



White Mountain

Montessori Schools

Learning for a Lifetime

ELEMENTARY CLASS

REGISTRATION AND FEES PACKET

Completion of Registration Checklist

- Registration application
- Discipline Policy
- Emergency Care Agreement
- General Release Form
- Financial Policy
- Volunteer Program Agreement
- Emergency Information and Immunization Record
- Physician documentation of required immunizations or immunization exemption

Revised 2/11

REGISTRATION

White Mountain Montessori Schools was founded in September 1997. Since its inception, White Mountain Montessori has offered quality preschool and elementary education to the White Mountain community. We are located at 421 S. Woodland Road, Lakeside, AZ 85929, behind WME theatres. Our mailing address is: PO Box 1819, Pinetop, AZ 85935. Our website is www.whitemountainmontessori.org.

Please feel free to call to make an appointment to observe/register at (928) 367-1201.

Mission Statement

The mission of White Mountain Montessori School is to provide quality Montessori education to the children of the White Mountains. We seek to provide a peaceful learning environment that promotes respect and appreciation for one another as well as other cultures.

White Mountain Montessori Schools admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs.

Welcome to White Mountain Montessori Schools

We have created a Montessori environment in which children can develop themselves independently using didactic (self-correcting) materials. The Montessori teacher acts as a guide at the direction of the child's urging. These urges to manipulate the environment and work with the materials are the result of the child's sensitive periods of development during which the child is attracted to certain activities above all others. Your child will have the freedom to follow this inner direction, with the Montessori teacher always aware of the growth and development that is occurring. The teacher will provide your child with the next level of work that can further aid in his development. The instruction also helps the child learn to respect the work of others while enjoying conversation and freedom of movement in the classroom. Children love Montessori because they are loved and respected for being unique individuals in the process of constructing themselves.

Montessori offers a complete educational program for even the youngest child. The lessons are presented in ways that allow the child to absorb the knowledge effortlessly as part of his natural development.

The Montessori prepared environment has a full range of materials including: Practical Life Exercises, Sensorial Apparati, Language Exercises, Mathematics Exercises, Science, Biology, and Botany Experiences, and work in cultural areas including geography, art, and music.

According to Dr. Montessori, it is our duty to see that "the environment is treated with respect, and to cultivate an approach which conveys the impression of communal ownership and a familiarity of careful usage." When accidents happen, they provide the opportunity of introducing living techniques – how to avoid spilling water, how to do things quietly and correctly without disturbing your neighbor. Manners, habits, and customs are demonstrated with great patience, kindness, and love by our qualified instructional staff using Montessori-based methods.

Parents are welcome to observe our classroom and may make an appointment to do so. You may find that you want to implement some of Dr. Montessori's philosophies and practices into your family life as well. We have a partnership with parents in raising joyful children with healthy personalities and love of learning that will last a lifetime. The child is the most important member of society – the representative of the future and our promise for peace.

All children must be picked up by 5:30pm (snack provided). Payment is due monthly and will be invoiced the beginning of each month for the previous month.

White Mountain Montessori School

**Elementary Program
Registration Application**

I wish to reenroll my child (name) _____
for the academic year beginning _____, scheduled for Monday through Friday,
8:30am – 3:00pm.

Child's Personal Information

To help our staff better understand your child's home environment complete the requested information below.

Parental (Please circle) Marriage Separation Divorce

Death - Father ____ Mother ____

If divorced or separated, with whom does your child live? _____

Are parents remarried? Father ____ Mother ____

Have any other significant family members, including pets, died? _____

Are there new family members in your child's home? _____

Is either parent away from home for long periods of time? _____

Is your child regularly cared for by anyone other than parents? _____

Name of Caregiver _____

Describe your child's play activities:

Outdoors _____

With other children _____

Favorite activities, games _____

Favorite toys, books _____

How much TV does your child watch _____

What programs? _____

What is your reason for continuing your child's education at White Mountain Montessori Schools?

Child's name _____

Other children in the family:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Other members of the Household (Grandparents, housekeeper, etc)

Name _____ Relationship _____

Name _____ Relationship _____

Remarks: _____

Signature of Parent/Guardian

Date

Parent/Guardian name(s) _____

Address _____

Mailing Address _____

Home Phone _____

Cell Phone _____

Cell Phone _____

email _____

email _____

Child's name _____

White Mountain Montessori Schools Discipline Policy

All discipline shall be of a positive nature and have, as goals, the safety of the child, the education of the child, the self-discipline and the character development of the child, and the collective benefit of the classroom and the school.

The basic rules are explained to the children:

Talk slowly

Walk slowly

Respect another's work

Only touch your own work

Walk around a rug

Sit down to work

Replace all materials as you found them

At group time:

Wait your turn to talk

Listen to the speaker

Watch the Teacher

Be polite always

Care for your friends and school

* In addition, special attention is given to special virtues, known as "The Positive Rules." These virtues include respect, kindness, honesty, and hard work. We encourage all parents to reinforce these virtues at home as well as part of your child's development.

Discipline Policy:

First Incident: When a child first breaks the rules, it is assumed that s/he did not know the proper way to behave. The teacher will demonstrate to the child how to behave and what to say in a particular situation.

Second Incident: When a child willfully disobeys, disrupts, injures, or destroys, s/he is immediately, but gently, removed to a place apart from the group. When possible, s/he will remain in the same room with the other children. This enables the child to observe other children behaving in positive ways. The child may rejoin the group or activities when s/he feels ready to participate positively. The parent(s) are notified of the incident either verbally at the end of the day or through a confidential note in the parent mailbox.

Third Incident: When a child repeatedly has problem behavior, the parents are called in for a conference. Consistent methods of discipline are discussed. Parents are

encouraged to always avoid spanking or abusive methods of discipline.

Fourth Incident: Four chances are given to correct the disruptive or destructive behavior. If all efforts fail to help the child, the parents are asked to disenroll the child from the school. At the discretion of the teacher and Director, alternative placements may be suggested that hopefully will meet the child's needs.

Signed: _____ (Mother or Legal Guardian) Date: _____

Signed: _____ (Father or Legal Guardian) Date: _____

Updated 2/10

Child's name _____

White Mountain Montessori School Emergency Care Agreement

I hereby grant permission for the Director and supervising teacher/caregiver to take whatever steps may be necessary to obtain emergency medical care, if warranted. These steps include, but are not limited to, the following:

1. Attempt to contact the parent or guardian
2. Attempt to contact the child's physician
3. Attempt to contact the parent or guardian through any of the persons listed on the emergency information card. **At minimum, two emergency contacts are required on the Emergency Information Card**
4. If we cannot contact the parent or guardian or your child's physician, we will do any or all of the following:
 - a) call another physician
 - b) call an ambulance
 - c) have the child taken to the emergency hospital in the company of a staff member.
5. Any expenses incurred under 4 above will be borne by the child's family
6. The school will not be responsible for anything that may happen as a result of false information, lack of information given at the

time of enrollment, or lack of updated information as personal circumstances change.

Signed: _____ (Mother or Legal Guardian) Date: _____

Signed: _____ (Father or Legal Guardian) Date: _____

Updated 3/09

Child's name _____

White Mountain Montessori Schools General Release Form

No child will be admitted until all the necessary forms have been completed and returned to the school and approved by the Director/Administrator.

Children will be admitted on the basis of a pre-enrollment interview. The school reserves the right to discharge, at any time, any child whose presence, in the opinion of the school, is detrimental to the program of the school or any child who is not benefiting from his instruction.

1. White Mountain Montessori Schools (WMMS) may use photographs, reproductions and/or sound recordings of my child. Use may include advertising and publicity purposes such as, but not limited to, our website, social media sites, our brochure, or the newspaper. My child's name and identifying information will not be used without my written permission.
2. I hereby release, indemnify, and hold harmless WMMS and its staff from any loss or damage to toys, clothes, or any other personal articles.
3. I hereby warrant to WMMS that I am entitled to legal custody and possession of my child and, accordingly, am authorized to place my child in your care and custody and am further authorized to sign this release form.
4. On admission of my child to WMMS, I agree to observe the regulations as set forth by the school.
5. I hereby consent to have my child participate in walks or rides away from the school grounds to nearby points of interest. I will be notified of such field trips in advance.
6. I hereby grant permission for my child to use all of the play equipment and participate in all of the activities at the school.
7. I am aware that WMMS's liability insurance policy covers only students formally enrolled at the school and not other children using the facilities. Therefore, if for any reason, I

bring to school children other than those enrolled and, in the event that they should sustain injuries on said premises, I hereby release and absolve the school completely and totally for all responsibility or blame for any and all such injuries and subsequent consequences thereof, if any.

8. Parents often have a need to contact other parents, therefore, a Parent Directory is compiled at the beginning of each year, which is distributed only to other parents. I authorize WMMS to include my name, address, and telephone number in the

Parent Directory.

*I/we **DO NOT** want my/our personal information published in the Parent Directory*

Signature of Parent(s)/ Guardian(s)

9. WMMS will not distribute contact information to anyone not affiliated with WMMS, sell contact information, or utilize contact information for non-WMMS business.

Signed: _____ (Mother/legal guardian) Date: _____

Signed: _____ (Father/legal guardian) Date: _____

Updated 2/11

Child's name _____

White Mountain Montessori School Financial Policy

The following is our Financial Policy. Please read it carefully.

1. You must pay the entire \$125 Registration Fee (per student) before we can reserve a space for your child at WMMS. A space you have spoken for but for which the fee has not been paid, may be allotted to someone else. Your account must be up to date before the fee will be accepted.
2. Your Registration Fee reserves the space for your child for the entire year, so the space is saved if your child is absent. If you formally disenroll your child, however, his space will be made available to the next child on the waiting list. The registration fee is non-refundable even if you later decide not to enroll your child at WMMS.
3. Our annual tuition is calculated on the basis of an academic-year budget, but we have adopted a monthly payment convention because some people may not be able to pay the annual amount all at once. Monthly payments are considered payment for a fraction of the academic year, and shorter months (like those containing longer holiday periods like Christmas) are considered the same as all others. We are unable to refund you or prorate your tuition for absences or allow your child to make up days missed at other times.
4. WMMS is a low-margin, labor-intensive business. We establish our budget based on an expected amount of tuition being paid at the beginning of each month. We cannot afford to absorb late payments.
5. White Mountain Montessori Schools payment policy is as follows:
 - a. An invoice will be emailed as close to the 1st of the month as possible.
 - b. Payment is due by the 10th of the month. If the 10th falls on a weekend, payment is due the Friday before.
 - c. A late fee of \$25 will be charged if payment is not received by the 15th of that month.
 - d. **One month behind – If your account is not paid in full by the end of that month, the parent or guardian will be required to meet with the school Director and or designated member of the Board of Directors to arrange payment plan.**
 - e. **Two months behind – If after two months your account is not paid in full, your student will automatically be disenrolled.**
 - f. Checks returned to us will also carry a \$25 returned check fee.

6. In extenuating circumstances, arrangements may be made to pay later than the 10th of the month. This will stretch our budget to the limit and it is important that you honor any agreements you make to pay late. If you still have not paid by the agreed-upon date, a late fee will be charged. We regret that repeated failure to pay will result in disenrollment of your child.
7. Before and Aftercare are provided for your convenience at a rate of \$4.00/hr. Billing will be billed on ¼ hour increments. Billing will be rounded up, Ex. 5 minutes after care will be billed for ¼ hour. The hours are: 7:30-8:15am and 3:15-5:30pm. We observe the honor system on the times you sign in or out your student. Abuses will be handled individually. Your child must be picked up no later than 5:30pm. No exceptions*. Payment is due monthly and will be invoiced at the beginning of each month for the previous month.
8. If you withdraw your child partway through a month for which you have already paid tuition, we will be unable to refund any portion of your payment. Refunds will be issued when "Notice of Withdrawal" is given a full month in advance.
9. You must pay \$200 fee for unfulfilled volunteer hours as outlined in the Volunteer Program Agreement.
10. Half-day students staying past 12:45 pm will be charged \$4.00/hour for up to 5 days a month. Billing will begin at 12:45pm. If half-day students stay past 12:45 pm for more than 5 days in a month, they will be billed as full-time student rates for that month.

Signed: _____ (Mother/Legal Guardian) Date: _____

Signed: _____ (Father/Legal Guardian) Date: _____

***For children left after 5:30pm, the Aftercare provider may charge for services at her discretion.**

Updated 2/11

Child's name _____

White Mountain Montessori Schools Volunteer Program Agreement

WMMS requires parents to volunteer **eighteen hours** per child per school year with a maximum of **forty hours per family**. Parents who do not fulfill volunteer requirements will be required to pay a \$200 volunteer fee at the end of the year. We understand that for many of you it is difficult to find extra time, but your help is very important to our school. Every parent is unique and can offer the children of our school a new way to grow and learn. What better way to become part of your child's education, get to know his peers, and show him you care. All White Mountain Montessori needs from you is two hours per month. Here are some ways you could help:

1. Parent Workday
2. Substituting for Teachers while in meeting or when out ill (substitute teachers are required to be fingerprinted and have clearance from the appropriate governing agency)
3. Lunchroom and playground assistance
4. Maintaining beauty and order of the classroom and grounds
5. Assisting on field trips
6. Serving as a coordinator, committee member, or assisting in:
 - a. Fundraising
 - b. School social functions

- c. Public relations
 - d. Board subcommittee
7. Volunteering your experience in class
- a. Art projects or Music
 - b. Foreign language
 - c. Cooking or baking
 - d. Health, fire and public safety
 - e. Making class materials
 - f. Yearly photo scrapbook
 - g. Monthly newsletter
 - h. Travel/Cultural experiences

No amount of your time is too little. Just one half hour here and there can really mean a lot. Just one full day is half of your volunteer hours for the entire year. We are looking forward to a great year. We hope you can be a part of it with us.

Signed: _____ (Mother/Legal Guardian) Date: _____

Mother's special interests/talents _____

Signed: _____ (Father/Legal Guardian) Date: _____

Father's special interests/talents _____

White Mountain Montessori Schools General Information

1. The WMMS Parent Handbook is available in the Office and on the school website. whitemountainmontessori.org. We encourage all parents to read this handbook and become familiar with the policy and guidelines of WMMS.
2. WMMS sets their own schedule for weather delays or cancellations. The school will post announcements on the school phone. Efforts will also be made to have the information posted on local media, i.e. Channel 4, and local radio stations.
3. To avoid interruptions in the class, you are requested to schedule appointments with the teachers before or after school.
4. Parents are welcome to observe their child during the school day. However, please make arrangements with your child's teacher in advance.
5. At the end of each week your child will bring home a "Friday Folder" which will include in-class assignments, spelling quizzes, permission slips, and a weekly newsletter. Please be sure to check for these items at the end of each week.

6. Parent mail boxes are located in the lobby area near the sign-in sheets. Please check your box regularly for other important documents such as billing statements and school-wide events. Parent mail boxes are for school and school related communications. All other communications need to be approved by the Director prior to placing in the boxes.

7. The lobby area is available for flyers, business cards, and community event reminders. However, please be sure to receive verbal permission from the Director before posting information.

8. There are binders in the lobby for the sign in and sign out of your student. Students in the elementary class need to be signed in if arriving prior to 8:15 am and signed out if the student remains at the school after 3:15 pm. Failure to appropriately sign out your student will result in charges until 5:30 pm.

Signed: _____ (Mother/Legal Guardian) Date: _____

Signed: _____ (Father/Legal Guardian) Date: _____