

**Rainbow Montessori Centre**  
**136, 6800 Memorial Drive, N.E**  
**Calgary, AB, T2A 6V3**  
**Tel: 403-235-3711 Fax: 403 285 0195**  
**Email: info@rainbowmontessori.ca**

**Introduction**

Maria Montessori's approach to learning recognises the tremendous capacity and desire of very young children to explore and discover their immediate world. "To catch the excitement inherent in discovery, no matter how small that discovery and how deep down that is, he it did himself because he felt the need to understand and conquer the problem." This spells success for a child.

**Program Structure**

We offer a 3 day and a 5 day program for children aged 2 ½ years to 6 years old.

Timings: Morning class 9:00 to 11:30 am. Afternoon Class 1:00 – 3:30 pm

Parents must supervise their child until the Centre door is opened and children are greeted by a teacher. Children must be picked up at 11:30am. The Centre requests the parents to adhere to these timings for a smooth functioning. Under some unavoidable circumstances children must be arranged to be picked up within few minutes of the end of the class. If the child is left after this time there will be charges applied to the parent.

We have a 10 months program that starts in September and ends in June every year. Summer School classes are provided in July if requested.

Parents are requested to complete the attached forms with this package and return it to the centre with \$50.00 non refundable registration fee and post dated cheques for the year.

**Fee Structure**

Registration Fee (non-refundable) is \$50.00 to be paid with forms upon enrolment.

Tuition fee is \$300.00 for a 5 day program and \$250.00 for a 3 day program.

The fee is due on the first day of the month. Please make 10 cheques payable to Rainbow Montessori Centre dated the first of every month starting from September to June. Parents are requested to attach a copy of child's immunization record with the forms.

We will charge a \$25.00 fee for returned or NSF cheques.

We can help stay home mothers to apply for the subsidy once they register their child in the program. Once the subsidy is approved and received by the Centre, we will reimburse or adjust the fee accordingly.

The Centre can also assist parents with the transportation to and from the Centre for surrounding N.E areas.

The centre will need a 30 day written notice or one month fee if you want to withdraw your child from the program.

**I have read and understand the above statements and agree to adhere to the Centre's policy.**

**Name of the parent/guardian** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Dated** \_\_\_\_\_

## **Daily Activity Schedule**

The teachers welcome the children at the beginning of the session.

- Arrival
- Practical Life
- Science/Geography
- Circle time (Calendar, theme of the week discussion, rhymes and songs, story time, music)
- Snack time
- Numeracy
- Language
- Dismissal time

## **Discipline Policy**

At Rainbow Montessori Centre discipline policy is age appropriate. When teachers talk to the children about any inappropriate activity in the class, they always keep in mind the child's age and his/her understanding level. The teachers respond to the fundamental laws of nature with children "to control the environment" not the child.

We do not believe in corporal punishment. We try and lead the child towards self discipline. It is important the child clearly understands the rules.

Our program addresses the need to effect change towards positive behaviour through lesson planning and teaching. In circle time and group activity we reinforce positive behaviour and remind children when they are not acting appropriately.

Every teacher finds herself in a position where she must employ consequences for unacceptable behaviour, At times the child may be frustrated or having a difficult day. Teacher helps a child handle freedom by setting firm limits against destructive and social behaviour. If at this stage there is a child who continues to disturb and annoy others, teacher will try and redirect the student to another area or remove them from the conflict. If this fails or in a situation like circle time, teachers sometimes will have to remove the child to a quiet chair where an assistant will sit with him until he/she settles down.

If the child is extremely disruptive or abusive to other children and teachers in the class or has become physical with other children in the class, the situation will be dealt immediately. The teacher will talk to the child for the first instance and explain that it is not acceptable behaviour. If the child responds positively, it is unlikely to occur again. If however, the child continues to behave in the same manner, a meeting will be arranged immediately with the parents to explain the situation clearly. The teacher will ask the parents to talk and make the child understand the importance of appropriate behaviour. The parents need to understand if the behaviour continues, their child will be terminated from the program.

**Name of the parent/guardian** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Dated** \_\_\_\_\_

## Registration Form

A non-refundable registration fee of \$50.00 must accompany this original form to be received by mail.

Name of child \_\_\_\_\_  
Home Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Date of birth \_\_\_\_\_ Age at entry \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Number of days (3 or 5) \_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_  
Name of Mother \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
Work Address \_\_\_\_\_  
Name of Father \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Home address \_\_\_\_\_  
Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
Email Address (Mother/Father) \_\_\_\_\_

### Emergency Contact Person

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Contact number (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

### Release Authorization

Please list the names of persons authorized to pick up your child from the Centre.

1. Name \_\_\_\_\_ Relationship to the child \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_
2. Name \_\_\_\_\_ Relationship to the child \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Under no circumstances will a child be released to anyone other than authorized person without written authorization or a phone call notifying the Centre.

### Health Information

Alberta Health Card Number \_\_\_\_\_  
Family Doctors Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Is the Child suffering from any known allergies? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, please specify. \_\_\_\_\_  
Does the child have any health problems and needs? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, please specify. \_\_\_\_\_  
Is the child on any routine medication? No \_\_\_\_\_ Yes \_\_\_\_\_  
Is the child's immunization record up to date. \_\_\_\_\_

Please provide the centre with a copy of immunization record.

In the event of an accident or sudden onset of illness, do you give permission to the Centre to seek proper care of your child? Parents would be contacted immediately. If necessary an ambulance might be called.

I give my consent. Yes \_\_\_\_\_ No \_\_\_\_\_

Can your child participate in all the activities in the Centre including gym, playground, go for walks around the Centre. Yes \_\_\_\_\_ No \_\_\_\_\_

Can we take the pictures of your child participating in different activities in the Centre to display on our centre website if needed? Yes \_\_\_\_\_ No \_\_\_\_\_

If the registration form is faxed or emailed the original must be mailed to the Centre with the cheque for \$50.00 non refundable registration fee not later than 10 business days after the initial registration. If the original registration form is not received then the faxed or emailed copy will be cancelled without notice.

Date of registration \_\_\_\_\_ Date of entry \_\_\_\_\_

Name of the parent/guardian \_\_\_\_\_ Signature of Parent \_\_\_\_\_