5 YEARS AND OLDER – **1:20**

PLEASE DON'T HESITATE TO CALL US IF YOU HAVE ANY QUESTIONS 780 473 4440 LONDONDERRY AND 780 249 9566 MISTATIM.