



Parent Handbook 2010-2011

*"Where Mind and Spirit
Go Hand in Hand"*

West Campus (Head Office)

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East Campus

1395 Youville Drive
Ottawa, ON K1C 4R1
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Bishop Hamilton
Montessori School

Since 1983

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2010-2011**

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PLEASE KEEP FOR FUTURE REFERENCE

This booklet is available at www.bhms.ca

W

elcome to
Bishop Hamilton
Montessori School

Dear Parents,

Our goal is to keep you informed and allow you to participate in all aspects of your child's education. The BHMS Parent Handbook provides you with an overview of our school, programs including policies and procedures. This is a useful resource that identifies much of the information you require to make your child's student experience the best it can be.

I encourage you to participate in the BHMS community. By working together we can build a strong home-school partnership which will ensure a well rounded and rewarding educational experience for each student.

We look forward to sharing an enriched and stimulating year with your child and you. To this end, I encourage you to read this handbook and do not hesitate to contact the office or your child's classroom Director should you have any questions or concerns.

Sincerely,



Renette Sasouni
School Director

Table of Contents

Bishop Hamilton Montessori School	8
History	8
Mission and Values	8
Board of Governors	9
School Motto	10
School Song	10
School Prayer	10
Code of Conduct	10
Non-Discrimination Statement	11
Privacy Statement	11
Professional Affiliation / Memberships	11
Not for Profit / Fundraising	11
Academic Programs	12
West Campus	12
East Campus	12
Nido	13
Toddler	13
Casa	13
Junior Elementary	14
Senior Elementary	14
Junior High	14
All Day Programs (West Campus Casa & Jr. Elementary).....	15
Catechesis of the Good Shepherd	15
French	15
Latin	16
Music	16
Physical Education	16
Science	17
Swimming	17
Resource	17
After School Enrichment Program	17
Before and After School Care	17
Parent Teacher Interviews / Report Cards	18
Classroom Observations	18
Student Transitions Between Levels	18
Learning and Behavioural Differences	18
Psycho-educational assessment	19

BHMS Team	20
Administration	20
Faculty - West Campus – Head Office	20
Faculty - East Campus	22
General	23
Admission Policy	23
Hours of Operation	23
Probationary Period	23
Withdrawal of Services	23
Classroom Placement	23
September Integration of New Students	23
School Calendar	24
Payment of Tuition Fees and Personal Charges	24
Refund Policy	24
Before and After School Care	24
Casual Care	24
Late Pick-Up Fees	25
NSF Charges	25
Tax Receipts	25
Health and Safety	26
Accidents	26
Allergies / Medical Conditions	26
Criminal Reference Checks	26
Custody and Single family	27
Emergency Closing / Inclement Weather	27
Emergency Contact Information	27
First aid and CPR	27
Illness	28
Immunization	28
Medication	28
Nutrition	29
Parking Lot Safety and Etiquette	29
Regulations and Inspection	29
Release of Students	29
Safety / Security	30
Scent-free School	30
Smoking	30
Transporting Other Students	30

Student Life	31
Nido Routines	31
Toddler Routines	31
Casa Routines	31
Junior Elementary Routines	32
Senior Elementary Routines	32
Junior High Routines	33
Daily Outdoor Routines	33
Snacks	33
Laundry	33
Community Constitution	33
Field Trips	34
Goings Out	34
Arrivals	34
Dismissals	35
Computer, Educational Usage / Internet	35
Standardized Testing	35
Items from School	35
Student Code of Conduct and Discipline	36
Dress Code	37
Attendance	38
Punctuality	38
Cellular Telephone / Electronic Devices	38
Birthdays and Cultural Celebrations	39
PD Days	39
Parent Conferences	39
March Break and Summer Camps	39
Separation Anxiety	39
Toys	40
Toileting Requirements	40
Lost and found	40
The Parent Role	41
Parent / Teacher Interviews	41
Classroom Observations	41
Parent Information and Classroom Workshops	41
Classroom Activities	41
School Activities and Events	42
Class Parents	42
Use of Gymnasium and Other Facilities	43
Parent Volunteers	43
Fundraising and Promotion	43
Communication	44
Parent Communication Protocols	44

Bishop Hamilton Montessori School

History

Bishop Hamilton Montessori School is a not for profit independent school and was founded in January 1983 with six preschool students. The school fell under the jurisdiction of the Ottawa Anglican School Society. The Society was incorporated on October 7, 1981 by Anglicans concerned about the adequacy of Christian nurturing for students in an increasingly secular and materialistic society.

The school is named after the first Anglican bishop of Ottawa, the Right Reverend Charles Hamilton. After thirty years of ministry in Quebec and Niagara, he became the Anglican bishop of Ottawa in 1896. Among his other qualities, Bishop Hamilton is remembered for his happy relationship with children. In several addresses to the synod he stressed the desirability of denominational schools affiliated with the public system, where Christian faith and nurture could be part of a child's daily education. The plaid of our uniforms is Bishop Hamilton's.

Elaine Hopkins was one of the founding members and Bishop Hamilton Montessori School's first principal. The school grew to a student body of over 400 students in two campuses by her retirement in 2004. As a committed Christian, Mrs. Hopkins made it her duty to see that the excellent education offered by Bishop Hamilton Schools would be available to all, regardless of income levels. To this end, the Edwin Lackey Endowment Fund was started.

Bishop Hamilton Montessori School East Campus opened its doors in September 1991, and in 2000 the school moved to its present location on Youville Drive.

Mission and Values

Purpose

The purpose of Bishop Hamilton Montessori School (BHMS) is to offer a Christian-based Montessori education in a safe community where infants to young adolescents are encouraged to reach their full developmental potential. BHMS is committed to the academic, spiritual, physical and social growth of each child, which is the foundation of our educational approach.

Values and Principles

The community of BHMS is comprised of students, staff, parents, the Board, alumni and friends of the school. It works together to integrate into daily life the school's values of excellence, respect, learning, faith, commitment and community, and dedication to personal growth. The community is brought together by a commitment to these values for the growth of the child.

Means

The academic, spiritual, physical and social growth of each child is achieved through two methods: the Christian message of the Catechesis of the Good Shepherd and the Montessori approach as outlined by the Association Montessori Internationale and the Canadian Council of Montessori Administrators (CCMA). The Catechesis of the Good Shepherd teaches Christian values based on God's unconditional love. In a separate prayerful environment in the school, students use hands-on material to learn about and encounter God in a meaningful way.

In the enriched Montessori environment, students work with sensorial materials at their own pace which leads to the development of critical thinking.

Uniqueness

1. BHMS is an accredited school (CCMA), with qualified teachers.
2. BHMS has spacious, fully appointed learning facilities and school grounds.
3. BHMS offers a unique combination of two fully integrated programs: The Montessori approach and the Catechesis of the Good Shepherd.
4. BHMS offers a theoretical and experience-based foundation in Christianity, academics, community (community-mindedness), arts, and physical development.
5. BHMS prepares students to live in the real world
 - To be lifelong learners
 - To become leaders
 - To think independently
 - To develop a social conscience and to contribute to society
 - To have a sense of their role in the world
 - To work cooperatively
 - To be intrinsically motivated
 - To be secure in their relationship with God

Board of Governors

Bishop Hamilton Montessori School is a not-for profit school that consists of Board members who are interested members of the community and seasoned professionals. The Board exercises the general oversight of the management of the business and property of the School to provide permanence, credibility and independence of management for the operations of the School.

One third of the members are parents of students in the school. Meetings are held each month and are open to parents with notice to the office. The agenda and minutes of meetings are available upon request from the office.

Board of Governors 2010-2011

Heather Smith, Chair	
Jeff Gillan, Vice Chair	Linda Ryan
Rocco Romeo, Treasurer	Sean Lundy
Consuelo Francolini, Secretary	Kerri Griffin
Dannielle Samuels	JoAnn McGrath

School Motto

Where mind and spirit go hand in hand.

School Song

Who has made the world?
Who has filled the sea?
Who has made the rocks?
And who can make a tree?
Who has made the flowers
Sun and moon above?
God is their creator
And God is love.

Who can make a boy
Who is full of fun?
Who can make a girl
Who loves to play and run?
God who gives us Jesus
To be our King
God is the creator
Of everything.

Who had made the day
With its hours so bright?
Who has made the clouds?
And all the stars at night?
Who can make a rainbow?
Who can make a dove?
God is their creator
And God is love.

Who made BHMS?
It was God above.
He has fully blessed us
With His love.
Now we praise and thank Him
On this special day.
God, guide us in the future
And in Your way.

School Prayer

Almighty God, You have committed to Your holy church the care and nurture of Your children. Grant the staff, children, and community of Bishop Hamilton Montessori School, the grace of gentleness and joy. Enlighten them with Your wisdom, that, rejoicing in Your truth, they may worship You and serve You all the days of their lives. Through Jesus Christ Our Lord. Amen.

Code of Conduct

We conduct ourselves professionally and personally in ways that will reflect our respect for each other, our students and our community.

Non-Discrimination Statement

Bishop Hamilton Montessori School does not discriminate on the basis of race, colour, religion, national or ethnic origin in the administration of employment or admissions programs or policies.

Privacy Statement

Information about the child and family is gathered under the authority of the Education Act and is intended for use to identify the child, ensure the health and safety of the child and to determine the contact information of the adults responsible for the child. The information will be maintained in your child's school record and kept confidential, to be used by staff as needed.

Professional Affiliations / Memberships

- North American Montessori Teachers Association (NAMTA),
- Catechesis of the Good Shepherd (CGS),
- The Montessori Foundation
- Montessori Society of Canada
- Canadian Council of Montessori Administrators

The school is accredited by the Canadian Council of Montessori Administrators (CCMA www.ccma.ca), and licensed by the Ministry of Children and Youth Services www.children.gov.on.ca

Not for Profit / Fundraising

BHMS is a not-for profit independent school and as such, receives no funding from the Province of Ontario. In our continued efforts to maintain, enhance and broaden the scope of our programs and facilities, we rely on the support and generosity of our community through our fundraising campaigns.

Academic Programs

West Campus

Program	Half Day	Full Day
Toddler: 18 months - 3 years	8:30 – 12:00	8:30 – 3:30
Casa: 3 years – 6 years	8:30 – 12:00	8:30 – 3:30
Junior Elementary: 6 years – 9 years	N/A	8:30 – 3:30
Senior Elementary: 9 years – 12 years	N/A	8:30 – 3:30
Junior High: 12 years – 14 years	N/A	8:30 – 3:30

Before and after school care is available.

East Campus

Program	Half Day	Full Day
Nido: 6 months – 18 months	8:30 – 12:00	8:30 – 3:30
Toddler: 18 months - 3 years	8:30 – 12:00	8:30 – 3:30
Casa: 3 years – 6 years	8:30 – 12:00	8:30 – 3:30
Junior Elementary: 6 years – 9 years	N/A	8:30 – 3:30

Before and after school care is available.

Nido

The word “nido” is Italian for “nest”. Our Nido curriculum is based on Montessori theory. We have created an environment that serves as a home away from home for your baby. The environment is prepared to appeal to the infant’s need to absorb information through sensory exploration and gross motor development.

The community is a secure, positive environment that promotes the development of self-confidence, independence and is designed to meet the ever-changing needs of this age group.

It is designed with babies in mind, and their comfort is apparent immediately when they enter the room. This is a space where everything is small enough to be used easily by the smallest crawler and the new walker.

Toddler

The Toddler prepared environment is a secure, positive place for developing confidence, self control and independence through special learning activities.

Materials are carefully designed to help Toddlers move purposefully, to communicate, and to adapt to their physical and social environment. Each young learner chooses, practices, and masters individual and group work through real experiences with Toddler-sized furniture and equipment in the daily routine of the community.

Casa

The Casa environment is organized into the following core areas of curriculum:

- Practical Life – Lessons and exercises promoting independence, care of self and environment and coordination.
- Sensorial - Students develop cognitive skills, learn how to order and classify impressions through use of the senses.
- Language Arts
- French – daily
- Mathematics
- Geography, Biology, Art and Music

Extended Day:

Full day Casa Program for 5 year old students encompassing enriched French, Music, Physical Education and Catechesis of the Good Shepherd.

Junior Elementary

Our Junior Elementary program meets and / or exceeds the Ontario Ministry of Education guidelines. The environment is organized into the following areas of curriculum:

- Geography / History
- Biology / Zoology
- Mathematics / Geometry
- Language
- French – daily
- Christian Studies
- Physical Education
- Music

The science curriculum, conveyed through visual charts, experiments, vocabulary and definition materials, weaves principles of physics, chemistry, the earth sciences, botany, and zoology together.

Senior Elementary

Our Senior Elementary program meets and / or exceeds the Ontario Ministry of Education guidelines. The environment is organized into the following areas of curriculum:

- Geography / History
- Biology / Zoology
- Mathematics / Geometry
- Language
- French - daily
- Enriched Science
- Christian Studies
- Physical Education
- Music
- Latin (3rd year students)

Junior High

The integrated program of study for the BHMS Junior High follows Dr. Montessori's Educational Syllabus for the adolescent:

Self Expression: Music, Writing Workshop & Language Arts, Art, Physical Education

Psychic Development: Moral Education, Mathematics, Languages (French, Latin)

Preparation for Adult Life:

- Study of the Earth & Living Things: Physical Geography, Biology, Anatomy, Astronomy
- Study of Human Progress & the Development of Civilization: Physics, Chemistry, Engineering, Genetics, History of Science & Technology
- Study of History of Humanity: History of Exploration & Settlement, Political Geography, Environmental Studies, Religion, Peace & Conflict Studies, Law & Government, Literature/ Novel Study, National history & Current Events

All Day Programs (West Campus Casa & Jr Elementary)

All Day Montessori is a program for students who spend significantly more than the 'school hours' 8:30-3:30. The idea is to create a community life of students and staff wherein the students have the luxury of time to work and learn in the Montessori Method. There is a more diversified physical space with areas for dining, sleeping, working and playing through the whole day. There are many choices of activity with the extended time available - more than one work cycle is possible so the pace is natural and relaxed.

When learning with trained Montessori directors is possible between 7:30 a.m. and 5:30 p.m., the opportunity exists for further explorations of Grace and Courtesy, arts, gardening and food preparation. Transitions between scheduled segments (before school, morning lessons, afternoon program and after school care), are gone. The All Day Program provides students who are at BHMS for up to 10 hours per day while parents work with a secure, peaceful and consistent environment. We currently have two designated All Day classes, one Casa class – Purple Violet and one Junior Elementary class – Willow.

Catechesis of the Good Shepherd

Montessori collaborator Sofia Cavalletti held that every child has a 'religious potential', or a spiritual need. The Catechesis program "serves children's spiritual needs by nurturing their relationship with the Good Shepherd, Jesus.

Children's active participation in their own spirituality is fostered through work, prayer and reflection in a special space called the Atrium. The BHMS Atriums contain learning materials that convey Christian concepts and themes. Students of all ages receive the lessons and explorations appropriate to their particular stage of psychological, intellectual and spiritual development.

French

Our French program is introduced at the Casa level. The primary focus is on oral language. Daily lessons are presented naturally, humourously, imaginatively, and without English usage. Reinforcing Montessori principles, vocabulary is introduced via concrete items. Stories, rhymes, mime, games, songs, art activities and puzzles are integral to the program. Correct habits for pronunciation are instilled. The group lessons consist of eight to ten students, which allow for individual attention and oral interaction.

In the Junior Elementary classes, French lessons continue on a daily basis. The classroom provides a rich background for learning a new language. A living dictionary surrounds the child. Written activities are introduced when, following the Montessori philosophy, the child is ready. This is generally by early spring when the child has already experienced success in reading, is becoming more adept at writing, and has a greater French comprehension.

In the Senior Elementary classes oral proficiency continues to be the main focus. Listening and reading comprehension, grammar, spelling, and phonograms are introduced. Students are encouraged to write using concepts learned. Third year students travel by train to Montreal for one day to visit the sites and practice their French.

At the Junior High level, French is taught with an equal emphasis on listening, speaking, reading and writing. The learning and application of French is achieved through formal and informal conversation, daily homework, interactive activities, projects, and a variety of exercises to stimulate usage of the language. The students have a four day trip to either Montreal or Quebec City. They use this trip to practice French, enjoy the French milieu and experience Canadian history through visits to historical sites.

Latin

Our Latin program is introduced to 3rd year Senior Elementary students and carries forward to the Junior High level. The curriculum is based on the Cambridge Latin course and includes a strong emphasis on word derivation and background. Students also study and gain an understanding of the history and culture of Roman civilization.

Music

Music forms part of the Montessori curriculum as early as the Nido level. We compliment this curriculum by introducing enriched music classes for students aged 5 through Junior High. These classes are taught by qualified music specialists. All Senior Elementary and Junior High students begin a goal-based instrumental program.

Highlights of the program include: two annual concerts and a theatrical production.

Physical Education

Our curriculum incorporates Montessori principles and methods into a contemporary physical education program. Physical education is focused on conditioning and improving fitness levels rather than athleticism or achieving arbitrary fitness levels. The students engage in both competitive and non-competitive activities, proceeding from basic skills to game experience.

Our program provides freedom to explore many outlets for physical and mental energies, addressing students' characteristic physical stamina, exploration of right and wrong, focus on group functioning and adventurousness.

The program provides key lessons to help students develop and build character: their ability to deal positively with success, failure and adversity, to support other students, to set personal and collective goals and to interact with students of varied ability and age.

Science

Our enriched science program exceeds the Ontario science curriculum. Our goals are designed to ensure that all students acquire a sound basic scientific literacy and technological capability. The goals are categorized into four groups, all equally important.

- Understanding the basic concepts of science and technology
- Developing the skills, strategies, and habits of mind required for scientific inquiry and technological design
- Communicating the acquired knowledge
- Relating scientific and technological knowledge to each other and to the world outside the school.

The level of our students' knowledge of science is reflected by their ever improving and award winning performance in school and regional/national science fairs each year. Our students have created and presented excellent award winning projects at the regional and national levels. We encourage all our students and parents to visit this highly educative and stimulating event.

Swimming

Elementary students go swimming once a week. Students who have forgotten their bathing suits sit with a member of staff member at the poolside.

If students are not swimming for whatever reason, a note is required from their parents. BHMS staff are responsible for students at all times and remain on the pool side to help with supervision. They are available should pool staff require them.

Resource

Resource is available for students on the recommendation of teaching staff and in cooperation with parents. Resource is limited to a maximum of three sessions per week. Sessions over and above this may incur costs to the parents.

After School Enrichment Program

An enrichment program is offered for Elementary and Junior High students after school at the West Campus. The goal is for students to explore a variety of areas such as cooking, French, Mandarin and martial arts. Classes vary per semester and per year.

Before and After School Care

Our after school environment allows students to interact socially in a more relaxed atmosphere and provides the opportunity to gain self-confidence through development of caring relationships with adults and peers. To ensure that our Montessori standards are well maintained throughout the day, our experienced staff runs a variety of programs.

Parent Teacher Interviews / Report Cards

Parent teacher interviews are held twice a year. Both parents are required to attend. Please refer to the school calendar for specific dates. Written report cards are given out twice a year.

Classroom Observations

An integral part of parent involvement at BHMS is observation of your child's Montessori class in action. The school has designated two scheduled time slots throughout the year. Please refer to the school calendar for dates. These ½ hour morning visits can also be booked throughout the year and may be coordinated by your classroom Director. We strongly encourage parents to participate as this enables parents to witness the dynamics of a Montessori classroom.

Student Transitions Between Levels

Once a student reaches 18 months, 3, 6, 9 or 12 years of age, they may be ready to transition to the next level.

Students will be placed in the next level under the following criteria:

- The student has demonstrated the academic and social maturity deemed appropriate by the Classroom Director, School Director and Specialists
- There must be space available in the class

Mid-year transitions are possible when it is in the best interest of the student.

Learning and Behavioural Differences

We respect that each student has his/her unique personality and learning style. We support the process of self-construction occurring in each individual student. At times, our experienced staff may observe that additional resources may be beneficial. The Montessori Director will approach parents and the School Director with concerns, in order to collaborate in support of the student. Resource Directors and colleagues may be consulted to develop a program tailored to meet the specific needs of the student.

Parent cooperation with the process and use of resource services outside school are in the best interest of the student. The earlier that special needs are identified and addressed, the sooner the student can be given the unique support that is required to reach his / her full potential and well-being.

Psycho-Educational Assessment

In some circumstances, the school or parents will request an assessment with an educational psychologist to obtain a clear picture of a student's strengths and weaknesses. The results provide direction for in-class support and individual resource sessions. We have a list of recommended professionals for parents.

When requested, we will complete and send the forms directly to the psychologist. Directors are not qualified to determine giftedness or other particular diagnoses, in students, but can contribute their observations regarding learning style and behaviour.

BHMS Team

Administration

School Director

Business Manager
Communication & Marketing
Office Administrator West Campus
Office Administrator West Campus
Marketing

Renette Sasouni

Nancy VanRyswyk
Helen Sousa
Laura Sauvé
Kim Hanekom
Remi Attig

West Campus Community

Property Manager

Tom Geddis

Toddler Community

Director
Assistant
Assistant

Janis Anderson-Scorarr
Kristina Lopez
Amy Steele

CASA CLASSES:

Purple Violet - All Day Montessori

Director
Director
Assistant

Eileen Patterson
Leslie McIlhinney
Sujata Bajpeyi

Tulip

Director
Assistant

Karen Scantlebury
Peggy Williams

Wild Rose

Director
Assistant (a.m. & p.m.)

Anna Watt
Wendy Marquardt

Garden Lily

Director
Assistant (a.m.)
Assistant (p.m.)

Ivana Micucci
LaDonna Best
Grace Macaulay

French Directors

Julia Veary
Julie Chamberland-Nicoll
Melina Vacca-Pugsley

JUNIOR ELEMENTARY CLASSES:

Willow - All Day Montessori

Director
Assistant
French Director

Andrea Proudfoot
Ingrid Bohm
Julie Chamberland-Nicoll

American Elm

Director
Assistant
French Director

Lijun Tang
Anne Franceschina
Anne Bacler

Sequoia

Director
French Director

Linda Wrigley
Melina Vacca-Pugsley

SENIOR ELEMENTARY CLASSES:

Arbutus

Director

Maria Gomez

Jack Pine

Director

Natalie Gamble

Junior High

Director
Director

Brian Ray
Ann Flindall

Music Director:

Extended Day to Jr. High

Kati Auchinleck

Resource Directors

Lisa Lopez
Pamela Lawler

French Director:

Sr. Elementary and Jr. High

Elysee Azarakhsh

Science Director:

Sr. Elementary and Jr. High

Rupa Rawat

Catechists

Nancy deKemp
Marie Cayer-Fleck

Physical Education Director

Laura Pollon

Latin Director

Jennifer Hayman

After School Program Coordinator

Wendy Marquardt

Creative Food Coordinator

Sharlene Dubois

Custodian

Nicholas Guillen

East Campus Community

Administration

School Director

Renette Sasouni

Business Manager
Communication & Marketing
Marketing
Office Administrator

Nancy VanRyswyk
Helen Sousa
Remi Attig
Lisa Martin

Nido Community - Coral

Director
Assistant

Carla Morrison
Cindy Embury Mulhern

Toddler Community - Amethyst

Director
Assistant

Stephanie Cummings
Michele McNeill

CASA CLASSES:

Sapphire

Director
Assistant
Assistant

Linda Boucher
Claudia Proudfoot
Jennie Scott

Adventurine

Director
Assistant
Assistant

Yenufa Gamble-Scott
Kim Robertson
Michelle Hollick

Amber

Director
Assistant/Afternoon Director

Kerri Woods
Claudette D'Souza

French Director

Hélène Lavoie-Thomson

ELEMENTARY CLASS:

Ruby

Director
French Director

Jacqueline Armand
Monique Vallée

Montessori Program Coordinator

Linda Boucher

Music Director

Nelson McClinton

Resource Director

Nancy Salgo

Catechists

Nancy deKemp
Claudette D'Souza

Property Manager

Henry Sousa

General

Admission Policy

Bishop Hamilton Montessori School has a non-discriminatory admission policy.

Hours of Operation

The school is open from 7:30 a.m. to 5:30 p.m. The office is open from 8:00 a.m. to 4:00 p.m.

Probationary Period

Occasionally a student's admittance to the school is conditional or probationary. This will depend on individual circumstances. BHMS reserves the right to dismiss any student if we feel the student is not benefiting from the environment and program we provide or if the best interests of the school or classroom is being compromised by a student's ongoing enrollment.

Withdrawal of Services

Providing an environment conducive to our mission is one of our primary objectives. The safety of the community is a priority; therefore the provision of our service is conditional on both student behaviour and parent treatment of the school and staff. BHMS reserves the right to withdraw services, inter alia for the following reasons:

- Outstanding fees – tuition or other
- Inappropriate behaviour by a parent towards staff, other parents or students, such as: being belligerent, abusive, swearing, or harassing
- Inappropriate behaviour by a student towards staff or other students such as: being belligerent, swearing, violent or threatening.
- Parent refusal or inability to abide by the policies and procedures as laid out in the parent handbook
- Student demonstrated unsuitability for our program

Classroom Placement

Students are placed in classes bearing the following factors in mind: age of the student, ratio of boys to girls in the class and class vacancy. The decision for classroom placement is made by the admissions team comprising administrative and teaching staff.

September Integration of New Students

All new elementary students begin on the first day of school. New students in the Toddler and Casa classes have staggered start dates to help make the child's integration smoother.

You will be notified of your child's start date by letter. If you have not heard by the middle of August, please contact the office.

School Calendar

The new school calendar is published and distributed to parents in August. Please keep your calendar handy for reference. The calendar is posted on our website www.bhms.ca and is also available through administration.

Payment of Tuition Fees and Personal Charges

As places in the school are offered for the full duration of a school year, parents are responsible for payment of fees and any other fees as are required from time to time in full. Failure to make such payments may result in the forfeiture of a student's entitlement to attend BHMS.

Payment Options:

Lump Sum: 3% discount applies (discount does not apply to before or after school care fees)

Monthly: Fees may be made by post-date cheques or pre-authorized debit over 12 months: February to January. Cheques must be dated the 30th of each month.

Refund Policy

Parents who wish to withdraw their child from the school must give two months' written notice to the School Director. Withdrawals are subject to a penalty. Please refer to your Fee Contract for details regarding our withdrawal policy.

Before and After School Care

Before and after school care hours are: 7:30 – 8:30 and 3:30 – 5:30. Parents are encouraged to register for before and after school care when enrolling their children to ensure availability.

- Changes to before or after school care arrangements made after October 1st will be subject to a \$50. administration fee. This fee will apply for each change made throughout the school year.
- Requests for extra before or after school care must be submitted to the office in writing.
- Fees for unused care are not reimbursed.

Casual Care

Casual care may be arranged pending staff availability for a cost of \$10.00 per hour. At least 24 hours notice is required. Please pay in advance for care.

Late Pick-Up Fees

Costs for late pick-up, or after your contracted pick-up time, will be incurred at a rate of \$1.00 per minute with a minimum charge of \$10.

NSF Charges

Monthly instalments returned to BHMS as “Non-Sufficient Funds” will be subject to an NSF charge of \$35.00.

Tax Receipts

Tax receipts are issued at the end of February in accordance with Canada Revenue Agency regulations.

Health and Safety

Accidents

It is our practice to document accidents. An accident form is completed by the staff member present and parents are notified as soon as possible. Copies of the form are given to the School Director and parents.

In case of a minor accident:

- The student will be tended to by a staff member who will administer the appropriate first aid.

In the case of a serious accident:

- The school will call 911 and parents will be contacted immediately.
- If the student needs to go to the hospital, a staff member will accompany the student.
- Parents are expected to assume responsibility for any expenses incurred.

Allergies / Medical Conditions

Parents must notify the school of their child's allergies or medical conditions. Two Epipens are required for students needing them; one which remains in the classroom with the student, and a second in the staff room.

Nut products are not permitted. We ask that no peanut or any other nut products, including nut oil, be brought to school. Each classroom maintains a school-wide list of students with allergies.

If a student has an allergy requiring an EpiPen a form and photograph of the student are displayed in the classroom and the staff room. EpiPens are taken outside with students requiring them. BHMS staff are trained in the use of EpiPens.

Note: EpiPens are returned to parents at the end of the school year.

Criminal Reference Checks

BHMS requires all staff, parent volunteers and volunteers who are working with students to undergo and submit criminal reference checks.

Custody and Single Family

In cases of separation or divorce where changes are made regarding either parent's access to the child or the child's student records / performance, we will require the following documents:

- A certified court order which provides detail regarding parent access such as when and where a parent might contact or visit the child at school.
- A court order or other legal document that prohibits access to education records, or removes the parent's right to have knowledge about his or her child's records.
- A letter of agreement signed by both parents in the presence of the School Director.

In the case of single parent families, legal documentation is necessary for our files.

Emergency Closing / Inclement Weather

In the event of an emergency or inclement weather classes at BHMS may be cancelled. We will make every effort to inform parents as early as possible through our class parents and the office. If possible a message will also be placed on the school answering machine. Please listen to the radio for weather announcements affecting the school's closure.

Late pick up fees are still applicable during inclement weather. Parents are asked to ensure that they have a reliable back-up plan for their child. Fees will be unaffected by any closures due to extreme weather conditions or other circumstances.

Designated Emergency Place of Shelter:

West Campus: Pinecrest Swimming Pool Complex

East Campus: Pathway Hyundai

Emergency Contact Information

It is essential that you provide the school with current contact information. We rely on this information which is our primary point of reference in cases of emergency. All contact change requests should be directed to our Administration office in writing or by email. Contact information cannot be updated by telephone.

First Aid and CPR

BHMS requires staff to undergo first aid and CPR certification.

Illness

We are committed to maintaining a healthy environment for everyone's sake by following the Ontario Health Department's standards, which state that students should be kept home for at least 24 hours after the last occurrence of a temperature, diarrhea or vomiting.

Students who have a communicable disease or condition, such as: diarrhea, impetigo, vomiting, strep throat, conjunctivitis (pink eye), scabies, mouth sores, skin rashes (not diaper), should be kept home for 24 hours after the first dose of antibiotics, or until a physician provides a written statement stating the student may return to school. Please refer to the Ontario Health Department's website for up-to-date bulletins:

www.health.gov.on.ca/english/public/contact/phu/phuloc

Students who are too ill to participate in daily activities should be kept at home and return when they are able to participate fully in daily classroom activities.

It is school policy to contact parents promptly if we observe that a student is sick or has a fever exceeding 38°C or 100°F. Parents are required to pick up their child right away; this reduces child discomfort and anxiety.

Immunization

Ontario legislation states that any child attending an education facility must be vaccinated.

Medication

Before a staff member is able to administer prescribed medication, the following procedures must be followed.

- Completion of Medication form which may be obtained from the office or classroom Director
- Authorize consent with signature
- Release medication to classroom staff (or person-in-charge)
- Medication must be in the original container and labeled with your child's name

Note: BHMS staff are not allowed to dispense over the counter drugs such as aspirin or cough syrup.

Nutrition

We care that students have a full, nutritionally balanced lunch, and we will inform parents if we observe the lunch is lacking in any way. Junk food, candy, chips, and carbonated drinks are not allowed at school. A microwave is available in the classes. If a lunch is forgotten, parents will be contacted.

West Campus Hot Lunch Program:

Lunches are provided by the school for students at a cost to parents. The menu, which is rotated every two weeks, is posted in the hall.

Under the Ministry Day Nursery Act, students who are under five and not participating in a hot lunch program must sign a waiver.

Parking Lot Safety and Etiquette

As cars pose considerable danger to students please follow the guidelines below:

- Parking lot speed limit is 10 km/h.
- Reinforce safety guidelines with your child.
- Students must be accompanied by an adult in the parking area.
- Back out with caution.
- Do not be selfish when you park – ensure you are not blocking other vehicles or entrances.
- Be respectful of handicap and fire route areas.
- Do not leave your child unattended in the car.
- If you have a minor accident in the parking lot, please inform the office.
- Lock your doors and windows and do not leave valuables in your car. The school is not responsible for stolen articles.

Regulations and Inspection

BHMS is in compliance with building, fire and health codes. Fire drills are held monthly. Protocols and drills, ie., in case of a missing child, are conducted regularly.

Release of Students

Should parents wish their child be released to another adult, parents must include names on the parent information and consent form that is signed by both parents. If any other adult is to pick up a child the school must be notified. Photo identification may be requested. In case of doubt, a child will not be released.

Older students wishing to leave the premises unaccompanied by an adult (going home for lunch or walking home from school) may do so with written permission from parents.

Safety / Security

Door Entry System

School doors are kept locked at all times. Each family receives a door fob activated from 7.30 am to 5.30 pm on days the school is open. Fobs must not be lent to anyone. Additional fobs are available for a non-refundable rental fee. Fobs must be returned to the school when the family leaves BHMS. There is a \$50 charge for lost or unreturned fobs.

Please refrain from holding the door open for someone you do not know. There is a doorbell, which visitors can use; a staff member will answer the door.

Visitors

All visitors must check in with the office and obtain a visitor's badge. Once school is in session, parents entering the premises must sign in at the office and obtain a visitor's badge. Volunteers are also required to sign in at the office and obtain a volunteer's badge.

Scent-free School

BHMS aims to respect the sensitivities and allergies of those in our community. We aim to be a scent-free school.

Smoking

There is no smoking on school property.

Transporting Other Students

When transporting other students in your car, for instance for a field trip, please ensure you have adequate insurance (at least \$1,000,000). Please ensure students comply with the law, i.e. one child per seat belt, car seats when required, etc. All drivers are to be a minimum of 25 years of age. Car seats must be provided for students weighing less than 80 pounds and / or under 8 years of age.

Student Life

Nido Routine

Each Infant has his / her own routine. We pay heed to each child's individual rhythm. Feeding, diaper changes and sleep patterns are all individually determined by listening to and observing the child.

The work cycle is the time when the child chooses from the materials on the shelves or does gross motor activity on the stars, trampoline or slide. The cycle lasts for as long as the child is happy working. The classroom Director and staff interact with the children, teaching them language and how to use the various materials in the classroom. Daily outdoor play is scheduled; the amount of time spent outside will depend on the weather.

Toddler Routine

8:30 – 10:00	Work period
10:00 - 10:30	Group snack
10:30 - 11:00	Work period – small groups
10:45 - 11:40	Toilet routine, outdoors or gym time
11:40 -12:00	Work period – small groups – table setting, lunch preparation
12:00 – 1:00	Lunch, clean up, toilet routine
1:00 – 3:00	Rest time (nap)
3:00 - 3:30	Snack and toilet routine

Casa Routine

8:30 – 9:00	Outdoor play
9:00 - 12:00	Work period with Montessori materials and individual presentations
12:00 – 1:00	Lunch / recess and outdoor activities
1:00 – 3:00	Rest time (nap)
3:00 - 3:30	Snack and toilet routine
1:00 - 3:30	Extended Day students - work period, individual presentations, specialty subjects

Naps and Rest Time (Toddler & Casa)

After lunch, Toddler and Casa students nap or rest. Cots are designated for each child and are cleaned weekly. A blanket should be labeled and provided for your child. Please take the blanket home for washing on a regular basis.

Junior Elementary Routine

8:00 – 8:30	Students begin to arrive in class
8:30 – 11:40	Montessori lessons*
11:40 - 12:00	Lunch in the classroom
12:00 – 12:40	Supervised recess / outdoor activities
12:40 – 3:30	Specialty subjects*

The morning work period consists of Montessori lessons in Geography, Science, Math, History, Geometry, Geography, Biology, Grace and Courtesy, Community Building, and extended learning to the library or other venues.

Specialists enrich our program in French, Science, Music, Physical Education and Religious Studies.

Senior Elementary Routine

8:00 – 8:30	Students begin to arrive in class
8:30 – 11:40	Montessori lessons*
11:40 - 12:00	Lunch in the classroom
12:00 – 12:40	Supervised recess / outdoor activities
12:40 – 3:30	Specialty subjects*

The morning work period consists of Montessori lessons in Geography, Science, Math, History, Geometry, Geography, Biology, Grace and Courtesy, Community Building, and extended learning to the library or other venues.

Specialists enrich our program in French, Science, Music, Physical Education, Religious Studies and Latin (3rd year students).

Junior High Routine

8:30 – 12:15	Work period
12:15 -12:45	Lunch
12:45 -1:15	Outdoor activity
1:15 – 3:30	Work period

The Junior High curriculum meets and / or exceeds Ontario Ministry of Education guidelines. Students receive Latin instruction, a challenging outdoor program which includes a five day bicycle tour. There are many opportunities for educational experiences outside the classroom, a community service program and the spiritual and religious learning in our Catechesis of the Good Shepherd program.

Faculty includes specialists in French, Science, Music, Latin, Physical Education and Religious Studies.

Daily Outdoor Routines

Students go outside in all weather. Please ensure that your child has appropriate clothing. On days of extreme cold or with a severe wind factor (-25C) we do not go outside. We refer to Public Health advisory guidelines.

Please provide appropriate clothing, hats and sunscreen.

Snacks

Parents supply snacks for the Toddler, Casa and Elementary classes on rotation. Your child's classroom Director and Class Parent will provide you with more information on this.

Laundry

Parents of Toddler and Casa students take turns doing the classroom laundry such as: facecloths, dish towels or napkins. Laundry duty coincides with snack duty.

Community Constitution

In September each Elementary class comprised of students and the classroom Director discuss and agree upon a class constitution. The constitution outlines expectations and behaviour within the community. This is posted in the classroom and revised as necessary.

Junior High students, together with their parents and staff sign a code of behaviour which is discussed and agreed upon each year in September. This code of behaviour is in keeping with the school's overall policies on discipline, values and mission.

Field Trips

Elementary and Junior High students will go on field trips throughout the year. A notice containing pertinent information will be sent home with your child in advance of the trip. The notice will include a permission slip, which needs to be returned to the Director before the scheduled trip. Students will not be allowed on the trip without receipt of the signed permission form.

Goings Out

Elementary students will “Go Out” during the course of the year. This Montessori term means that small groups of students will arrange a trip beyond the school in order to further their research in a topic of interest to them. Your child’s director will provide you with further information on this integral part of the elementary curriculum.

Arrival

West Campus

- Toddler students are to be brought to a staff member in their community.
- All Day Casa and All Day Elementary students are to be brought to their classrooms.
- Casa and Elementary students arriving **before 8:00 a.m.** are to be brought to a staff member in room # 8.
- Elementary students arriving **after 8:00 a.m.** are to be brought to their classrooms.

East Campus

- Nido and Toddler students are to be brought to a staff member in their respective community.
- Casa students are to be brought to a staff member in their classroom or playground if arriving **after 8:00 a.m.** or brought to the Amethyst room if arriving **before 8:00 a.m.**
- Elementary students are to be dropped off at the front door if arriving **after 8:00 a.m.** or brought to the Amethyst room if arriving **before 8:00 a.m.**

Note:

Students arriving late must be brought to the office by the parent. A late slip is required. Depending on the age of the student, the student will be taken to class by staff.

Dismissal

West Campus Dismissal

- Toddler, All Day Casa and All Day Elementary Students are dismissed in their classrooms.
- Casa and Elementary students are dismissed in the front lobby.

East Campus Dismissal

- Nido and Toddler students are dismissed in their classroom.
- Casa and Elementary students are dismissed by staff outdoors in the covered entrance area.

Note:

- Students become the parents' responsibility once the student has been released to the parent.
- Older students wishing to leave the premises unaccompanied by an adult (going home for lunch or walking home from school), may do so with written permission from parents.

Computer Education Usage / Internet Policy

Elementary and Junior High students have access to computers to conduct research as required. Computers are to be used for research and educational purposes only. Students are required to sign an internet agreement.

Standardized Testing

Students at the third year of their elementary level and Junior High students will be tested annually in the fall with the Canadian Test of Basic Skills, (CTBS), a form of standardized testing. The testing is mainly used to help staff confirm the level of each student and to ensure the coverage of all areas necessary in each student's development.

Items From School

Many of the classroom materials consist of small attractive objects that are appealing to students. Should any of these mysterious objects find their way into your home, please return them to the school. They may be part of a puzzle or other set of materials. They are expensive and very difficult to replace.

Student Code of Conduct and Discipline

Students are disciplined in a positive manner at a level appropriate to their actions and their ages. This is done in order to promote self discipline, health and safety, and to instill a sense of respect for people and property. At Bishop Hamilton Montessori School we recognize the worth and dignity of every person in the school. We want students to develop into caring, responsible and respectful people. We believe that in treating students with fairness and respect, they will react in kind.

We do not condone sarcasm, yelling, belittling, humiliation or any other negative response to misbehaviour. We believe in carefully preparing and controlling the environment, and preparing and presenting the student with “Grace and Courtesy” lessons and models of desired behaviour and outcomes.

Redirection is most often used to promote positive behaviour. If a student repeatedly does not respond to discipline used at school, the parent will be contacted and asked to come for a meeting. Parents and school will devise a consistent behaviour plan for use at home and in school. The school may request the family retain professional services.

General steps and guidelines that staff follow in addressing inappropriate behaviour:

- Anticipate and prevent inappropriate behaviour through Grace and Courtesy lessons.
- Clearly explain what behaviour is required in a variety of different circumstances as they arise.
- Channel the child’s energy to another area - redirect child.
- Closer supervision as necessary
- Positive reinforcement of desired behaviour, if necessary
- Keep student close to an adult for as long as required if inappropriate behaviour continues
- Natural consequences
- Communication to parents by telephone
- Meeting between staff and parents
- Develop plan with parents
- Engage resource team
- Suspension and dismissal

Dress Code

Bishop Hamilton Montessori School has a uniform. **Uniforms are not required for infants or toddlers.** All clothing is purchased from the school except for socks and shoes. Uniforms should always be clean, in good condition and tidy; buttons done up/shirts tucked in. The same standards apply before, during and after school. Hair should be clean, brushed and tidy.

Formal Uniform

BHMS formal uniform may be worn every day but is required for special school events such as concerts and field trips, unless otherwise advised.

Formal Uniform – Casa, Junior Elementary

Girls: plaid tunic, BHMS turtleneck, navy tights or navy **knee** socks (no ankle socks with tunics) and black or navy blue shoes with black rubber soles.

Boys: navy blue pants, BHMS turtleneck, navy socks and black or navy blue shoes with black rubber soles.

Formal Uniform – Senior Elementary

Girls: plaid skirt (hemline at the knee), white BHMS blouse, navy tie, navy tights or navy **knee** socks and black or navy blue dress shoes with black rubber soles and low heels.

Boys: navy blue pants, white BHMS shirt, navy tie, navy socks and black or navy blue dress shoes with black rubber soles.

Formal Uniform – Junior High

Girls: navy skirt (hemline at the knee), white BHMS blouse, plaid tie, navy **knee** socks or tights, black or navy blue dress shoes with black soles and low heels.

Boys: navy pants, white BHMS shirt, plaid tie, navy socks, black or navy dress shoes with black soles.

Formal Uniform - Le Voci d'Oro Choir

Formal Uniform is required for all concerts and performances. 3rd year junior elementary girls have the option of plaid skirts or navy school pants. Navy tights (no socks) are worn with the skirts.

Non-Formal Uniform - Optional for all Students

Non formal uniform is optional for all students and consists of the following selections: BHMS crested collar shirts both short and long sleeves, navy blue pants for girls, navy blue shorts with ankle socks, BHMS crested navy cardigan, school hair bands, red or navy elastics (bobbles in same color permitted). Ankle or knee socks may be worn with pants.

No jewelry is allowed except watches and small earrings. No makeup or nail polish is allowed.

Shoes

Students require 3 pairs of footwear:

- Running shoes for gym classes that students can manage on their own
- No running shoes in the classrooms
- Black or navy blue shoes, which must be polished, for the classroom
- Outdoor footwear

Open back or platform shoes are not permitted.

The school expects that all students be neat and clean with their clothes at all times, that clothing be in good repair, and that the clothing is appropriate to the physical activity and the seasons. A second set of clothing should be provided to the school for use in case of mishaps. All clothing needs to be labelled.

Attendance

Parents are required to notify the school if a child will be absent from school by leaving a voice mail message to Administration by 9:00 a.m.

Parents must notify the classroom Director in advance if a child will be leaving school during school hours. This will ensure that staff prepares the student for the early departure.

Punctuality

A sense of order and punctuality is in keeping with Montessori philosophy. We strongly recommend students arrive at school 10 minutes before class begins.

The school day starts at 8:30 a.m. A student is considered late if they are not signed in at the start of the school day. If you know ahead of time that your child will be late, please let the office know. If you know ahead of time that your child will be away, please give a written note to the Director and let the office know. Frequent tardiness may result in a meeting with the Class Director and School Director.

Cellular Telephone / Electronic Devices

Students are permitted to have cellular telephones and electronic devices on campus. They may not make or receive telephone calls or make use of the electronic devices in and around campus. These devices should not cause interruption to any school function such as classes, afternoon activities, or after school programmes.

Any improper use or failure to comply with the rules regarding the use of such electronic devices will result in forfeiture of the device for a length of time to be determined by the classroom Director or School Director.

BHMS is not responsible for lost, stolen or damaged electronic devices that students bring with them on campus.

Birthdays and Cultural Celebrations

Should you wish to provide a special treat for your child's birthday, please coordinate with the classroom Director - No nuts please.

The school follows the liturgical calendar and this forms the basis of our celebrations. Halloween and Valentine's Day are not formally celebrated at the school with costumes, candy or greeting cards.

PD Days

PD days are designated for our faculty. Classes do not run on these days. On most PD days student care is available. When provided, students enrolled in Full Day programs, (7:30 – 5:30) may attend specialized programming. Students enrolled in partial after school care programs may attend at an additional cost, subject to availability. Please note there will be occasional PD days where daycare is not available. Parents are required to make alternate arrangements.

Parent Conferences

Individual conferences may be held at either the request of the parent or staff. If you have any comments or concerns, please feel free to contact your child's classroom Director first; then, if necessary, the School Director or Administrator.

March Break and Summer Camps

These programs have a separate registration and cost. Contact the office for information.

Separation Anxiety

Students are not the only ones who suffer from separation anxiety. Parents suffer as well. As the adult, be honest about your feelings and recognize how you feel about leaving your child. Your child picks up cues from you. When leaving your child, be cheerful; wish them a great day, and leave. Watching your child from a distance and dragging out farewells for one more hug is very stressful for your child and heightens their anxiety.

Staff is ready and willing to accept responsibility for your child. Students experiencing distress are given care and attention immediately and usually stop crying as soon as the parent has left. If your child continues to cry for an extended period you will be notified and strategies will be discussed to make the separation process as smooth as possible.

Toys

Students may not bring toys to school. The only exception is for students who may want to bring a soft toy for nap time. If your child brings a toy for nap time, please place it in the bag with his or her blanket.

Toileting Requirements

Boys will be using a urinal in the school and should be shown how to use one prior to the commencement of school. Children need to know how to wash their hands after using the toilet.

Students coming into the Casa Program must be toilet trained.

Lost and found

Misplaced items will be placed in the lost and found box, which will be purged a number of times throughout the year. The lost and found box is located:

West Campus: between the two doors at the end of the hall on the first floor of the building

East Campus: end of the hall

The Parent Role

Parents, School, and Students work together to build the BHMS Community. Our common goal is to inspire and empower students to achieve their full potential in their pursuit of excellence.

Parents can support their children and the school by:

1. Attending parent / teacher interviews
2. Attending classroom observations
3. Attending parent information classroom workshops
4. Participating in classroom activities
5. Supporting school activities and events
6. Volunteering as a class parent

1. Parent / Teacher Interviews

Parent teacher interviews are held twice a year. Both parents are required to attend. Please refer to the school calendar for specific dates. Parents may in addition, request individual meetings with Directors. Please coordinate with the classroom Director.

2. Classroom Observations

An integral part of parent involvement is observation of your child's Montessori class in action. The school has designated two scheduled time slots throughout the year. Please refer to the school calendar for dates. These ½ hour morning visits can also be booked throughout the year and may be coordinated by your classroom Director. We strongly encourage parents to participate as this enables parents to witness the dynamics of a Montessori classroom.

3. Parent Information and Classroom Workshops

Classroom workshops which are presented by faculty are designed to provide parents with hands on knowledge of the Montessori curriculum. Parents will gain a deeper understanding of Montessori principles and student lessons. Please refer to the school calendar for schedule and timelines.

4. Classroom Activities

Support your child's classroom by getting involved in various classroom activities that take place throughout the school year. Parents take turns supporting the classroom by helping their child to bring in snack groceries including flower bouquets. Other activities include rotating laundry duty amongst parents in the classroom, cultural presentations, field trips, and going outs. Please see your classroom Director for more details.

5. School Activities and Events

Enrich your child's experience at BHMS by attending and supporting school wide activities and events. School activities and events serve to enrich our community and complement our program by helping our students to reach their full potential as independent persons with a global perspective for bettering our school and its community.

6. Class Parents

Each year Directors select two parents who will represent their class. These class parents are members of BHMS' Class Parent Committee. The School Director selects a Committee Chair to head the Committee.

The Class Parent Committee, in collaboration with the BHMS team, organizes and plans special school events, which help to build a strong school community. The Committee meets monthly; minutes of those meetings are distributed to the school community.

The role of the class parent is instrumental in ensuring the continuing success of our school. Each class parent is essential in three areas: facilitating communication between parents, between parents and staff, and between parents and administration. Core responsibilities of a Class Parent are summarized below:

1. Support Classroom Director

- Support and assist in the coordination of classroom activities when requested
- Remind parents of snack/laundry sign up list and duties
- Frequent communication to solicit and provide feedback
- Field and direct parent concerns to Director promptly
- Maintain open communication with classroom Director

2. Communication with Parents

- Contact and welcome parents of respective classes (preferably before the start of the school year)
- Establish a calling system to enable quick and efficient contact in the case of an emergency and to remind parents of classroom activities and events such as educational workshops
- Distribution of class parent committee meeting minutes (within one week of receipt)

3. Promote and Model BHMS Community

- Become School Ambassadors by supporting and emulating the BHMS mission and values
- Lead by example; attend and participate in events such as workshops, classroom observations, information sessions and fundraising efforts. Bring forth ideas and suggestions from parents regarding activities and improvement
- Organize class social activities in the first semester in collaboration with classroom Director and parents.

BHMS requires class parents to adhere to the following practices:

- Conduct duties in a respectful and professional manner with staff, students and parent community in all communication written or verbal.
- Foster the BHMS values.
- Adhere to BHMS privacy policy (such as not releasing BHMS class list emails or telephone numbers).

Use of Gymnasium and Other Facilities

Class parents in collaboration with their classroom Director sometimes organize a social gathering of their respective classroom community. The gymnasium may be used on a limited basis and pending availability.

Organizing class parent(s) are required to book the gymnasium through administration. Completion of a “check off” list serves to provide the school with the necessary detail regarding the event and use of our facilities.

Parent Volunteers

An open invitation is extended to all our parents to volunteer during the school year. As a not for profit independent Christian school, committed to enriching the lives of our student body, we rely on volunteers. Parents are encouraged to complete a volunteer form to indicate their area of interest.

Please contact your classroom Director or the BHMS office to get involved as an invaluable volunteer.

Opportunities include:

- Fundraising and event planning
- Uniform sales
- Field trips / Elementary Going Outs
- Outdoor environment such as planning and planting
- Sewing / painting for school concerts
- Board of Governors
- Class parent
- Material making
- Assistance with weekly swimming supervision
- Cultural presentations
- Pizza lunches
- Spring and fall clean up

Fundraising and Promotion

As a not for profit independent school, BHMS does not receive funding from the Ministry of Ontario. We therefore rely on monies raised through fundraising to enhance our programming and facilities. Annual fundraising goals are shared with the school community. We rely on parents and staff to be involved in our fundraising efforts.

Communication

General communications about school events, policies and procedures and special notices about student growth and progress are an important part of the relationship between the school and our parent community. Here are some of the ways we stay in touch:

Electronic Mailings and Notices:

In our continued efforts to ensure that all of our parent community is kept abreast of school announcements, notices and events, we are moving to an electronic means of communication. This communication platform is a more efficient and effective means of communicating and also serves to help our environment through reduced use of paper.

School Calendar:

- Contained in our back to school package
- Posted on BHMS website
- Available through Administration

Monthly Newsletter:

"The Buzz" is our monthly electronic newsletter which is published monthly. This newsletter is our way of keeping parents abreast of the latest happenings at the school and contains classroom articles that summarize curriculum, special events, field trips and school life in general.

Parents receive this monthly communication by email. Hard copies are also distributed and placed in parent mail slots.

Hallway Display Board:

Announcements and highlights of upcoming events are posted on display boards in the hallways. In addition, a summary of daily events is posted at our front entrance for parents' ease of reference during drop off and pick up.

Parent Communication Protocols

In our continued efforts to maintain an efficient and strong school/ parent relationship we have developed a chart which serves to summarize your first point of contact for various matters. Our objective is to ensure that your inquiries and concerns are directed to the right person(s). *Please refer to chart on next page.*

INQUIRY	1ST POINT OF CONTACT	2ND POINT OF CONTACT
Academics	Classroom Director	School Director
Admissions	Administration	School Director
After School Program	After School Program Coordinator	Administration
Classroom Activities	Classroom Director	Class Parent
Classroom Observations	Classroom Director	Administration
Classroom Placement	Administration	School Director
Curriculum	Classroom Director	School Director
Custodial	Administration	
Extended Care	Classroom Director	Administration
Field Trips	Classroom Director	Class Parent
Finance / Accounting	Business Manager	Administration
Fundraising	Marketing & Communication	School Director
Health & Safety	Administration	
Monthly Newsletter	Marketing & Communication	Administration
Parent Education Workshops	Classroom Director	Class Parent
Parent Concerns	Classroom Director	Administration
School Events	Marketing & Communication	Class Parent / Classroom Director
Student Performance	Classroom Director	School Director
Student Records	Administration	
School Policy	Classroom Director	Administration
School Publications	Marketing & Communication	Administration
Student Progress	Classroom Director	School Director
Volunteering in Class	Classroom Director	Class Parent
Volunteering School Events	Class Parent	Marketing & Communication

Bishop Hamilton Montessori School

Since 1983