



SKYRIDGE MONTESSORI

PARENT HANDBOOK



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Welcome to Skyridge Montessori!

Dear Families,

From all of us at Skyridge Montessori, we would like to extend a warm welcome to the 2025-2026 school year!

To ensure our community has an enjoyable, successful, and collaborative experience, we have prepared a handbook that outlines the school's procedures and policies.

This handbook helps us create and maintain a positive learning environment, where we can work together to achieve the same goal of providing each child the opportunity to develop to their fullest potential, in a safe, loving, and affirming environment.

Please read this handbook carefully and ensure you clearly understand our procedures and policies.

We look forward to a wonderful year, full of growth, knowledge, and inspiration!

Skyridge Montessori Staff Team

VISION, MISSION & VALUES

Vision

Unleash the full potential of each child.

Mission

As a school community, we embrace Montessori principles and practices to cultivate engaged global citizens who lead, collaborate, and innovate.

Values

Individuality. We value what makes each of our children unique. We help to build each student's independence, confidence, and self-awareness through individualized learning and our commitment to their academic, physical, social, and emotional development.

Integrity. We value excellence in learning through our adherence to the Montessori principles and standards. From the handshake at the door, to the prepared environment and high-quality faculty, our students experience a nurturing and challenging environment in which to explore their potential.

Community. We value our small community feel and a school culture that is welcoming, caring, and safe. Our commitment to creating a peaceful and compassionate world helps us to build trustworthy, collaborative, and respectful relationships both within our school and with the broader community.

Growth. We value curiosity, creativity, and a growth mindset so that we remain a leader in Montessori education. Our students, their families, faculty, and staff feel motivated and empowered to continuously learn and grow.

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EDUCATION PHILOSOPHY

Curriculum & Governing Best Practices

Our education philosophy is based on the principles and standards of AMI Montessori best practices.

In addition to the Montessori curriculum, our teachers base their lesson planning and assessment on Early Childhood Education and the BC Ministry of Education Curriculum performance standards to ensure students receive the full spectrum of learning that adheres to provincial requirements.

Although the BC Ministry curriculum is met, the delivery of the curriculum, through the Montessori approach, may look different compared to a traditional setting. We value the three-year cycle in each program, guiding students in a sphere of learning rather than in a linear fashion.

Our faculty work closely with parents to establish a strong working relationship to ensure a positive learning experience. Through collaboration, our goal is to create cohesiveness, consistency, and a continuum between home and school.

Our parent information evenings, child/parent evenings, and conferences offer parents the opportunity to learn more about the Montessori method and about their child's progress.

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CALENDAR, DROP OFF & PICK UP PROCEDURES

School Calendar Link [HERE](#)

School Hours for all Programs

Office Hours: 8:00 am – 4:30 pm

Classroom Hours: 8:30 am – 3:30 pm

Drop Off 8:15 am to 8:30 am

As the morning is a busy time, please make your goodbyes as quick as possible. Ensure that your child arrives at school on time. Children arriving late may miss out on planned activities, important foundational lessons, and disrupt the classroom's morning work cycle.

Pick Up 3:15 pm to 3:30 pm

Please use the roundabout for regular pick-ups to help keep traffic flowing smoothly and safely. If you need to pick up your child(ren) early, kindly come into the school building to do so.

Early Pick-ups/ Late Pick-up Fee

If you plan to pick up your child early, please notify both the school office and your child's teacher by the end of the previous school day.

If a same-day notice is necessary, email the office at admin@skyridgemontessori.ca no later than **12:00 PM**. We will do our best to ensure your instructions are communicated and followed effectively. You may wait for your child at the office or pick them up directly from their classroom.

Please note: **After 3:40 PM**, a drop-in aftercare fee of **\$25** will apply. Late fees will be billed the following month.

Approved Adults (Casa only)/Self-Dismissal (Lower, Upper Elementary & Adolescent)

Your child will only be released to 'approved adults' listed on your registration form. Students in Lower, Upper, and Adolescent may self-dismiss, and it is the parents' responsibility to ensure dismissal plans are communicated directly with their child.

AFTERCARE INFORMATION, HOURS, REGISTRATION & FEES

Casa Program to Grade 4

Aftercare General Information

The [aftercare program](#) is provided for the convenience of families. We ask participating parents to be punctual at pick-up times and to cooperate with program guidelines.

Parents who wish to use aftercare regularly must register in advance to secure a spot. A daily snack will be provided for students.

Drop-in care may be available for a flat fee of \$25, depending on space. Call the school or email admin@skyridgemontessori.ca to reserve a drop in space.

Aftercare Hours & Registration ~ Casa to Grade 4

- Monday to Thursday only, no aftercare on Fridays.
- Hours: 3:15 pm to 4:30 pm Pick up: 4:15 pm - 4:30 pm
- Children must be registered to participate in the aftercare program. When registering, please select the specific days of the week you will need care – at least two days per week are required.
- Space is reserved on a first-come, first-served basis.
- Registration will begin the last week of August each year.

Aftercare Fees & Payment ~ Casa to Grade 4

- Monthly fees will be invoiced and paid quarterly (every three months).
- One month's (30 days) written notice is required to change your aftercare registration.

Below are the monthly aftercare fees for families, all Casa to Grade 4.

Time	Daily Rate	Drop In	2 days	3 days	4 days
3:15 pm - 4:30 pm	\$15 a day (min. 2 days a week)	\$25 (flat fee)	\$120/mo	\$180/mo	\$240/mo

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HOUSEKEEPING ITEMS

Clothing, Personal Items & Lost and Found

We encourage students to wear comfortable, practical clothing with sensible indoor and outdoor shoes. Please ensure your child is dressed appropriately for every activity of the Montessori environment, both indoors and outdoors.

We go outside regularly, and younger students should always have a spare change of clothes at school, including pants, tops, socks, and underwear.

Mark your child's name on any personal items and clothing brought to school.

- Lost and Found is located at the front of the school by the office

Lunch & Refreshments

The school does not provide lunch. We ask that parents and students pack a healthy, nutritious, and litter-free lunch, plus a snack, each day.

All lunch bags and containers should be clearly labeled with your child's name. A microwave is available for heating food, if needed.

Please note that we are an allergy-aware school—your child's classroom teacher will share specific guidelines.

Going Outs, Outdoor Education & Gardening

Students frequently spend time outdoors for supervised nature walks, gardening, and local community outings. These activities may be scheduled or spontaneous.

A general permission form was signed by parents at the time of registration to cover these outings.

If you plan to pick up your child early, please notify the school and your child's teacher by the end of the previous school day.

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VOLUNTEERING

Volunteering

Volunteering is a fundamental component of our school community and culture.

- All families are encouraged to participate and must have a Criminal Record Check and Driver's Abstract, if transporting students, on file at the school.
- The school and your classroom teacher will occasionally send requests for volunteers to help with tasks such as:
 - Material-making
 - Field trip supervision
 - Drivers for going outs
 - Odd jobs around the classroom and school
 - Taking care of school pets over the holidays
 - Sharing an area of expertise or a cultural tradition with students
 - Special Events
 - Hot Lunch

Board of Directors

The Board of Directors is a volunteer group of parents, alumni parents, and other community members who govern the administration of our school. This small but dynamic group is always interested in welcoming new members or collaborating with parents on specific projects and initiatives. Please contact them directly at board@skyridgemontessori.ca

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COMMUNICATION

Staying Informed & Getting Involved

Parents will be informed of special events and school activities—including classroom events, community outings, and parent education sessions—through our **weekly Friday newsletter**.

This newsletter is the best way to stay up to date on important dates, upcoming events, and general school communication.

Recurring Annual Events

We warmly welcome parents to participate in these events and to volunteer throughout the year. These events are designed to foster community engagement and provide opportunities for parent feedback and involvement:

- **September** – Back to School BBQ & Carnival
- **October/November** – Board AGM & Social
- **October/November** – Parent Education Event
- **December** – Winter Holiday Market & Family Social
- **January/February** – Board Mid-Year Check-In Meeting & Social
- **March** – Spring Gala
- **April** – Parent Education Event
- **May** – Indian Lunch Family Social
- **June** – Graduation
- **June** – Sports Day

Events are subject to change, rely on parent volunteers, and may be combined with other scheduled events. Dates will be confirmed closer to the event.

Cell Phone & Other Communication Devices Guidelines

Students may bring devices such as cell phones, smartwatches, or laptops to school; however, they must be set to **silent** and kept in **backpacks for the entire school day**.

Devices may only be used during school hours **with prior approval from the Head of School** (e.g., for learning support or medical needs).

If a student does not follow these guidelines, the device will be held in the office until the end of the day, and parents will be notified.

Notice of Absence from School

Notices of absence from school **must** be communicated by email to admin@skyridgemontessori.ca and the classroom teacher. It is the parents' responsibility to inform the school of absences due to sickness or holidays.

Regular Communication Channels

Transparent Classroom

Most of our communications to parents will be via email or [Transparent Classroom](#). Please ensure the school has your most current email address and check your junk mail to mark our communications as 'safe' going forward.

Transparent Classroom (TC) is the online record-keeping tool we use to maintain classroom records and communicate with families. Teachers maintain lesson records, and parents can log in 24/7 to view any forms that require completion. Login details will be sent to new families at the beginning of the school year. If you have any questions, please contact Chrissy at chrissy@skyridgemontessori.ca.

Transparent Classroom: www.transparentclassroom.com

MyEd BC

The school also uses MyEd for contact information and attendance, as mandated by the Ministry of Education.

Family Contact Information

The school requires accurate and up-to-date contact information for all parents or guardians, including emergency contacts and preferred methods of communication (e.g. phone, email).

If any of your contact details change during the school year, please email the updated information to admin@skyridgemontessori.ca as soon as possible.

At the beginning of each school year, a contact information form will be sent home. Please review it carefully, update as needed—especially emergency contacts—and return it to the school promptly.

Keeping this information current helps ensure we can reach you quickly in case of illness, emergencies, or important updates.

Contacting Teachers

If you wish to speak with a teacher or share information during or outside school hours, please email the teacher directly to request an appointment. Teachers will respond within 24 to 48 hours.

Please do **not** contact teachers or assistants via text or cell phone for school matters. Staff focus on caring for children during work hours and keep their phones off or out of sight to minimize distractions. Your support in this is appreciated.

You may request a meeting with your child's teacher anytime during the year to discuss specific concerns or progress. Simply email to book an appointment.

Rest assured, your child's teacher will reach out if there are any concerns requiring a conference.

Fall Conference ~ Casa Program Year 1 & Year 2

In mid-October, your child's teacher will reach out directly to schedule a meeting. This conference is an opportunity to discuss how your child is settling into the classroom environment.

You can expect to talk about your child's progress, strengths, and any areas where they may need additional support.

Reports & Conferences ~ Kindergarten to Grade 9

Progress reports will be distributed throughout the year to demonstrate your child's progress as well as report on the BC Ministry of Education Core Competencies.

Formal Parent-teacher conferences are held twice a year.

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ILLNESS

Illness

Children ill from a fever, vomiting, or diarrhea **may not come to school until the fever has passed or vomiting or diarrhea has stopped for at least 24 hrs.**

Aspirin or Tylenol of any kind (Tempera, Tylenol, etc.) **will not** be administered by the school for your child's cold or flu-like symptoms. If your child requires medication for fever, cold, or flu, then they are too ill to be at school.

If your child develops a fever, diarrhea, or vomiting during the school day, you will be called to take your child home.

Children who are too ill to cope with a full school day (outdoor play, group activities, etc.) should not return until their health has improved.

IMMUNIZATION & MEDICAL CARE

Children Who Are Not Immunized

Vancouver Coastal Health and the Ministry of Education now require all schools to have updated immunization information for students. If your child is not immunized, you will need to sign a form stating that no immunization records will be provided.

If an outbreak occurs in the community, your child may be asked to stay at home for up to 21 days or until the outbreak has ended, as per Vancouver Coastal Health guidelines. [Immunization Waiver Form >>](#)

Medical Emergencies & Care Card

Parents must provide the school with their child's Care Card Number.

In the event of a medical emergency at school, your child will be taken to the nearest hospital by ambulance if needed. We will contact parents as soon as possible, but will not delay emergency treatment if parents cannot be reached.

If parents are unavailable, we will contact emergency contacts listed in Transparent Classroom, so this information must always be kept up to date.

The school has a fully equipped First Aid Kit, and several staff members are certified in CPR and First Aid.

Administration of Medication

Please review [Policy 404](#) for full details regarding the administration of medication.

Medication will only be administered to your child under the following conditions:

- All medicine must be prescribed by a doctor, and have your child's name on it.
- No expired medicine will be given.
- Medication must be handed to the teacher by the parent/guardian.
- Unauthorized medication found in a child's possession will be removed.

Parents will need to sign a form giving the school permission to medicate their child.

Administration of some medication may not be feasible and is at the school's discretion.

[Administration of Medication Form>>](#)

Management of Allergies & Anaphylaxis

Allergen-aware Environment

We are committed to providing a level of care to ensure the safety and well-being of students with a known risk of anaphylaxis/life-threatening allergies. Given the severe consequences of anaphylaxis, parents, school staff, and the school community must share in the responsibility to provide a safe environment.

While it is impossible to eliminate all potential allergens from the school environment, strategies to minimize risk, including identification of individuals at-risk, recognition of symptoms, potential triggers and regulations around emergency response are essential for creating a safe environment. It should be noted that any food, non-food item or scent could trigger an anaphylactic reaction.

If your child has anaphylaxis, please complete the form linked below.

[Anaphylaxis Emergency Plan Form>>](#)

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SCHOOL FEES & REFUND POLICY

Tuition Fees & Payment Policy

The school will review the tuition fee structure annually and establish rates for the following school year.

Our tuition schedule runs from August 1st through April 1st.

Tuition fees can be paid monthly or in full. Those paying monthly must provide the administration office with post-dated cheques for the full year or pay by direct debit on the 1st of the month.

In January, families who will be returning for the next school year will be asked to complete a re-enrolment form and provide a one-month tuition deposit, to be applied to May of the following year's tuition. **This deposit is non-refundable.**

Please note the Quickbooks sales receipt comes out 10 days prior with PAD payments. This is a notice before your withdrawal payment comes out of your account on the first of the month.

Supply & Enrichment Fees

\$150/year - Casa Year 1 & Year 2

\$575/year - Kindergarten to Grade 9

Families will be invoiced for this annual fee at the beginning of the school year. Funds will be used for classroom materials and supplies, snacks and food preparation, field trip transportation, enrichment activities, and a year-end camp trip for K to Grade 9.

Withdrawal & Refund Policy

A child enrolled is expected to attend through to the end of the school year, and parents should fully understand the annual financial obligation.

At least two months' written withdrawal notice must be given to the school, with notice provided on the first day of the month. Notice provided after the first day of the month will be considered effective as of the first day of the next month.

For example, if notice is given on December 20th with a withdrawal date of March 31st, January and February tuition will be required during the notice period.

Your annual tuition deposit is non-refundable.

BOARD POLICIES & FORMS

Board Policies

Please review the Board Policies that are also available on our website. These policies serve as a helpful guide to how Skyridge Montessori is structured and governed. They provide clear direction in the following areas:

- Board Governance
- Human Resources
- Education Program
- Students & Code of Conduct
- Parent & Community Relations
- Business Procedures
- Facilities & Equipment

[View Board policies >>](#)

Forms

[Immunization Waiver Form](#)

[Administration of Medication Form](#)

[Anaphylaxis Emergency Plan](#)