



*Trillium
Montessori*

Trillium Montessori Ed. Co Ltd.

About our School and Programs

Trillium Montessori opened in August 2006 and is owned and operated by Sandra Mazzei and Erin Mazzei. They are a mother and daughter team who are both trained and experienced as Montessori Teachers through the International Association of Progressive Montessorians. At Trillium Montessori, we believe that the Montessori Method is a wonderful and holistic opportunity for children.

At Trillium Montessori, we:

- Strive to create a climate of respect and satisfaction
- Promote good will and respect for all children
- Lead children towards good choices in a supportive manner
- Support positive behaviour with consistency, choices and limits
- Work to help children develop appropriate and acceptable behaviour patterns.
- Strive to accommodate individual choice
- Foster independence
- Model positive interactions and reactions
- Encourage children
- Enjoy children
- Teach respect for the environment

The staff at Trillium Montessori use their skills, understanding and good will to work with each child towards their own positive experience

The Trillium Name

The name Trillium Montessori was chosen because trillium flowers are early bloomers. Also, trillium flower parts are found in combinations of three. In Montessori schools, the three period lesson is a key teaching method.

The Montessori Method

Maria Montessori was an Italian doctor who started studying children and how they learn. Montessori found that if you provide a child with the right environment and tools, the child has endless opportunities. Montessori stressed that children are like sponges; from ages 2 1/2 to 6, children absorb everything around them. This is the most important time for children to be given the opportunity to learn and explore.

Maria Montessori discovered an interesting and effective educational method by experimenting with different materials and approaches to teaching and by observing activities that children of different age groups were drawn to. Her schools spread throughout the world and have been very successful. there are many Montessori preschools and elementary schools operating in Canada today..

Some important information about the Montessori method:

Tel: 716-7844

Email: trilliummontessori@telus.net



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- The Montessori program is based on freedom within boundaries. Montessori believed that the job of an educator is to provide an environment in which children can explore and meet their individual learning needs.
- Children are given presentations of materials individually or in small groups.
- Through the use of a free environment and an individual program, children become confident, fulfilled and successful.
- Montessori's concrete materials are all designed to facilitate learning through the use of the hand. Montessori made use of the stereognostic sense, which is a combination of sight with touch and leads children to internalize their learning.
- Montessori materials build upon each other. Therefore, a material used in preschool lays a foundation for future learning.
- A feature of Montessori's system is that she believed in sensitive periods for learning. The way in which children throughout the world are drawn to walk during the same age range is their sensitive period for walking. Montessori worked to discover the sensitive periods for different areas of learning. She found that the sensitive period for many areas is much younger than traditionally thought. For example, she believed that the sensitive period for learning to read is between the ages of 3 and 6.



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The Trillium Montessori Team

Erin Mazzei

- Trillium Montessori Manager
- Montessori Preschool training through the Angela Martin Academy in Victoria
- Early Childhood Education Certificate
- Montessori Preschool/ Daycare Teacher: 7 years
- Montessori Elementary Assistant: 1 year
- First Aid Certification

Sandra Mazzei

- Bachelor of Education majoring in Remediation
- Principal/ teacher at a small Montessori Elementary School: 2 years
- Elementary Teacher: 8 years
- Montessori Preschool/ Daycare Teacher: 5 years
- Additional Preschool/ Daycare Teacher: 1 year
- Presently completing Early Childhood Educator Program
- First Aid Certification

Jaila Oshun

- Kindergarten Teacher, Jamaica: 7 years
- Preschool Teacher: 7 years
- Child Development Centre, Support Worker, Nanaimo: 1 year
- Art, Dance, Drama, Music, Drumming
- First Aid Certification

Haley Mazzei

- Early Childhood Education Assistant Certificate
- Montessori Preschool/ Daycare: 3 years
- First Aid Certification

Coral Nicholls

- Early Childhood Education Assistant Certificate
- Presently Completing Montessori Preschool Training at West Mont Training Center in Victoria
- Preschool/ Daycare: 4 years
- First Aid Certification

Trillium Montessori Preschool/ Daycare Classroom

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Sensorial

The goal in the Montessori Sensorial area is to educate the child's senses. We use specific materials to help children experience sight, sound, touch, taste, smell, weight, and temperature. Maria Montessori emphasized the stereognostic sense, which is a combination of visual and tactile senses. The Montessori materials are designed to make use of the stereognostic sense.

Practical Life

In the Practical Life area, children practice essential skills for living. Practical Life materials encourage children to develop self-confidence, independence, control over movements, concentration and hand-eye coordination. As well, these activities encourage left to right sequencing and fine motor skills needed for future reading and writing.

In the Montessori school, the Practical Life and Sensorial areas come together to help develop the mathematical mind. In our Math area, we introduce children very early to math concepts. Young children are fascinated with big numbers and we have the materials to make big and small numbers concrete for them. The Montessori math materials have a built in progression that is colour coded and fascinating.

Language

Maria Montessori developed a fantastic method to teach children language skills. She discovered that the window of opportunity to learn reading and writing is between 3 and 6 years of age and she designed specific materials to meet the child's needs in this area. With Montessori's method and materials, preschoolers begin to learn letter sounds and match words to objects. A strong foundation is internalized to develop reading and writing skills.

Culture

Geography: Beautiful, large puzzle maps with consistent colour codes are used to introduce children to our world. Children trace, paint and colour the maps. They learn names of continents and countries. Also, we study aspects of different lands and cultures. We feel that this is the golden opportunity for children to get a big picture of the world.

Zoology: Children explore different types of animals and identify their parts, their habits and their features.

Botany: We explore the basic needs of plants and practice caring for and growing them.

Science Experiments

Children love science experiments. We give them the opportunity to work through experiments in a safe, supervised environment.

Arts and Crafts

Children are provided with a wide opportunity to create. Children's artwork is something that we really appreciate and encourage.

Puzzles and Building Toys

A variety of puzzles and building toys are always available in the classroom.

Music

Within our daily circle time, we sing songs and dance. Throughout the day, children are also exposed to a variety of opportunities to listen and respond to music.

Physical Education

Outside play is a strong component of our program. Balls, cars, skipping ropes and games etc. are all provided outside for free play. Different types of sports, dance and games will be introduced during indoor and outdoor times. As well, all of our learning activities are designed to make use of fine and gross motor skills.

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Programs: Times and Ages

Montessori Daycare (Group Child Care)

Ages - 30 months to Grade 1 entry

Times - 7:45am – 5:15 pm

- Full day experience (4 ¼ hours or more)
- Daycare includes 2 preschool class times, outside play, lunch (provided by parent), snack (provided by parent) and rest time.
- Children can enter the program between 7:45 am and 9:00 am, at 12:00 noon or at 1:00pm. Please arrange with teachers if you have a special circumstance and need to drop your child off at a different time.
- Children in group child care can be picked up at 12 noon, 1:00 PM and any time between 4:00 PM and 5:15 PM. Please arrange with teachers if you need to pick up at another time for Dr appointments etc.

AM Montessori Preschool

Ages - 30 months to Grade 1 entry

Times - 9:00 am- 12 noon

- Preschool time includes, class time, circle, outside play and snack (provided by parent)

PM Montessori preschool

Ages - 30 months to Grade 1 entry

Times - 1:00 pm- 4:00 pm

- Preschool time includes, free class time, circle, outside play and snack (provided by parent)

Tuition September 2010

Day Care Tuition (Group Child Care: Includes Preschool)

5 Full Days/ Week	\$700 per month
4 Full Days/ Week	\$600 per month
3 Full Days/ Week	\$475 per month

Note: Fess for under 3 years old are 12 % higher

Preschool or PM Montessori Tuition

5 Three Hour Sessions/ Week	\$390 per month
4 Three Hour Sessions / Week	\$330 per month
3 Three Hour Sessions / Week	\$270 per month

A non-refundable registration fee of \$25 is required.

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Registration Form

Mailing Address: Trillium Montessori, 522 Vancouver Ave., Nanaimo, BC, V9S4G7

Name of Child: _____ Sex: F / M DOB: _____

Date of Registration: _____ Start Date: _____ Age at Start Date: _____

End Date: _____ Program: Days & Times Attending: _____

Program Attendance Changes (One month notice required. Please sign each change)

Name of Parent/ Caregiver: _____

Phone Numbers: _____ Email Address: _____

Address: _____

Emergency Contacts:

1. Name _____ Phone # _____ Relationship to child _____

2. Name _____ Phone # _____ Relationship to child _____

3. Name _____ Phone # _____ Relationship to child _____

Medical Practitioner: Name _____ Phone # _____

Medical/ Allergy/ Legal/ Safety Alerts: _____

PARENT Printed Name _____ Signature _____ Date: _____

Disclosure of Illness, Disability: _____

Special Instructions (diet, other): _____

Consent *Signature* for ambulance/ medical practitioner: _____

BC Medical Number: _____ Immunization Records/ Dates: Attached: YES _____ NO _____

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Permission Form

- **I give my child permission to go on walking field trips with Trillium Montessori Ed. Co. Ltd**

Parent Name Printed: _____ Signature: _____

Comments: _____ Date: _____

- **I give my child permission to go on vehicle or bus field trips with Trillium Montessori Ed. Co. Ltd.**

Parent Name Printed: _____ Signature: _____

Comments: _____ Date: _____

- **I give my child permission to have school sunscreen applied by Trillium Montessori Ed. Co. Ltd. if needed**

Parent Name Printed: _____ Signature: _____

Comments: _____ Date: _____

- **I give permission for my child to have his/ her picture taken at Trillium Montessori. I understand that these pictures may be emailed to Trillium Montessori parents or printed for school use.**

Parent Name Printed: _____ Signature: _____

Comments: _____ Date: _____

- **Class Phone List: This is a phone list that will be distributed to school parents. Please put the phone number and contact name you would like to share (If you do not want to be on the list, leave this space blank).**

Parent Name Printed: _____ Signature: _____

Comments: _____ Date: _____



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Written Authorization for Release: If your child will be picked up by anyone other than yourself, please put his/her name on this form. These people will be required to show picture ID before your child will be released to them. Please provide written and signed documentation of who will pick up your child.

Thank you

My child, _____, can be released to the following people:

<u>Name</u>	<u>Phone #</u>	<u>Relationship to child</u>

PARENT Printed Name _____ Signature _____ DATE _____

People who cannot have access to my child:

No Access Person Printed	Parent's Name Printed	Parent Signature	Date
Notes:			

PARENT Printed Name _____ Signature _____ DATE _____



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Policies*

PAYMENT

Please provide post-dated cheques dated the first of each month along with a signed parent enrollment agreement.

NOTICE OF WITHDRAWAL / REFUND POLICY

One full calendar month written notice will be required for withdrawal of a student from the program. Any remaining outstanding cheques will be returned. Registration fees will not be refunded.

ILLNESS

In the interest of safety and good health, please keep sick children at home. Colds and flu travel very quickly between children. We ask that any child with open sores or any other potentially infectious or communicable condition be kept at home until healing is complete.

LICE

If your child has lice or lice eggs, we will contact you for pick up. The child and all of his/ her belongings must be treated and lice free before returning to school. We cannot refund fees for days missed due to lice. We practice lice prevention at our center; Lice are easily passed between children and we ask that you also practice lice prevention with your children.

ALLERGIES

All allergies must be reported to the school and listed in the child's file.

MEDICATIONS

Any medications brought to the school must be passed on to the teachers for safe keeping (please do not leave medications in child's backpack). Medication forms must be filled out for meds at the school.

COMMUNICABLE ILLNESS

If your child contracts a communicable illness (including, but not limited to measles, mumps, chicken pox, pink eye, rubella, diphtheria, etc.) please report this as soon as possible. Please ensure that all immunizations are up to date.

ADULTS VISITING THE CLASSROOM/ PICKING UP AND DROPPING OFF CHILDREN, PLEASE

- try not to disturb or engage the other children
- speak quietly and use appropriate language
- do not call across the room or ask your child to call across the room
- keep the outside door closed
- remove your shoes if you enter the bathrooms or classroom

PARENT Printed Name _____ **Signature** _____ **DATE** _____



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LATE PICKUPS

A late fee of \$10.00 per 15 minutes will be charged for late pickups (after 5:15 pm). If you are more than 30 minutes late, and have not contacted us, we are required to report the incident to the Ministry of Family and Children.

WRITTEN AUTHORIZATION FOR RELEASE

If your child will be picked up by anyone other than yourself, please put his/her name on this form. These people will be required to show picture ID before your child will be released to them. Please provide written and signed documentation of who will pick up your child.

ATTENDANCE

Please call Trillium Montessori at 716-7844 if your child will be absent.

For pick-ups at public school, please notify us if your child is absent from his/her school.

REGISTRATION FORM INFORMATION

Please notify Trillium Montessori immediately if any of the information you have provided on your registration form changes.

ABUSE

According to law in BC, if we have reason to believe that a child has been abused, we are required to report the incident to a child protection worker.

"Everyone who has a reason to believe that a child has been or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected is legally responsible (under the Child, Family, and Community Service Act) to report the matter to a child protection worker. In British Columbia, a child is anyone under the age of 19." (Quoted from The B.C. Handbook for Action on Child Abuse and Neglect

DISMISSAL

Our goal is to meet the needs of all children but if we discover that we do not have the skills to lead a child towards a respectful experience while he/ she is in our care and/ or that the child and centre are not a good fit, we will dismiss the child from our program. All unused portions of tuition will be pro rated and refunded.

PARENT Printed Name _____ **Signature** _____

DATE _____



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GUIDANCE

Guidance at Trillium Montessori

At Trillium Montessori, our goal is to guide the child towards increasing independence as a positive citizen of family, community, country and world. We want all of our children to increase their skills of self-respect, respect for others and respect for the environment.

Maria Montessori claimed that children need freedom within boundaries and we believe that freedom within boundaries is a secure place for children to learn about the world. As a child develops, boundaries can gradually be removed as he/she moves towards the independence needed to function safely and positively in the world.

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- Work to help children develop appropriate and acceptable behaviour patterns.
- Strive to accommodate individual choice
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REFUND POLICY

If we cannot provide our service due to staff illness/ absence, we will provide a credit for those days. Fees still apply for snow days and natural disasters.

RELEASE OF CHILD

If the person picking up a child appears incapable of providing safe care (re: shock, intoxication etc.), we will contact the next person on your emergency contact list or seek appropriate emergency assistance.

PARENT Printed Name _____ **Signature** _____ **DATE** _____



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FOOD AND DRINK

- Children must bring food that is:
 - sufficient in quantity and quality to meet the child's developmental needs
 - nut free unless manager posts a notice that there are no children with nut allergies
 - healthy and without sugar
 - in accordance with the Canada Food Guide
- Full day children need to bring a lunch and 2 or more snacks. Please bring at least one item from each food group.
- Preschool children need a healthy snack
- Safe drinking water is available to the children at all times throughout the day. Please provide a water bottle if your child will be going on a field trip.
- Children must sit and be supervised when eating. Good manners at the table are taught at the school. Please encourage good table manners with your child at home.
- Children are expected to sit at the table until lunch is over.
- No child is forced to consume food.
- Food cannot be used as a reward or punishment

Minor Injuries such as scratches will be reported to parents as per VIHA requirement. A voice mail message or email satisfies this requirement. Presently, we are phoning parents about minor injuries. As soon as we have finished collecting email addresses, we will be using email to report minor injuries.

FEES

- Fees are due the first day of each month previous to attendance. Please provide post- dated cheques if possible.
- Subsidy assistance with childcare fees may be available to you. To find out if you qualify, phone 1-888-338-6622. Also, Pacific Care in Nanaimo helps parents with subsidy applications. **Note: Parents eligible for subsidy are ultimately responsible for their own childcare fees. Please get renewals and applications in at least one month prior to need and follow with a phone call. If subsidy authorization is not approved by the first of the month, you will be required to pay your fees and wait for a refund.**

PARENT Printed Name _____ **Signature** _____ **DATE** _____



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First Day Reminders

1. **Healthy food:** Preschool children need to bring a snack. Full day children will need lunch and at least 2 snacks. **Please do not bring anything containing nuts** or sugar.
2. **Inside shoes** that are easy to put on/off and are comfortable to walk in. Holey shoes work well.
3. **Hair tied up.**
4. **Spare set of clothes** in a plastic bag.
5. **Bedding** If staying all day your child will need a fitted crib sheet, a small blanket (baby blanket size for storage) and a cloth grocery bag.
6. **Appropriate clothes** to wear inside and outside. Your child will probably get dirty and we go outside everyday.
7. We ask that the children at Trillium do not wear **clothing** that has TV cartoon characters on them.
8. **Hat** appropriate to season and **rain pants** during wet weather.
9. **Sunscreen** should be applied before your child comes to school.
10. **Please come into class quietly.** We encourage our children to use inside voices and to not call across classroom.

Our phone number is (250) 716-7844. Please call us if you would like to check on how your child is doing.

PARENT Printed Name _____ Signature _____ DATE _____