

**THE CHILDREN'S HOUSE MONTESSORI SCHOOL**  
**4023 Lee Avenue**  
**Little Rock AR 72205**  
**Tel 664.5993**  
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**e-mail: childrenshouse1973@gmail.com**

What is the house we must build for our children?  
The house we must build is us.  
Our attitude,  
Our knowledge,  
Our desire to understand their growth,  
Our desire to consciously help their growth.  
The house where our children must abide is us.

By Cele Bona  
A Montessori mother

Dr. Maria Montessori, an Italian physician and educator, believed that no human being is educated by another person. He must do it himself, or it will never be done. A truly educated individual continues learning long after the hours and years he spends in the classroom, because he is motivated from within by a natural curiosity and love for knowledge. Dr. Montessori felt that the goal of early childhood education should not be to fill the child with isolated facts from a pre-selected course of studies, but rather to cultivate his own natural desire to learn.

In the Montessori classroom we approach this objective in two ways; first, by allowing the child to experience the excitement and joy of learning by his own choice, rather than by pressure or force from the adult; second, by helping him to perfect the use of his natural tools for learning so that his ability will be at a maximum in future learning situations. The Montessori materials have this dual long-range purpose in addition to their immediate purpose of giving specific information to the child. In the classroom the child is invited to handle the materials and work at his own periods of interest and readiness. In The Children's House, the emotional, intellectual, physical, social and spiritual aspects of your child's growth are all of equal importance. The "prepared environment" of the Montessori classroom ministers to the needs of the "Whole Child".

In "The Absorbent Mind", Dr. Montessori wrote, "The most important period of life is not the age of university studies, but the first one – the period from birth to age six. For that is the time when man's intelligence itself, his greatest implement, is formed. But not only his intelligence, the full totality of his psychic (mental) powers. At no other age has the child greater need of an intelligent help, and any obstacle that impedes his creative work will lessen the chance he has of achieving perfection."

It is in this spirit that we invite your child to take part in a unique educational opportunity in an environment prepared especially for his needs and interests. Our curriculum includes language, mathematics, geometry, geography, history, pre-history, botany, biology, foreign language, music and art. Ours is a house where your child may work and grow at his own pace. The class and activity rooms, equipped with Montessori apparatus and both conventional and improvised materials, are part of a total concept of education that extends the "classroom" to the natural environment, the home and the community.

We cordially invite you to visit and observe the children in class, any Tuesday or Thursday at 9:00am. An appointment is necessary. An enrollment fee of \$75.00 will hold a place for your child for the coming year or sooner.

Thank you for your interest.

The Children's House Montessori School.

The Children's House Montessori School was founded in 1973 by Nancy Hall Scott and Dr. Whit Hall. The first classes were held at 219 N. Cedar Street.

In 1975 the school moved to its present location at 4023 Lee Avenue.

### **Admission Statement**

The Children's House Montessori School admits students of any race, color, creed, national and ethnic origin to all programs and activities. The Children's House does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies and programs.

### **Admission Procedure**

Parents are advised to obtain information, visit & observe, before submitting an application for enrollment. After the school receives the application form and fee, the child's name is placed on the waiting list if no immediate opening is available. Other forms **required** at placement include Personal History, signed Discipline Form, completed Emergency Information Cards, and a **current** immunization record.

### **Acceptance and Enrollment**

Acceptance of the applicant is based principally on the child's adaptability to the program as determined by the child-teacher-parent-administrator interviews, and the parent's expectations of the school's program.

Order of acceptance prerequisites are as follows:

1. currently enrolled students
2. siblings of currently enrolled students/or legacies
3. children with previous Montessori schooling
4. new applicants.

Once a student is enrolled, he/she is given a trial period to become acclimatized to the environment. If the child is considered to be a hazard to himself/herself, or to the well-being of other members of the classroom (including staff) conferences will be held with the parents and teachers. If the situation is not corrected, conferences with the Administrator will follow. Parents must be willing to work with the teachers for the benefit and well-being of the student, the teacher and the school community. If after a series of conferences the situation has not improved, the parents will be requested to find another placement for their child.

Enrollment is renewed annually in January. Re-enrollment forms and fee deposits are due at this time. It is important to re-enroll early, as registration opens to new families in February.

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**APPLICATION FOR ENROLLMENT STARTING \_\_\_\_\_**

Child's name \_\_\_\_\_ Gender: M / F Date of birth \_\_\_\_\_

Address \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Home telephone \_\_\_\_\_

Parent's name \_\_\_\_\_ Occupation \_\_\_\_\_

Business address \_\_\_\_\_ Business telephone \_\_\_\_\_

*e-mail address* \_\_\_\_\_ Cell phone \_\_\_\_\_

Parent's name \_\_\_\_\_ Occupation \_\_\_\_\_

Business address \_\_\_\_\_ Business telephone \_\_\_\_\_

*e-mail address* \_\_\_\_\_ Cell phone \_\_\_\_\_

Physician \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

- The youngest age for enrollment is three (3) months.
- If your child age  $\geq 12$  mos does not function independently without a pacifier, a bottle, a blanket, or any other form of support system, we ask that you wean him/her from such devices before he/she starts school.
- We request a visit at which the child and one or both parents are present.
- A current immunization record **MUST be furnished prior to attendance.**
- We require notice in writing, one month in advance, if your plan to withdraw your child from school before the end of the school year.
- We reserve the right to terminate a child's enrollment at The Children's House if that child's presence endangers the emotional stability and/ or physical safety of other children enrolled. A parent/teacher conference will be scheduled and the reasons for discharge will be stated.
- All policies and procedures will be applied equally to each student regardless of age, sex, race, color, religion or national origin.

I hereby make application for my child to attend The Children's House Montessori School. The application fee of \$75.00 is enclosed.

Signed

\_\_\_\_\_  
(Parent) \_\_\_\_\_ (Parent)

Date \_\_\_\_\_

My child will attend school for:

<b>MORNING CLASS</b>	<b>8:30am-11:30am</b>	<b>( )</b>
<b>FULL SCHOOL DAY</b>	<b>8:30am- 2:30pm</b>	<b>( )</b>
<b>FULL DAY w/CHILD CARE</b>	<b>_____am - _____pm</b>	

**My child will participate in the school lunch program YES ( ) NO ( )**

Date of observation \_\_\_\_\_

**THE CHILDREN'S HOUSE MONTESSORI SCHOOL**  
**4023 Lee Avenue, Little Rock, AR 72205**  
**FEE SCHEDULE**  
**SCHOOL YEAR 2019-2020.**

The school hours for children who attend half-day (morning) classes are 8:30-11:30am. The full day class hours are 8:30am-2:30pm.

Childcare is offered before and after school hours. The Children's House opens at 7:00am and closes at 6:00pm. Child care is available during the school year (September-May) and during summer school (June - August), with the following exceptions: Thanksgiving (3 days - W, TH, & Fri), Christmas Eve & Christmas Day, New Year's Eve & New Year's Day, Martin Luther King Day, Presidents Day\*, Good Friday, Memorial Day, Independence Day, Labor Day, and the 2<sup>nd</sup> Monday of November\*. The school is closed on these days and there are no classes and no childcare. School is also closed for a staff workday on the Friday before Summer School starts (May/June) and the last Friday before the new school year begins (August/September). Classes are out during Christmas Holidays and Spring Break. We remain open for childcare for those children regularly enrolled in the before and after class childcare program. Children who attend classroom hours only DO NOT attend school during Christmas Holidays and Spring Break unless you have signed up for childcare, at an extra charge.

Tuition is **DUE AND PAYABLE** on the first of each month - please refer to Financial Policies for details. A late charge of \$35.00 is added to ALL accounts not paid on the first of the month; a second late charge of \$35.00 is added to all accounts not paid by the 15<sup>th</sup> of the month.

**SCHOOL FEES** (non-refundable - see Financial Policies).

Application fee of \$75.00 for a new student.

Annual school fees of \$400.00 per child (pro-rated after school year commences).

Registration fee for summer school - \$100.00

Building fee of \$150 per child

Technology fee of \$50 per child (ONLY age 3 years +)

PTO Fee of \$35 per family (Payable to: "CHMS PTO")

**TUITION** (non-refundable - see Financial Policies).

<b>Half-day (morning)</b>	8:30am - 11:30am	3mos.-11mos.	\$515.00 per month
	8:30am - 11:30am	12mos.-3yrs.	\$475.00 per month
	8:30am - 11:30am	3 yrs.-5yrs.	\$460.00 per month
<b>Full day</b>	8:30am - 11:30am	3mos.-11mos.	\$600.00 per month
	8:30am - 2:30pm	12mos.-3yrs.	\$560.00 per month
	8:30am - 2:30pm	3 yrs.-5yrs.	\$545.00 per month
	8:30am - 2:30pm	6yrs.-9yrs.	\$545.00 per month
<b>Child Care</b>	7-8:15am & 2:30-6pm	All Ages	\$175.00 per month

Tuition rate is for attendance 5 days per week. Tuition is not pro-rated for fewer days' attendance.

When two or more children in a family are attending school FULL TIME the first child will pay full tuition; tuition for each subsequent child will be reduced by \$30.00 per month.

Children who attend for school hours only should be picked up at 2:30pm; a charge of \$15.00 per hour or part thereof, will be charged for late pick up (i.e. after 2:45pm). Children who attend for childcare hours by should be picked up by 6:00pm; A late pick-up charge of \$10.00 will be assessed for every 5 minutes or part thereof past 6:00pm. This charge is payable to the person who had to remain late to take care of your child. Late pick-up charges are billable per child. School lunch is provided upon request at a charge of \$60.00 per month. Milk is provided upon request at a charge of \$5.00 per month. Lunches and/or milk may not be purchased on a daily basis but must be purchased by the week or by the month.

We require notice in writing one month in advance if you plan to withdraw your child from school before the end of the school year.

\*New School Closings for 2019-2020: the 2<sup>nd</sup> Monday of November and Presidents. These days will be used for staff professional development and parent/teacher conferences. We will also be closed the Wednesday before Thanksgiving.

## THE CHILDREN'S HOUSE MONTESSORI SCHOOL

### **FINANCIAL POLICIES**

1. Tuition is due and payable on the first day of each month. A late charge of \$35.00 is added to all accounts not paid on the first day of the month. There are no exceptions. If your child is not in school on the first day of the month, or if you are on vacation etc. on the first of the month, your child's tuition is still due and payable on the first day of the month, and you should make the necessary arrangements to have the payment in the office on the first of the month if you wish to avoid the late charge. If your account is not paid on the first, you will receive a statement with the late charges shown as part of the payment due. A second late charge of \$35.00 will be added to all accounts not paid by the 15<sup>th</sup> of the month. Tuition is **non-refundable**. During the school year the entire monthly tuition amount is due regardless of any time your child is absent from school during that month. We require notice in writing one month in advance if you plan to withdraw your child from school before the end of the school year.
2. When tuition for the month remains unpaid at the end of that month, you will be asked to make other arrangements for your child's tuition until the account is made current.
3. Annual school fees apply to the school year (September – May). New students will pay the entire amount in August. Students who enroll after the school year has commenced will pay pro-rated fees at the time of enrollment. Annual fees cover a variety of things – computer, art, music, creative movement, and foreign language etc. which are part of our curriculum. Annual school fees are **non-refundable**.
4. The \$100.00 re-enrollment fee (for children presently in attendance) should be paid no later than January 31. Payment of this fee will be applied to the annual school fees (\$400.00) due in August. The re-enrollment fee is **non-refundable**.
5. The registration fee for summer school (June-August) is \$100.00 and is **non-refundable**.
6. Building fees cover building, property, and playground maintenance and repair and is **non-refundable**.
7. Technology fees are only payable for children ages 3-9 years and is **non-refundable**.
8. All payments – tuition & fees – must be current by the starting date of school in order for a child to begin class.
9. PTO membership fee is \$35.00 per family and is due at the start of the school year or at the time of enrollment.
10. Each family participates in the annual fund-raiser. Parents who choose to **NOT** participate, donate \$50.00 in lieu of participation. This does not apply to PTO fund-raisers which are a separate entity.

### **PAYMENT SCHEDULE**

AUGUST 15	pay annual fees - \$400 for new student; \$300 for re-enrolled student, building and technology fees.
SEPTEMBER 1	pay tuition for September and PTO fees
OCTOBER 1	pay tuition for October
NOVEMBER 1	pay tuition for November
MID NOVEMBER	ANNUAL FUND RAISER
DECEMBER 1	pay tuition for December
JANUARY 1	pay tuition for January
JANUARY 31	re-enrollment fees due
FEBRUARY 1	pay tuition for February
MARCH 1	pay tuition for March
APRIL 1	pay tuition for April
MAY 1	pay tuition for May
MAY 31	last day to pay summer school registration fee