



Montessori House for Children

Lakemont Montessori School, Inc.

Parent Handbook

2009-2010

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School Philosophy

Montessori House for Children School pledges to provide an environment where students' unique personalities and learning styles can flourish. Our goal is to provide enticing and interesting materials at a child's own level, in a nurturing atmosphere that invites learning, builds confidence and encourages self-reliance and self-discipline. In this setting, children love what they do and they learn what they love. Beyond the gains for the individual, we endeavor to model a view of the world that is more about harmonizing differences than creating uniformity. From knowledge comes understanding. With understanding comes peace.

Mission Statement

Montessori House for Children is dedicated to providing a comprehensive education that invites children to learn through a complete environment emphasizing indoor and outdoor learning spaces prepared specifically to spark the child's natural learning tendencies. We work as a community to foster confident, competent and socially responsible members of society.

Hours of Operation

Our school is open from 6:30 a.m. until 6:00 p.m. Monday through Friday. Late pick-ups after the last car has left the drive-through or after 6:00 pm are charged at a rate of \$1 per minute per child up to 15 minutes and \$30 late fee for 15 to 30 minutes. Late pick-ups will be documented by school/family on the late pick-up sign out sheet.

* Office hours are 8:30 a.m. to 4:30 p.m. daily.

Programs Offered

Half day	8:30 a.m. - 11:30 a.m. (Toddler) 8:30 a.m. – 12:00 p.m. (EC)
Extended day	8:30 a.m. – 2:30 p.m.
Full day	6:30 a.m. – 6:00 p.m.

The school is staffed according to student population and follows State mandates. Requests for extensions beyond the program time you have registered for are accommodated on a space available basis and need prior approval.

Toddler Community (IC)

~18 months to ~ 2 ½-3 years

Early Childhood Community (EC) ~3 years to ~ 6 years (includes the kindergarten year – 3rd year). Children meeting the age requirements will be able to enter first grade after MHFC.

Additional information regarding Toddler and Early Childhood communities will be given upon enrollment into school community.

Extracurricular Activities

Extracurricular activities occur after 2:30 p.m. We offer a nice variety of extra-curricular activity providers based on the interests of the children and families. Information on these activities is available in the school lobby. Enrollment and payment of chosen activities is handled directly by extra-curricular providers.

Summer Program

A rich and exciting adjunct program is offered each summer. The school partners with outside providers such as Museum of Natural Science, Katy Visual and Performing Arts, Music presentations, Animal and Wildlife programs etc. that take place on school property. Registration for the Summer Program opens in March of each year.

General Information

Applications and Admissions

Procedure for Admissions

Children are evaluated on the basis of readiness for school and potential for success in a Montessori classroom. It is equally important to determine whether the parents' educational philosophy is compatible with that of MHFC.

The admissions process begins with:

- Visitor Information and/or School Tour
- Scheduled Observation
Following the observation, parents will be invited to discuss their impressions with the Director or with an admissions representative.

When the decision to apply is made, complete and submit the following:

- Application – including application and authorization for the request of student records.
- Non-refundable application fee of \$100

On receipt of complete application forms and fee, a second series of steps designed to provide more intensive exploration and discussion, leading to a clear decision regarding enrollment.

- Parent & Director Meeting
- Schedule for first day/orientation or placed on waiting list
Children who have been placed on the waiting list will be given an approximate starting time based on our best efforts to predict future openings.
- Enrollment forms and tuition deposit are due upon assignment of a classroom and start date.

Please note:

- a) The application fee and materials/field trip fees are **non-refundable**.
- b) School Enrollment assumes good faith intent to attend a complete academic school year. Withdrawals during the school term will result in forfeiture of deposit, unless it is a school initiated withdrawal. Deposits will be applied to May tuition of last year of child's attendance, with a written notice given by April 1st. There is no reduction of tuition for absences due to illness, vacations or any other extended absence from school.

- c) A child is enrolled on a six-week trial basis. If he/she has settled into the Montessori program, it will be known in this time frame. If our program does not meet the needs of the child or family, a meeting will be held with the director to determine future arrangements.

Consistent Attendance and Daily Routine

Regular consecutive attendance and on-time arrivals are essential components of your child's success in school. A family considering Montessori House for Children should determine if their schedules and family circumstances permit consistent on-time attendance before enrolling in the school.

- **Classes start at 8:30 a.m.**
- **Parents are asked to not accompany the child to class once it starts at 8:30am** as it disturbs the class routine. Please wait in the front lobby until a staff member is able to take your child to class.
- In order to protect the children's classroom environment, we strongly enforce our attendance policy that **children will not be able to attend after 9:30 am unless prior arrangements have been worked out with the child's teacher or director.**
- Please inform your child's teacher of any planned absences or call the front office if your child's absence is due to illness.
- If a child's attendance becomes so inconsistent that it has a negative effect on the child or group of children, you will be asked to withdraw until able to commit to a consistent routine.

Arrivals, Departures and Drive-Through Lane

Full day children arriving before 8:00 a.m. will be accompanied by their parent into either the Toddler classroom or the central Home Environment Room. After 8:00, children will be accompanied from the Lobby to their classroom, to avoid disrupting the Home Environment room activities. At the end of the day, parents of full day students will pick-up their child from the classroom. Our Montessori lessons and activities are on-going throughout-out the day, so please wait at the door and give your child time to restore his work, in order to avoid disrupting the normal routine of the children.

For children arriving for the Montessori Academic program, we encourage you to use our staff assisted service from your car to ease the congestion of "rush hour" traffic. Staff will assist arrivals from 8:30 to 8:45 each morning and at 11:30(Toddler), 12:00 (EC) and 2:30 (Toddler & EC) in the afternoons. *We have many children using this service, so diligent adherence to this drop-off time is essential to getting our children into the school safely and on time.*

Do not leave your car in the drive-through lane – Not only is this a fire lane, but it also poses serious safety concerns during drive-through times if parents are not in their car at all times.

- Please have your child exit from the school side of the car, if using teacher assisted drive-through lane times.
- You are responsible for your child's safety, once they are dismissed. Always hold your child's hand while coming in and leaving the school. Our parking lot is adjoined to a driveway which gets very busy during peak times.

- Your child will be allowed to leave the school **only** with parents or persons designated on enrollment form. In an emergency, or if there are temporary departure arrangements, the parent must send a written note giving the name, date and identifying information about the person picking up the child. Please send this note for each day your child will be picked up by your alternate. This person must give proper identification, such as a valid driver’s license. We will make a copy of their license and keep it in your child’s file.
- It is a Federal and State Law that all children under 8 years old be buckled in a safety seat.
- Please support the school policy that **ONLY** staff and adults push the “Red Button” that releases the door lock.

Communications

School statements, notices, policy changes, and newsletters are sent via e-mail, so please keep us informed of contact information changes – This is our primary means of communicating quickly with our families.

- **Please check your family folder regularly.** This folder is used for incident reports, extra-curricular communications, Birthday invites & weekly communications. Please check these folders daily if full-day and at least weekly if you will use driver-through at dismissal time.
- If you have a question about your child, leave a note (in front office) for your child’s teacher. Notes are delivered to teacher in-box or delivered to class if the matter is urgent. Your child’s teacher will contact you within a 24 hr. period.
- Once class has started (8:30 a.m.), the teacher’s time and attention will be with the class. Please respect this class time and leave a note for your child’s teacher with the front office staff.
- **For other matters, we have the following ‘first contacts’ list:**

Matters related to:	First contact:
Child’s progress, classroom activities and class procedures	Classroom Lead Teacher
Early morning arrival & late afternoon (2:30-6:00 pm) program	Morning & Afternoon Guides
Admissions, Attendance, Medicine check-in and other Front Office matters	Melissa Schlicht Myrium Vasquez Neelo Surty (pm)
Tuition questions & general assistance	Business Manager Pam Nelson
Parent Education, faculty, curriculum, academic counseling	Director – Barbara Walleck

If, at any time, your concern is not resolved, please set up an appointment with the school Director, Barbara Walleck. We desire to do the very best for your child. When we handle areas of concern quickly and with care, we achieve our goals for your child without disruption.

Dress Code

- MHFC wishes to promote an environment FREE of media influences. Please read our link on the website on TV and the effects on children. Support our effort to protect this environment by dressing children in attire (shirts, shorts, shoes, jackets, etc.) free of popular TV shows, movie characters (Cinderella, Spider Man, Hulk, Dora, Bratz, and other TV/movie stars.
- Play clothes are encouraged – simple, washable, sturdy and easy to manage – large buttons, front zippers, front fastening pants, elastic waste band, dresses, simple belts. This encourages your child’s growing independence and will make dressing a positive experience. Children should be dressed appropriately for weather, activities and comfort. Painting, gardening, water work and food preparation take place every day.
- For younger children, unable to tie, we recommend Velcro, zip or slip-on shoes. Leather shoes and ‘tennis shoes’ are most practical for our playground surface.
- Cowboy boots and flip-flops should not be worn, as they are safety concerns for your child and others.
- Encourage your child to participate in choosing their own clothes.
- Extra clothes- Each classroom has a supply of “extra clothes” marked MHFC, which are community owned and are there if/when a child gets wet or dirty. If your child wears MHFC labeled clothes home, please return them to school as soon as possible. If your child does bring extra clothes, please put them in a ziplock bag with his/her name on it. **Backpacks are not allowed.**
- Toddler children – easy on/off clothes. No clothes with snaps in the crotch/onesies. Additional guidelines are available from your child’s teacher.

Laundry

Laundry of all bed linens and toddler training pants is done on-site.

Nutrition

- Breakfast is available from 6:30 – 8:00 A.M. for full-day children.
- Snacks are offered mid-morning for all children and mid-afternoon (schedules vary per class) for full-day children. Food prep is also a part of the classroom, and this is in addition to snacks listed on our menu.
- Parents have two lunch options: 1) MHFC offers an optional lunch program from our catered family-style hot lunch provider, or if home provided lunches are preferred, please see the school website for nutritional guidelines of packed lunches from home.
- All drinks and snacks brought to the school for your child or for special occasions must be low sugar. Perishable items need to have ice-packs. Please note: **Children are encouraged to eat but will not be forced to do so.** Any recurring eating problems will be discussed with the child's parent.
- Breakfast, snack and lunch menus are posted in the school and on the web site. Catered hot lunch menus offer a vegetarian option.
- If special dietary needs or allergies require omitting a nutritional requirement from the school lunch, parents will need to provide a nutritionally complete (see guidelines) lunch from home. All food allergies must be listed in the school enrollment forms.

- **MHFC is a low-sugar facility.** This policy is to be followed in breakfasts brought to school and lunches brought to school and in community celebrations (such as birthdays) and special occasions.

Lunch is enjoyed around 11:30 am for Toddler communities and 12 noon for all extended and full day students. (Half day students dismiss before lunch)

Nap and Rest times:

MHFC provides each child a sleeping mat, fitted sheet and blanket. Replacement mats, if needed, can be purchased at the school. Blankets and bed linens are provided and laundered at the school weekly, or more regularly if needed.

- Every child has different sleep needs. Older children who exhibit the following abilities will be invited by their teacher (with parent's approval) to join the extended academic period, from 1:00 to 2:30 PM:
 - Strong concentration
 - Long attention span (can work for an extended time)
 - Controlled behavior (self-discipline)
 - Follows instructions well
 - Sense of maturity
 - Endurance

Transportation

Our school has a policy that no enrolled child be transported to or from the school by faculty. We do not transport children to outside events. Rather, we have outside event providers come to the school for special programs.

Teachers/Guides and Support Staff

We have certified Montessori teachers and Montessori interns/assistant teachers. All our staff is first aid and CPR trained as well as involved in continuing education credits/training.

*Babysitting by staff members is strongly discouraged. If you have references to offer for mother's helpers, babysitters or nannies, please post your referrals on our bulletin board in the front lobby.

Code of Conduct

We strive to keep the classroom environment a peaceful one. Children have freedom in the classroom so long as the child's behavior is respectful to themselves, others and classroom materials.

Behaviors which are contrary to our CODE OF CONDUCT will be addressed immediately and appropriately:

- 1) Disruptive behavior, which deprives others of learning.
- 2) Intimidation, verbal abuse, physical threats and hurtful acts (such as hitting, punching, kicking or biting).
- 3) Destruction of school property (classroom & playground equipment, supplies).

Teachers will let a child know if he is interfering with another's freedom and/or disrupting the peaceful work environment. The goal of discipline is helping the child gain self-control through learning appropriate behavior, rather than forcing the child to conform to adult standards.

In keeping with our above methods, the following guidelines are followed by our guides:

1. Redirect the child to an activity or work that is appropriate and meaningful.
2. Use consistency.
3. Allow for natural consequences to take place that are understood and logical to the child, ex: Cleaning up after a spill.
4. Recognize and encourage concentrated and appropriate efforts.
5. Teachers/Guides serve as a role model for all appropriate behaviors and actions.
6. Corporal punishment is not allowed. Verbal abuse and sarcasm are not allowed.

We encourage our parents to mirror these basic behaviors at home, to make for consistent environments in your child's main areas of life. While a parent is on school grounds, the above mentioned guidelines must be followed.

In nearly all cases application of the foregoing guidelines will suffice. However, if the behavior of a child is not positively affected by this approach, the following procedures will be followed:

- First occurrence: parent/teacher conference to discuss a plan of action involving the triangle: parents, teacher and child.
- Second occurrence: parent, teacher and director conference to discuss further options available to help the child.
- Third occurrence: It may be determined that the school does not meet the needs of the child and an alternate education setting is suggested.

The school reserves the right to terminate the attendance of any student or family whose presence is considered by the school to be detrimental to the best interest of the school. The school reserves the right to ask a parent to collect their child from school as an appropriate action when the child is displaying harmful behavior.

The school uses communication forms to document discussions by phone/in person. Teacher and parent will each sign these communications and each gets a copy.

Community Information

Family Involvement

Parents are the child's first and most important educators. We emphasize the importance of the family in the child's development and seek to create a partnership with parents. Parent involvement includes participation in educational, social and financial aspects of the school community. Together, staff, parents and children become a community of learners, able and willing to receive and to give back.

The school has a Parent Organization Board which is made up of volunteer parents who can make a time commitment to meet 3 times a year with administration to plan school enrichment activities.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled twice during the school year – in the fall and in the spring. Conferences are not restricted to these times, however. You may set up a conference anytime throughout the school year.

Classroom Observations

The best way parents can understand the Montessori experience is to observe the classroom at work during the morning Montessori work period. The school has

observation times reserved just for parents. Other times, visitors may schedule an observation with the front desk. Classroom observations are limited to one family per class. Hall observations may be done any day between 9 and 11. If a family member comes for a special function or an observation, please keep in mind that when a child sees a family member at school, they think it's time to go home, so keep the rest of your day open to that possibility.

Study of Living Things

At Montessori House for Children we study and observe an assortment of plants, insects, amphibians, reptiles, birds, fish and mammals. If your child has an allergy to animal or plant, please notify the front

Birthdays

The Early Childhood (EC) communities celebrate birthdays the “Montessori Way”. The birthday child is the ‘center of attention’ of his/her class by holding the globe and walking around a “sun” and the months of the year as a story of his/her life is read. This is a lovely and natural way to symbolically experience the passing of years and the child thoroughly enjoys this. Each class has its own variation of this theme. Please talk to your child’s teacher ahead of time, if you wish to participate. A low sugar snack or fruit tray may be brought to celebrate the occasion. Balloons, class decorations, goodie bags, paid entertainment and high sugar snacks are not allowed in class.

*Birthday Party Invites – Please request a class directory so that you may mail invitations directly to families or leave them in the family folder in front lobby. Invitations are not to go into a classroom.

The Toddler communities (NIDO and IC) may also bring a low sugar snack to share with their class and we also suggest donating a book or other item to the class in honor of their child’s Birthday.

Community Celebrations

Celebrations involving parents are integral to the life of the school. Many of these celebrations revolve around the activities of individual classes: holidays, simple plays, birthdays and farewells, while others bring the larger community together: Teacher Appreciation Day, Earth Day cleanup, Family picnic, graduation, cultural celebrations etc. Whether small and informal or organized for the whole school, celebrations and rituals highlight and affirm the values and vision of our school.

The Montessori view of cultural celebrations is that with knowledge comes understanding. Building community based on this understanding and respect will further our goal of a peaceful world community.

Important Numbers

MHFC –main #	(281) 239-3400
MHFC Fax #	(281) 239-3466
MHFC Website	www.montessorihouseforchildren.com
Montessori House for Children-After Hours Support	(713) 875-3347 – Director, Barbara (281) 468-0160 – Manager, Pam
Child Abuse Hotline	(800) 252-5400 or www.dfps.state.tx.us
Local Licensing office	(713) 940-3009

The Director has available a copy of the minimum standards and Montessori House for Children's (MHFC's) most recent Licensing inspection report.

Financial Policy

- School Enrollment assumes good faith intent to attend a complete academic school year. Withdrawals during the school term will result in forfeiture of deposit, unless it is a school initiated withdrawal. Deposits will be applied to May tuition of last year of child's attendance, with a written notice given by April 1st. **There is no reduction of tuition for absences due to illness, vacations or any other extended absence from school.**
- The tuition schedule with registration and associated school fees is provided each family at time of application to the school. School tuition for the academic year is based on an academic year total divided into monthly payments.
- Tuition is due the 1st of the each month. Statements are sent monthly via e-mail. Cash, check, money order or a bill paying service through your bank or credit union are the preferred methods of payment. The school has a locked tuition box just inside the front door. Credit card options are available on-line or in person; however the cost of credit will be applied to your next statement if you use this option. Tuition is late after 3 calendar days. A late fee of \$25 is applied after the grace period. The school reserves the right to suspend attendance or withdraw a child if tuition is not paid by the 10th of the month.
- A bank service fee of \$25 is charged for returned checks.
- All admission/re-enrollment and summer activity fees and pre-paid special events fees are non-refundable.

Late pick-up fees: Drive-thru dismissals: After the last car has left the carpool lane, children will be brought into the front office to wait for parents. Regrettably, the school can not absorb the cost of staff working overtime to stay with late departures. There is a late pick-up charge of \$1/minute. Late pick-up after 6:00 is \$1/minute after 5 minute grace period. \$30 after 15 minutes.

Summer tuition policy

In order to be able to book our special events and to arrange for adequate teaching staff, the school has a no-refund policy on summer registration fees and activity fees once a student has registered and paid.

Health, Safety and Wellness

School Security

- Our school has two security systems. The first is a badge that allows entry into the building, the second is a sign-in PIN code that automatically signs your child in and opens the interior door.

- At all times except drive through times, you should use your badge. Always have your badge with you. The door bell is primarily for visitors. If you misplace your badge, please request a new badge – replacement badges can be purchased at cost.
- All visitors and volunteers must be checked-in through the front office and are accompanied from there by a staff member. Family members (other than parents) who wish to visit must have parental permission and should be arranged in advance. We ask all families to please keep in mind that when a child sees a family member at school, they think it's time to go home.

Fire & Bad Weather Drills

Fire drills are conducted monthly. The evacuation route is posted in each room. In threatening weather, our front office monitors weather bulletins and calls an alert through the intercom if a bad weather drill is needed. The severe weather rooms are indicated throughout the building. These drills are conducted on a routine basis, following the State and Local regulations.

Injury

Should your child be injured while at the school we will advise you as soon as possible. Our first and immediate concern will be to care for your child. Depending upon the severity of the injury, you will be contacted and consulted about the procedures you want followed (doctor or hospital etc.). All of our staff members have been trained and certified in both First Aid and CPR.

Medications

The school administers prescription medications only. Any exceptions need to be accompanied by a written doctor's note. All medication must be given to a faculty member in the front office upon arrival and the parents will be required to sign Medical Release and Authorization Forms (located at the front desk and available on our website as well under Forms) giving all the required information asked for thereon, before any medications of any kind will be administered. Over the counter medications must be accompanied with a doctor's note indicating dosage for the child.

Prescription medicine must be in the original container labeled with the child's name, a date, directions, and the physician's name. The medication must be administered as stated on the label directions. Medications will not be administered after their expiration date. In general, we administer medications during the child's lunch time, unless there is a special circumstance, in which case you will communicate this to us on the medical form.

When to keep a child home

- We are not licensed to provide get-well care. In order to maintain minimum standards, if your child's illness prevents the child from participating comfortably in school activities (including outdoor play), they should stay home.
- If your child is required to have more than one breathing treatment/ medicine treatment per day.
- If your child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
 - Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;

- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- If your child has had to have fever reducing medicine or has had fever within the past 24 hours.
- When returning to school after an illness, please let the school front office know of the nature of the illness and that your child has been cleared to return to normal activities at school.
- Pink Eye Policy-If your child has one or both eyes that are itchy, red or crusty, **DO NOT BRING THEM TO SCHOOL**. If a child develops any signs of eye infections, the parent will be called to pick up the child. Children going home due to possible eye infections shall remain home for at least 24 hours before returning to school and have at least 3 doses of medicine, or a note from their pediatrician saying when they may return to school.

Illness

Should your child become ill during the course of the day, you will be notified immediately. You must arrange to have him picked up as soon as possible – we are NOT licensed to provide get-well care. Your child will await your arrival in a safe area away from other children.

- Children sent home due to fever or vomiting/diarrhea must be symptom free and without need for fever reducing medicine for 24 hrs. before coming back to school. We will provide you an “Illness Report” letting you know what symptoms your child experienced at school. This note will explain the 24 hr. rule for returning to school.
- If your child has been diagnosed with a communicable illness, please notify the school so that the other parents can be alerted to watch for symptoms.
- When returning to school after an illness, please let us know the nature of the illness and that he has been cleared to return to normal activities at school.

When your child is unable to attend school due to illness, please call or email the school to inform us of their absence.

Water Play & Safety

At Montessori House for Children we enjoy many aspects of water; from actual work in the indoor classroom and in our “outdoor classroom”/ (watering gardens) to playing in sprinklers and water tables. For the safety of your child, we will limit water activities to aforementioned uses and will not have wading pools on school premises.

Child Abuse Reporting

State Law and Licensing requirements state that child care facilities are required to report immediately to the police or Child Protective Services (CPS) if they suspect child abuse, neglect or exploitation.

Emergency Management Plan

The emergency management plan will be implemented in response to situations that require us to evacuate the school or the school grounds, or shelter in place. Examples of such situations include fire, severe weather, toxic spills, or acts of wars.

Types of Evacuation

School Evacuation

Monthly fire drills practice one form of school evacuation. Students exit the building and remain on the Montessori House grounds.

Campus Evacuation

If necessary, students would evacuate Montessori House grounds and go to McNeil Elementary (next door).

Shelter In Place

Students and teachers will shelter in place in the event of severe weather, nearby chemical spill, or other events that require us to seek shelter indoors.

In the event of a chemical spill or other airborne hazard, the ventilation system carrying outside air will be shut down.

While sheltering in place, the school will be open as long as students need to be here. The school has stores of bottled water and food for such a situation.

In the event that a shelter-in-place is declared, we strongly discourage parents from coming to the school until instructed to do so.

How the school will communicate with parents

The school will communicate with parents via email and telephone (via our Emergency Contact Committee) to keep you informed. It is important that parents keep the school up-to-date on emergency contact information.

How parents can communicate with the school

Depending on the circumstances, communications may be limited: even if the school phone lines remain open, they will be tied up if there are multiple calls that come in at the same time.

Our first priority in the event of an emergency is to ensure that children and school staff are safe. Our second priority is to contact parents and to keep you informed.

The school will contact Fort Bend Sheriff's Department and the Community Fire Department in the event of an emergency and will follow their instructions.

2009/2010

Academic Year School Calendar Montessori House for Children

Back to School and End of School Year

- August 14 Last Day Summer Program
- August 17-18 Full Day Students Only
- Aug 21 New Student Visit Day
- Aug 19-21 Teacher In-Service School Closed
- August 24 First Day All students
- May 28 Last Day of School - Academic Year

Whole School Closings

- Aug. 19-21 Teacher In-Service and school renovations
- Sept. 7 Labor Day
- Nov.13 P/T conferences
- Nov. 26-27 Thanksgiving
- Dec. 24-25 Christmas Holiday
- Dec.31-Jan 1 New Years Holiday
- April 2 Easter Holiday
- April 16: P/T conferences
- May 31: Memorial Day

Academic Breaks/Early Release Days for 1/2 and Extended Day Students

Only Full Day Students Attend these days

- Sept. 25 NO SCHOOL: Staff Development
- Oct. 30 Early Release: 11:30 & 12:00: Faculty Mtg..
- Nov. 20: Early Release: 11:30 & 12 :00: Faculty Mtg.
- Nov. 23-27 Thanksgiving Holiday
- Dec. 18: Early Release: 11:30 & 12:00
- Dec.21-Jan 4 Christmas Holiday
- Jan.4: NO SCHOOL - Teacher Inservice
- Jan. 18: NO SCHOOL - MLK Day - Teacher Inservice
- Jan. 29: Early Release: 11:30 & 12 noon
- Feb.15: NO SCHOOL - Teacher Inservice
- Feb.26: Early Release: 11:30 and 12 noon
- Mar. 15-19: Spring Break
- March 26: Early Release: 11:30 and 12 noon
- April 30: Early Release: 11:30 and 12 noon
- May 28: Last Day of School: Early release
- May 31: Memorial Day No School

Aug.

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**Parent Acknowledgement of
Montessori House for Children
Parent Handbook**

Effective August 24, 2009

STUDENT NAME: _____

**Receipt of written Operational Policies in the Montessori House for
Children 2009/10 Parent Handbook**

I (we) hereby acknowledge receipt of Montessori House for Children's 2009/10 Parent Handbook which covers general school information, community information, financial policy and Health, Safety and Wellness policies pertaining to the 2009/10 academic school year and summer program. Our enrollment is our acceptance of these policies.

Signature of parent/legal guardian:

Date:

Signature of parent/legal guardian:

Date:

Please return this form no later than Friday, August 28, 2009 or within one week of enrollment into the school.