



*Guided Freedom.  
Unlimited Potential.*

# **Parent Handbook 2018-2019**

103 - 1191 Front Street  
Whitehorse, Yukon Territory  
Y1A 0K5

Dear Parents,

We would like to take this opportunity to welcome you to the Yukon Montessori School (YMS). YMS is run by Yukon Parents for Montessori Society, a non-profit organization made up of a volunteer board of directors.

Our program is open to children from grade 1 through 7. Students in our program are exposed to learning situations that include the major areas of Montessori curriculum: math, language, geography, geometry, history, biology and basic chemistry and physics. The basic BC academic curriculum is followed, but enriched by art, music and outdoor experiences. Students begin to learn French as a second language.

At Yukon Montessori School, we strive to fulfill your expectations and ensure a positive atmosphere for you and your child's elementary school experience. Please take the time to review this handbook **and return the parent agreement on the last page to us.**

We look forward to working with you as your child moves through many different stages of development.

If you have any questions or concerns, please do not hesitate to contact us at (867) 334-7482, or at: Dominic Bradford [dominic@yukonontessori.com](mailto:dominic@yukonontessori.com) , Kelly Scott [Kelly@yukonmontessori.com](mailto:Kelly@yukonmontessori.com) or Erin Schultz [admin@yukonmontessori.com](mailto:admin@yukonmontessori.com).

Sincerely,

The Staff of Yukon Montessori School and  
The Board of Directors of Yukon Parents for Montessori Society

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## GENERAL SCHOOL INFORMATION

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Yukon Montessori School is a one-classroom, community and family oriented school located in Whitehorse, Yukon. It is a private school under the Yukon Education Act. It offers a Montessori program from Grade 1 to 7, based on the BC curriculum. It is operated by the Yukon Parents for Montessori Society (YPFMS), a non-profit society incorporated and registered under the Society Act of Yukon.

Mailing Address: #103 - 1191 Front Street  
Whitehorse, Yukon  
Y1A 0K5

Telephone: (867) 334-7482

Email: Dominic Bradford - Head & Upper Elementary Teacher  
[dominic@yukonmontessori.com](mailto:dominic@yukonmontessori.com)

Kelly Scott - Lower Elementary Teacher  
[kelly@yukonmontessori.com](mailto:kelly@yukonmontessori.com)

Erin Schultz - Executive Director  
[admin@yukonmontessori.com](mailto:admin@yukonmontessori.com)

Drop-off: 8:15 a.m. - 8:25 a.m.

Class times: 8:30 a.m. - 3:15 p.m.

Pick up: 3:15 p.m.

## **PURPOSE AND VALUES**

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### **SCHOOL MISSION**

To build a Montessori learning community founded upon respect and harmony that graduates students who embrace life and learning with personal, communal and global integrity.

To achieve this mission, we have set the following goals:

1. Optimal student learning - supported by excellent teachers, small class size and integrating territorial learning objectives with Montessori roots into an approach that can be individualized to enable each student to be the best they can be.
2. An environment that supports growth and development of children of character - a place where children develop strong moral fibre, a sense of right and wrong, and feelings of respect and responsibility for themselves, others and the world around them.
3. Long term financial and administrative sustainability
4. Regular and effective communications among all partners - strengthening communications among parents/guardians, students, teachers and Board.
5. Being a good citizen, community partner and neighbour - getting to know our neighbours and making a positive contribution to our neighbourhood; finding exciting ways to link our curriculum with our environment and create partnerships with like-minded organizations.

### **GUIDING PRINCIPLES**

In working towards our mission and goals, YPFMS and Yukon Montessori School commit to operating according to a set of guiding principles. These principles guide our behaviour, decisions and actions. We believe that:

1. Children come first. Developing a child-centred school with its roots in the Montessori philosophy demands that we understand and cherish the uniqueness of each child and promote his or her learning by remembering:
  - a. all children can learn;
  - b. children learn in different ways and at different rates;
  - c. learning needs to be relevant and responsive to individual needs and interests;
  - d. learners need to take responsibility for their own learning;
  - e. children learn best when they feel physical and emotionally safe;
  - f. learning should build upon children's successes;
  - g. children's self-esteem and happiness are key to successful learning.

2. Virtues are important. Universally understood virtues are the building blocks for the moral development of children of character. All members of the Yukon Montessori community are responsible for modeling and mirroring these virtues by:
  - a. demonstrating personal integrity in both actions and words;
  - b. respecting each individual for the unique talents and gifts he or she brings to our community;
  - c. living and learning together joyfully;
  - d. taking responsibility for one's behaviour.
  
3. Our learning environment has no walls. As a learning community, Yukon Montessori reaches beyond the boundaries of the classroom into the community-at-large and the surrounding natural environment by:
  - a. nurturing a love for and commitment to the stewardship of the natural environment;
  - b. extending children's education into the school grounds and surrounding social and natural environment;
  - c. embracing learning as a life-long endeavour; and
  - d. developing and nurturing partnerships in the local and global community.
  
4. We work as a team. It takes a whole community to educate a child. At Yukon Montessori, we work together by:
  - a. including parent/guardians as integral partners in their children's education;
  - b. treating children as partners in their own education;
  - c. valuing teachers as the school's most important educational resource;
  - d. supporting and nurturing teachers to be the best educators they can be; and
  - e. promoting an atmosphere of open communication and trust.

## **OUR PROMISE**

The commitment to working together: we believe that the strength of an education is forged from a bond between the student, the school and the home. Each partner must be committed to building and maintaining a foundation of trust from which the child dreams, questions and works to become all that is possible.

## **SCHOOL YEAR, HOLIDAYS AND PD DAYS**

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The Board of Directors of Yukon Parents for Montessori Society along with the staff, set the 2018-2019 school calendar.

YMS will be closed on all statutory holidays in the Yukon.

There are three Professional Development days where the school will be closed for students so that staff can engage in collaborative planning and put programs in place to best meet the needs of students.

### **2018 - 2019 School Calendar:**

**Class Starts** Tuesday, September 4, 2018  
**Class Finishes** Friday, June 14, 2019

#### **Statutory Holidays**

Labour Day Monday, September 3, 2018  
Thanksgiving Day Monday, October 8, 2018  
Remembrance Day (Sunday, November 11, 2018)  
so our classroom will be closed Monday, November 12, 2018  
Heritage Day Friday, February 22, 2019  
Good Friday Friday, April 19, 2019  
Easter Monday Monday, April 22, 2019  
Victoria Day Monday, May 20, 2019

**Christmas Break** Monday, December 21, 2018 to Monday, January 7, 2019

**Spring Break** Monday, March 11, 2019 to Friday, March 22, 2019

#### **Professional Development Days:**

**will be sent out to parents before Sept 2018**

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## REGISTRATION PROCESS & FINANCIAL POLICIES

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Open houses are held throughout the year for new families. Families who are interested in registering are invited to visit the classroom. Please contact the classroom teachers to do so. Parents who are unavailable to attend the open house may make an appointment for a tour and informal interview.

The following factors are used in determining admissions:

- Currently enrolled students (enrolment must be received by set deadline)
- Siblings of currently enrolled students
- Students who have come from Montessori Borealis Preschool
- Balancing of ages in the classroom
- Date of application

If classes are full, prospective students will be put on a waiting list.

The Board of Directors of the Yukon Parents for Montessori Society reserves the right to refuse an application, as well as to ask that a child leave the program if the program is not responding to the child's needs at the time. This decision will be made in consultation with the Classroom Teachers.

*The Yukon Montessori School admits and welcomes students of any race, colour, national and ethnic origin to all rights, privileges, programs, and activities available to students at the School. Yukon Montessori School does not discriminate on the basis of race, colour, or national and ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.*

### 2016/17 TUITION & FEES

**Yearly Tuition = \$9562.50**

Non-refundable Deposit	\$956.25
<i>*June 2019 tuition is prepaid at time of enrolment and forms the non-refundable deposit</i>	
Monthly Tuition	\$956.25 (per student)
Annual Activity Fee	\$100 (per student) due in September
Annual Registration Fee	\$25 (per student) due at time of enrolment
Annual Society Fee	\$25 (per family) due at time of enrolment

## **BALANCE OF PAYMENT OPTIONS**

1. Lump Sum -  $\$956.25 \times 9 \text{ months} + \$100 \text{ activity fee} = \$8706.25$
2. Monthly - nine post dated cheques required at time of enrolment (dated Sept. 1 - May 1) + \$100 activity fee due with September instalment

Sibling Discount - 5% discount for a second child within one family and 10% for a third child off of tuition (not applicable to registration, society or activity fees).

Cheques are payable to Yukon Parents for Montessori Society.

## **RETURNED CHEQUE POLICY**

There is a \$40 charge for all NSF cheques.

## **AGE OF ENROLMENT**

Our elementary Montessori classroom is intended for students from grade 1 through 7. Preference for enrolment is given to incoming grade 1 children or due to the need for balancing of ages or gender in the classroom.

## **TRIAL PERIOD**

If after six weeks your child or family is not adjusting to the Montessori environment, we will contact the parents. You will then be asked to observe before we meet regarding the situation. The teacher and parent will meet to discuss further action required.

## **WITHDRAWAL POLICY**

Yukon Montessori School requires one month's written notice if you should decide to withdraw your child from the program. If your child should withdraw March 1 or after, we will be unable to refund you for the remaining months of tuition (March, April and May), as it will be too late in the year to fill your child's space.

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## **SCHOOL POLICIES**

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### **CODE OF CONDUCT**

**RESPECT:** Always show respect for yourself and others

**HONESTY:** Always tell the truth

**SPIRIT:** Always try your best

**RESPONSIBILITY:** Always “own” your words and actions

**COURTESY:** Always display excellent manners and be considerate of others

**COOPERATION:** Always remember to help because we’re all part of a team

### **STUDENT CONDUCT**

At Yukon Montessori School, we believe that children must learn self-discipline because it is an essential quality of a well-balanced, happy and successful individual. Self-discipline means that each individual accepts responsibility for the results of his/her behaviour. It is based upon self-esteem, respect and dignity and taking responsibility for one’s behaviour.

We promote self-discipline by giving children clear expectations for behaviour. The teachers model this behaviour and expect all children to do likewise. Through the understanding of these expectations, practicing and receiving positive reinforcement, children learn to take control of their behaviour.

All members of our school community have a responsibility to:

- Be courteous, respectful and considerate
- Use appropriate language and behaviour
- Demonstrate good sportsmanship
- Care for their personal belongings and show respect for other people’s belongings
- Respect the rights of others
- Demonstrate care for the environment by keeping it neat and tidy
- Co-operate with others

Students are expected to conduct themselves in the manner of a Yukon Montessori community member from the time they leave home to come to school until they arrive home after school, anytime they are on field trips or school sponsored activities, and at any time they are under the supervision of a member of the school staff.

For those students who do not conduct themselves in the manner outlined above, there will be appropriate consequences for their actions. Their consequences are most effective when they are the natural result of a child's actions (i.e. if a child does not show respect for the classroom environment, they will have to spend time outside of class to neaten and tidy it).

Yukon Montessori School has a zero-tolerance policy for violent actions and/or words and incidences of bullying. This means that there will be appropriate consequences for all infractions.

## **CONSEQUENCES FOR MISCONDUCTS**

The following are potential actions as a result of misconduct:

- Parental calls/meetings
- Counseling
- Time out.
- Recess suspension
- Out-of-school interventions
- Student initiated or assisted problem solving

Interventions chosen will reflect the specific nature of misbehavior and/or situation. Incidents that are less serious in nature are usually dealt with at the classroom level first. Repetitive classroom misbehavior and more serious incidents are referred to the parents. Interventions may be any of the above, or combinations of the above, depending upon the individual and circumstances surrounding the misbehavior. The aim of interventions is to provide positive direction to the individual and to provide skills to deal more effectively with future decisions.

At every stage of the discipline process, the Classroom Teachers will attempt to assist the student to develop an awareness of the effects of his/her misconduct and to see more appropriate ways to behave. At every stage in this process, the student is given the opportunity to express his/her point of view in the matter.

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## HEALTH & WELFARE POLICIES

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The following is a list of symptoms that can guide you in deciding whether your child should be sent to school. Please DO NOT send your child to school if he/she has had, in the last twenty-four hours:

- Any complaint of unexplained or undiagnosed pain.
- Cold with fever, runny nose and eyes, coughing and sore throat. Once temperature and well-being are normal for a period of twenty-four hours, the child may return.
- Difficulty in breathing-wheezing or persistent cough
- Fever (100F/38.3C+) accompanied by general symptoms such as listlessness may be an early sign of illness that requires a physician's attention.
- Sore throat or trouble swallowing.
- Infected skin or eyes or an undiagnosed rash.
- Headache and stiff neck-child should be seen by a physician.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. The child should be kept home until all symptoms have stopped.
- Severe itching of body and scalp.
- Child with known or suspected contagious disease.

**Note:** if your child comes down with any of these symptoms at school or is not well enough to take part in the school program, you will be immediately notified and asked to pick him/her up.

Please refer to Department of Education agreement with the Department of Health and Social Services: [www.education.gov.yk.ca/pdf/policies/hss\\_education\\_agrmt.pdf](http://www.education.gov.yk.ca/pdf/policies/hss_education_agrmt.pdf)

### MEDICATION

If your child needs to take medication during school hours, Yukon Montessori School requires signed permission forms by the parent. All medication must be clearly identified with the child's name on it, and staff will administer the dosage that is indicated on the label. In the case of any medication, the first dose must have been administered at home, to ensure that there is no allergic reaction.

Please refer to the Department of Education policy, Administration of Medication to Students Policy: [www.education.gov.yk.ca/pdf/policies/administration\\_of\\_medication\\_to\\_students.pdf](http://www.education.gov.yk.ca/pdf/policies/administration_of_medication_to_students.pdf)

## HELMETS

When students and staff are engaging in activities where helmets could prevent injury, it is expected that staff and students will be wearing suitable helmets for the activity. Please refer to Department of Education's Mandatory Use of Helmets for School Sponsored Activities: [www.education.gov.yk.ca/pdf/policies/mandatory\\_use\\_of\\_helmets.pdf](http://www.education.gov.yk.ca/pdf/policies/mandatory_use_of_helmets.pdf)

## EMERGENCIES

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child. The child's individual emergency instructions on file at school will be consulted immediately and the parents notified by telephone.

If the parents are not available, the next person on the emergency contact will be called. **IT IS IMPERATIVE THAT YOU KEEP THE EMERGENCY CONTACT INFORMATION UP TO DATE.** It is also important for you to obtain the permission of the chosen individuals to be contacted in your absence. They should have transportation, as they may need to pick up your child. If your child needs the services of an ambulance, the parents of the child will incur the cost.

In case of an evacuation, we will be taking the children to the Whitehorse Public Library. Parents will be asked to pick up their child at this location if need be.

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## FAMILY POLICIES

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### PARENTS' ROLE AND RESPONSIBILITIES

Parents play an important role in the education of their children and have a responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's work and school progress
- communicate regularly with the school
- help their children be neat, appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the Classroom Teacher(s) their child's absence or late arrival
- become familiar with the Code of Conduct and school rules
- encourage and assist their child with following the Code of Conduct
- assist the Classroom Teachers in dealing with disciplinary issues
- volunteer

### DROP OFF AND PICK UP

It is imperative that parents adhere to arrival time (8:15 to 8:25 a.m.), in order for the child to benefit fully from the Montessori classroom experience. This also minimizes disruptions during class time.

We ask that during drop off, the parent remain at the outside of the school building, rather than coming into the classroom. This will help the child understand that this space is his/her space for learning independently from parents.

Please make sure that you pick up your child at 3:15 or make suitable arrangements for their afterschool travel away from school.

Only parents or guardians listed on file will be allowed to pick up your child. **No child will be allowed to leave with another person, not even a relative, baby-sitter or older sibling unless we have permission to that effect, or if that person is listed on the child's emergency contact in our files.**

**Please remove outside footwear by the door** when dropping off or picking up your child (this includes your child's footwear as well). This is school policy for keeping the classroom clean and dry.

## **PARKING**

Please use the parking spaces in the Shipyards Park parking lot when picking up or dropping off your child. Please DO NOT parallel park on Front Street in front of the senior's residence when driving southbound as this creates a dangerous crossing for children. If you wish to 'kiss and ride', please use Ogilvie Street at the north end of the building only. Bikes may be locked at the front or north side of the building.

## **ATTENDANCE**

Parents are asked to please contact the school if your child will not be attending. If your child is not attending due to a communicable illness, it is required that you inform the school immediately.

If your child does not feel well or if a fever is noticed, you will be phoned immediately to arrange pick-up. If you are not available, your emergency contact person will be called to arrange pick-up.

Please refer to the Department of Education's Student Attendance Policy: [www.education.gov.yk.ca/pdf/policies/student\\_attendance\\_policy.pdf](http://www.education.gov.yk.ca/pdf/policies/student_attendance_policy.pdf)

## **CLOTHING**

Please send your child to school in comfortable, easy to manage, washable clothing. It is necessary that your child keep a good pair of inside shoes in his/her container for everyday use in the classroom. Please refrain from providing shoes that have black soles, which leave marks on the floor.

All items of clothing that are removed at school should be clearly marked with your child's name, especially boots and jackets.

We will be going outside daily and ask that you please ensure that your child is dressed appropriately for the weather for all seasons.

## **FIELD TRIPS**

Trips out of the classroom will happen from time to time to extend work done in the classroom or for physical education. If these trips are minor in scope such as a trip to the library or to the gymnastics centre, parents will not be notified. If it is a more significant trip, such as a trip out of city limits or to a more vulnerable environment, such as the Canada Games Aquatic Centre, parents will be notified ahead of time.

Travel for these trips will happen on foot, by public transportation, or car-pooling with parent volunteers who hold the applicable insurance.

Please refer to the Department to of Education Policy Volunteers in the Schools.

[www.education.gov.yk.ca/pdf/policies/Volunteers\\_in\\_the\\_Schools\\_Policy.pdf](http://www.education.gov.yk.ca/pdf/policies/Volunteers_in_the_Schools_Policy.pdf)

### **REPORT CARDS**

We will be holding one progress meeting with parents, in November with dates and times provided in ample time to arrange your visit. Each interview will be 20 minutes long. If you need extra time, please make arrangements with the Classroom Teachers.

Written report cards will be distributed three times yearly, in November, March and June.

### **PARENT/TEACHER COMMUNICATION**

Please watch the bulletin board for any sign-up sheets that may come up throughout the year (i.e. potluck lunches, laundry duties, snacks). If you see an interesting article you would like to share with the other parents, please feel free to post it on the board.

If you have any concerns regarding your child or the school, please feel free to call during operation hours. Messages left on our answering machine will be returned as soon as possible. At this time, we may set up an appointment or discuss any concerns or questions you may have.

### **VOLUNTEERING**

As a small community, from time to time throughout the year, parents will be asked to volunteer in various capacities: sitting on the board of directors, driving children to events , fundraising activities, chaperoning field trips, providing snacks, developing material needed for the classroom (simple sewing or carpentry projects), helping teachers in organizing monthly special activities, etc.. While an attempt is made to 'share the load' at times we may require 'all hands on deck' to accomplish a special project or goal.

### **FUNDRAISING**

As an essential part of our operating budget, various fundraising initiatives will occur throughout the year. Our goal is to keep the quantity of fundraising projects low while achieving the maximum financial return. Depending on the project, volunteer time may be required.

## **TOYS FROM HOME**

Children will not be allowed to bring toys into the classroom. We ask that you explain to your child that all toys and such will stay in your vehicle or at home. However, books or sports equipment for lunch-time play and other educational material that may be of interest to all children are welcome. Be sure that the child's name is clearly marked on all books. We will not be responsible for lost items brought to school.

## **BIRTHDAYS**

Parents are welcome to send a small treat (cake, cupcakes) for the class to share to celebrate a student's birthday.

## **OBSERVATION**

We encourage parents to observe the classroom after December of each school year. As a courtesy to the school, please call to let us know when you would like to observe.

The following are the guidelines for Montessori observation:

Our Montessori classroom is an environment especially created for a community of children from grade 1 through 7, who are guided by the classroom teachers, perhaps assisted by another adult.

We are happy you are able to visit and we hope it will be an informative and positive experience. Observation is difficult. It is important that you observe as a naturalist observes - without interaction that would disturb and change the phenomenon.

- Please sit quietly.
- Do not interact with the teacher unless you are approached.
- If children approach you, be pleasant but brief. You may say something like "I came to see you work."
- Observe individual children of different ages.
- Observe the entire class.
- Look for qualities of independence, self-discipline, self-direction, attention, concentration and joy.

The teachers will be engaged in working with and observing the children, and may not have time to speak with you for very long at the end of your observation. A longer discussion is best suited for after class time, and you are welcome to request this.

Montessori pedagogy calls for maximum opportunities for the child to feel and act independently in the classroom environment. Minimum adult activity in the classroom is a reality that best helps lead us to this goal. However we would

invite and encourage parent involvement in all sorts of activities that would help provide the best program for your child and help you be a direct part of your child's education. One of the most basic and valuable support parents can provide is help the child prepare and debrief each day by sharing what you did in your occupation and hearing what your child did during their day and compare notes. This kind of discussion, if started now can be an ongoing habit that will be a terrific way to stay connected with each other throughout all their academic experiences.

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## **REQUIRED FORMS**

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The students' files contain forms required by Yukon Montessori School. Prior to the first day of school, parents must complete and submit all of the required forms:

### **Student Registration**

This form is completed annually to ensure records are up to date.

### **Emergency Medical Care**

This form gives the hospital permission to provide medical treatment for your child in the case of an emergency. A new Emergency Medical Release must be completed each year at time of enrolment.

### **Record of Immunization and/or Statement of Conscious Voluntary Vaccine Exemption**

Please complete the form and provide a copy of your child's immunization record.

### **Field Trip Annual Consent Form**

To allow your child to take part in activities off of school property.

### **Student Photograph/Video/Audio Release Form**

To direct how visual images of your child are used/not used in school publications.

# Yukon Montessori School Parent Handbook Agreement

*Please sign and return this sheet to the classroom teachers by the first day of school. If you have any questions, you may address them with the teachers at that time.*

I, \_\_\_\_\_, have read and understand the information outlined in the Yukon Montessori School Parent Handbook. By signing below, I agree to follow the policies and procedures described in the Handbook.

Signature \_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_

Signature \_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_