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## **MISSION STATEMENT**

Lake Hills Montessori's mission is to provide a safe, loving, accepting and stimulating environment for all children. LHM celebrates racial, ethnic and religious diversity and believes all differences in each child make our environment richer. We believe that all children are capable of learning. We create a noncompetitive atmosphere where each child can enjoy success in appropriate learning experiences at their developmental level. We adhere to the unique Montessori philosophy of education, which enables the students to become confident, competent and enthusiastic learners for life.

## **ADMISSIONS PROCEDURES**

At Lake Hills Montessori, we do not discriminate, but encourage racial, ethnic, religious, and economic diversity in our student body. Our acceptance decisions are determined by the degree that our Montessori program can meet the needs of each individual child. We also strive to maintain equilibrium between gender and age level in every classroom in order to create a well-rounded group of children.

Lake Hills Montessori may, at its discretion, dismiss or suspend a student at any time if the student fails to conform to regulations established by Lake Hills Montessori; or if a parent or guardian fails to assist Lake Hills Montessori in the implementation of its policies.

### **Eligibility**

Pre-Primary must be at least 2 years old for admission. Primary children must be toilet trained. Siblings of current students and Montessori transfer students receive preference.

### **Parent School Visits**

We require parents to schedule a time to visit the school at which time you are able to observe the children in the classroom setting so that you may experience the Montessori learning environment and observe the interactions between teachers and students.

After your child is enrolled and acclimated/normalized to the Montessori classroom, we have an open door policy to parents. You are welcome in our school at any time during the day. We do ask that you refrain from visits during nap time as this can be disruptive to our sleepers.

## **INTERVIEWS & ADMISSIONS DECISIONS**

A teacher will interview every child over the age of three who would like to be considered for admission into Lake Hills Montessori. You will be contacted by the Director in order to schedule an interview for your child after we receive your completed application. Please note that during the school year we only interview for vacant positions once they become available. Hence, if you apply for a position mid-year, you may not be contacted right away for an interview. In addition, parents will be required to observe in the classroom before their child is enrolled.

## **ARRIVAL & DISMISSAL**

**Arrival:** All children must arrive at LHM by 8:30 a.m. It is important for your child to arrive on time to ensure your child's participation in all classroom activities. On time arrivals allow teachers the opportunity to greet each child and welcome them to the classroom. We begin our day with circle time and a group lesson. Children who miss these lessons are deprived of this time and routine. In addition, when children enter the classroom after 8:30 a.m., it is disruptive to students and teachers who are engaged in lessons.

**Dismissal:** All children must be picked up no later than the designated dismissal time: 12:00 p.m., 3:00p.m. or anytime before 6:00 p.m. Any parent arriving to pick up their child after their designated dismissal time will be charged one dollar per minute, per child late fee. We understand that emergencies and extenuating circumstances periodically arise which are beyond your control. In this case, please call the school 30 minutes before your child's dismissal time to avoid the dollar per minute late fee. You will be charged \$5 per hour (drop in rate) this will not be prorated therefore, if you use 10 minutes of the hour you will be charged the same amount as you would if you use 50 minutes of the hour. Late fees can be added to your tuition or paid separately.

## **ATTENDANCE**

It is important for your child to attend regularly in order to fulfill your child's need for consistency and order. This also enables your child to participate fully in class lessons and other learning experiences. Parents must contact the school when a child is absent.

## **BIRTHDAYS**

Children enjoy celebrating their birthdays with friends at school. We celebrate each child's birthday during group time on a day that is prearranged with the parents. You may send a special treat for the class to enjoy at snack time on your child's birthday. Parents are invited and are strongly encouraged to attend their child's birthday celebration. In our birthday celebration, we like to show pictures to the class of the birthday child as she/he was growing up. Therefore, we ask that you send a photo of your child at birth, when she/he was one year old, two years old, three year old, etc. It is also a tradition at Lake Hills Montessori for the birthday child to present a book or plant to the school in honor of his/ her birthday.

If you are planning a home party for your child, and do not intend to invite the whole class, invitations must be mailed to the individuals home by bringing stamped invites to office. Also, please do not send gifts to school.

## **COMMUNICATION GUIDELINES**

We at LHM believe that concerns a parent may have are best addressed and resolved through direct and open discussion. We encourage parents to speak directly with a teacher regarding a particular issue related to a classroom situation. If the parent does not feel that the issue has been effectively resolved after speaking with the teacher, or if there is a particular sensitivity, the parent should make an appointment with the Director. The Director will then report the particulars of the concern to the teacher and hear the teacher's response. After assessing the complaint and the response, the Director will determine what action, if any is necessary. The Director will inform the parent and the teacher of the proposed plan of action. Such actions may include but are not limited to a meeting between the teacher and the parent; a meeting among the teacher, the Director, and the parent, or further meetings between the Director and the teacher.

Teachers only have time for quick conversations with parents during arrival and dismissal, as all of their energy must be focused on the safety and well being of the children. You may find it helpful to write a note to your child's teacher to provide any information regarding your child's particular needs. Further communication is welcomed and encouraged outside of class time. Please feel free to schedule a conference with your child's teacher. You may also discuss any immediate needs or concerns with the Director.

## **COMMUNICABLE DISEASES**

If your child has a communicable or contagious disease, please contact LHM right away so that we can alert the parents of other students who may have been exposed. Children with communicable diseases may not attend school until the disease is no longer contagious. We may ask for written notification from your child's doctor to return to school.

## **DAILY SCHEDULES**

Daily Schedules will be posted outside each classroom

## **DISCIPLINE**

Discipline is approached in a positive manner. Teachers model appropriate behavior, extend encouragement, and provide the children with positive choices. Our goal is to promote effective problem solving techniques for the children and to help them take responsibility for and learn from their actions. Discipline at LHM does not involve corporal punishment, humiliation, verbal abuse, or other forms of cruel or severe punishment. Respectful behavior is modeled and expected from everyone involved with Lake Hills Montessori.

## EMERGENCIES

In the event that your child is involved in an emergency situation, he or she will be brought to the school office and receive the appropriate care. You will be notified immediately. If necessary, we will send your child to the nearest hospital in an ambulance, accompanied by at least one member of LHM faculty. We will send the medical consent form, signed by his/her parent, with the child to ensure immediate treatment. It is **imperative** that parents keep all emergency information updated.

## EMERGENCY DRILLS

At LHM, we will have regularly scheduled emergency drills. These drills will include a fire drill once a month and a tornado or disaster drill once every three months. This is a great opportunity to instill safety awareness in the children.

## HOLIDAYS

### 2010-2011 Holidays and Other Special Events

June 1 <sup>st</sup> 2010	First day of Summer Session
June 18 <sup>th</sup> 2010	Father's Day Breakfast
July 5 <sup>th</sup> 2010	<b>Fourth of July*</b>
July 29-July 30 <sup>th</sup> 2010	<b>Teacher Work Days*</b>
August 2 <sup>nd</sup> 2010 (New Students & Pre-Primary)	First Day of School
August 3 <sup>th</sup> 2010 (All Returning Primary Students)	First Day of School
September 3 <sup>rd</sup> 2010 (Teacher In-Service Day)	<b>Student Holiday*</b>
September 6 <sup>th</sup> 2010	<b>Labor Day*</b>
September 9 <sup>th</sup> 2010	Back to School Night
October 12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> 2010	School Pictures
October 20 <sup>th</sup> 2010	<b>Parent/Teacher Conferences*</b>
October 21-22 <sup>nd</sup> 2010	<b>Fall Break*</b>
October 29 <sup>th</sup> 2010	Fall Fest
November 23 <sup>rd</sup> 2010	Thanksgiving Feast (students early release @ 12)
November 24-26 <sup>th</sup> 2010	<b>Thanksgiving Break*</b>
December 20-December 31 <sup>st</sup> , 2010	<b>Winter Break *</b>
January 17 <sup>th</sup> , 2011	<b>MLK Day*</b>
Feb 14 <sup>th</sup> 2011	Class Valentines Day Parties
February 21 <sup>st</sup> 2011 (Teacher In-Service Day)	<b>Student Holiday*</b>
March 4 <sup>th</sup> 2011	<b>Parent/Teacher Conferences*</b>
March 14 – 18 <sup>th</sup> , 2011	<b>Spring Break*</b>
April 22 <sup>nd</sup> 2011	Earth Day
May 6 <sup>th</sup> 2011	Mother's Day tea
May 20 <sup>th</sup> 2011	Graduation Day
May 25 <sup>th</sup> 2011	Last Day of School
May 26-27 <sup>th</sup> 2011	<b>Teacher Work Days*(tentative)</b>
May 30 <sup>th</sup> 2011	<b>Memorial Day*</b>

\* School will be closed

**FINANCIAL INFORMATION**

**2010-2011 School Year**

Pre-Primary	7:30 a.m. – 12:00 p.m.	\$700 / mo.
Pre-Primary	7:30 a.m. – 3:00 p.m.	\$775 / mo.
Pre-Primary	7:30 a.m. - 6:00 p.m.	\$875 / mo.
Primary	7:30 a.m. – 12:00 p.m.	\$600 / mo.
Primary	7:30 a.m. – 3:00 p.m.	\$675 / mo.
Primary	7:30 a.m. - 6:00 p.m.	\$775 / mo.
Extended hours		\$5/hr

**FINANCIAL POLICIES**

The school operates on a planned budget and must meet its many financial obligations promptly. It is the responsibility of parents to pay all tuition and other charges incurred on or before the 5<sup>th</sup> of each month. Late fees in the amount of \$5 per day will be assessed beginning on the 6<sup>th</sup> of the month. **When withdrawing, 30 days written notice is required.** Lake Hills Montessori will not refund or reduce any part of the tuition or other charges because of dismissal, absence, or withdrawal of a student either before or during the school year. Lake Hills Montessori may suspend or dismiss a student if tuition and other charges have not been paid by the specified due date.

Payment Procedures: In the foyer you will find a parent mailbox for each family. On the first of each month a tuition statement will be placed in your family’s mailbox. It is your responsibility to take your statement out and place a check in the tuition folder in the foyer for the amount specified on the statement.

**REGISTRATION & FEES**

After a child’s acceptance and payment of \$200 registration fee has been received, parents must complete, sign, and return all enrollment forms to LHM **before** your child’s first day of attendance.

LHM has an annual supply fee of \$300 per child; you can either pay in full September 1<sup>st</sup> or break this into three payments of \$100 due in September, January and May.

There is a \$40 fee for each returned check/declined credit card. If LHM receives more than one returned check/declined per family, we reserve the right to request the parents to pay on a cash basis.

There are no refunds given for vacations, illnesses, absences, or holidays, as the school must continue to meet all expenses incurred for the operation of the facility.

## **ILLNESS**

Children with a fever of 100 degrees or greater **must be kept at home until they are fever-free (without fever medication) for 24 hours**. LHM reserves the right to send your child home, if in the judgment of the faculty, your child is contagious to other children, too ill or uncomfortable to be in school, or unable to participate effectively in class activities. We will call and inform you of your child's illness and you must arrange to pick up your child within 60 minutes. If you are unable to pick up your child, you will need to contact someone to pick her/him up at the school. If your child is recovering from an illness and you do not feel that he/she can fully participate in our special programs and outdoor play, please keep your child at home. We are staffed so that we may provide a clean and safe environment for a collective group of children and are not able to take time out to provide individual attention for ill children during these activities.

## **IMMUNIZATIONS**

Children must receive and have proper documentation of all state-mandated immunizations in order to attend LHM. Parents are responsible to supply all updates on their child's immunization records.

## **MEDICATION**

We do not dispense medication at school. If your child needs medication during the day, you will need to arrange for him or her to receive it from someone other than a Lake Hills Montessori staff member.

## **INJURIES**

Staff at LHM will make every effort to ensure the safety of your child while in our care. Unfortunately minor accidents may occur. We will notify you if your child has an illness or accident. Parents are responsible for all medical bills that may occur. In case of a serious accident, we will contact you immediately. If we are unable to reach you by telephone, we will contact the person listed on your enrollment form. If we are unable to reach your emergency contact person, we may take your child to the nearest hospital.

## **LICENSE**

LHM is fully licensed by the Department of Human Services. It is our responsibility to maintain the minimum standards published by OKDHS.

## **LUNCH & SNACK**

Children who are picked up after 12:00 each day will be fed a nutritious lunch Monday through Friday each week. Currently our lunches are being catered by “Lady Fingers” each day.

We also provide nutritious snacks two times a day, once in the morning and once in the afternoon.

The lunch and snack menus are posted on the parent information board outside of each classroom.

If your child has food allergies or is a vegetarian, please notify us and plan to provide him/her with a sack lunch on the day there is an item which he/she can not eat.

## **LOST & FOUND**

When your child loses something, please check in the lost and found basket located in teachers work room. After a reasonable time, we will give all unmarked and unclaimed articles to charity. LHM is not responsible for lost or stolen items. Please mark all belongings and do not send valuables to school.

## **MESSAGES & TELEPHONE**

Please check your family mailbox on a daily basis for newsletters and messages from teachers. Please direct all telephone calls to the school at **296-9936**. The teachers will return telephone calls when they are not directly involved with the children. Only in cases of emergency will we notify teachers immediately. If no one answers the telephone, please leave a message and we will get back to you promptly.

## **PARENT – TEACHER CONFERENCES**

Parent – Teacher Conferences are scheduled bi-annually or as needed basis. This time enables parents and teachers to discuss the child’s development and any concerns the parents may have. Usually these are in the form of informal meetings. Parents are welcome to request a conference at any time throughout the school year.

## **PARENT MEETINGS**

We require parent involvement from each of our LHM families. During the school year, LHM will host a series of parenting workshops/parent education nights as a resource to our families. We strongly encourage you to participate, if you are unable to make a parent night we will have a copy of the information given in the office. The topics will be of interest to most parents ( positive discipline, Montessori philosophy, food/nutrition, raising healthy children, creating a stimulating environment at home, etc.) In addition to providing information to parents, it also encourages school spirit and unity among teachers, students & parents providing the best environment for your child!

## **PARENT VOLUNTEERS**

We invite parents to volunteer your time and talents to LHM. We are always in need of volunteers to help in many different areas and welcome your support. Please contact the Director to see how you can get involved.

## **REST TIME**

All children who participate in the After School Program will need a “nap roll”(a mat, blanket and a small pillow) for rest time. Your child’s nap roll will be placed on a cot for rest time. These items will be sent home each Friday to be laundered and returned to school the following Monday. Please do not send stuffed animals or dolls or any item too large to fit inside the nap roll.

## **SCHOOL HOURS**

LHM is open Monday through Friday from 7:30 a.m. to 6:00 p.m.

## **SCHOOL VISITS**

Throughout the school year, prospective parents, teachers from other schools, relatives, and student teachers observe classes at LHM. Parents are also welcome to observe classes. Please schedule all observations with the Director. Please do not enter classrooms unannounced or hold conferences with the faculty while the children are in the classroom.

## **SMALL SCHOOL ITEMS**

We have many small items among our classroom materials here at school. Inevitably, some of these seem to find their way home with the children. Any work on our shelves, which are missing a piece, must be removed from the classroom until the missing piece can be replaced. Because many of our materials are purchased from Montessori suppliers throughout the country,

this can sometimes take quite a while. Please help us to avoid the inconvenience of having to remove school work from the classroom by seeing that anything brought home from school is promptly returned.

## **SNOW DAYS**

LHM follows the Jenks Public Schools closing schedule. Listen to the radio or watch the television for school closing information. If the Director decides to close the school early due to inclement weather, we will contact all parents with instructions for picking up their children.

## **SPECIAL PROGRAMS**

**Spanish:** Primary students are taught Spanish weekly. The instruction is geared to the developmental level of the class. The children will be learning Spanish through songs, poems, stories, games and movement activities from Montessori Spanish curriculum.

**Music:** Music is an integral part of our curriculum at LHM. All children participate in musical activities daily in the classroom.

**Physical Education:** Children engage in a daily free play on the playground (weather permitting). LHM students have a wide variety of equipment to use for their large motor development as well as a large shaded playground.

**After School Program:** We offer an After School Program from 12:00 p.m. until 6:00 p.m. each day. LHM's After School Program teachers provide a supportive and caring environment for children. Children participate in art, cooking, and science projects daily in addition to outdoor play.

**Summer Camp:** Lake Hills Montessori Summer Camp extends for eight weeks. Summer camp begins the July first and will run through July. Adding to the Montessori environment, children participate in exciting activities such as art projects, nature studies, theatrical performances and water play. The objective of the camp is to foster creativity, discovery, and friendship in a loving, supportive atmosphere.

**The Good Shepherd Program:** As an afternoon elective, we will offer a time of study where children will be exposed to teachings from the Old and New Testament. This is a program uses a Montessori approach to teach the students stories in the bible.

## STUDENT CLOTHING

The clothing worn by the children becomes a part of the classroom environment and has an effect on the ambiance. We ask that all children wear a uniform each day and have a change of uniform here at school. These items are available at most department stores and on line with Lands End catalog.

**Boys:** White/Navy “polo” type shirt (with a collar), long sleeved or short sleeved  
Navy/Khaki pants or shorts  
closed toed shoes (**with out lights!**) that the child can easily take on and off.

**Girls:** White/Navy “polo” type shirt (with a collar) long sleeved or short sleeved  
Navy/Khaki pants, jumper, skirt or shorts  
closed toed shoes (**with out lights!**) that the child can easily take on and off.

\*Please keep an extra uniform (extra change of clothes, socks and underwear) at the school in case your child needs clean clothing throughout the day.

Please save the following for enjoying outside of school:

- Double laces, long shoe laces, cord or leather shoelaces, which are very hard to keep tied.
- Cowboy boots, jellies, flip-flops, clogs, slip-on dress shoes.
- Buckles, belts, or suspenders that children cannot handle by themselves and may prevent successful toileting.
- Bracelets, dangling jewelry or headbands that will not stay on.

## STUDENT RECORDS

We treat all information contained in a child’s record as privileged and confidential. Records will be released to other educational institutions only with written consent from the child’s parents. If parents wish to review their child’s records, they may ask the Director.

## TOYS & PERSONAL BELONGINGS

Children may **NOT** bring toys to school. We do welcome books or other educational material for sharing. Please label all personal belongings. LHM is not responsible for the loss or damage of your child’s personal property. For show and tell, please encourage “educational” items- books, postcards, photos, found nature items, rather than toys, cars, trucks etc. .

## **PHOTOS**

On occasion your child may be photographed at LHM for advertising, classroom displays or parent gifts. If you do not wish your child to be photographed please let your child's teacher and LHM director know prior to his first day of school.

## **WEBSITE**

LHM does have a website; [www.lakehillsmontessori.com](http://www.lakehillsmontessori.com). On this website you will find links to helpful Montessori websites, bios on our wonderful staff, downloadable forms and calendars, etc. You are also encouraged to email the director with any questions you may have (a link can be found on the website).

## **YOUR CHILD'S FIRST DAY AT LHM**

You can help prepare your child for his/her first day of school by engaging in discussion with your child about his/her new classroom, new teacher, new friends, and all of the fun things that your child will do while at LHM. Please arrive between 8:00 a.m. and 8:30 a.m. on the first day.

After your child is greeted by the classroom teacher and welcomed into the classroom, please give your child a good-bye kiss/hug with a quick, confident goodbye. It is our experience that children transition easier when the good-bye is kept brief and positive! Although some children become very upset the first time that their parent leaves them at school, they usually settle down shortly after their parents leave. Please feel free to call the Director throughout the day to see how your child is doing.