

The Montessori Schools of Central Texas  
New Student Registration Check List  
**2010-2011**

**All enrollment forms must be completed in full and submitted along with the required fees in order for your child to be considered enrolled for the 2010 – 2011 academic year at The Montessori Schools of Central Texas.**

*Please note that we are unable to accept incomplete registration packets; therefore, registration packets that do not include all required forms and fees will be returned but may be resubmitted when complete. Please use this check list to ensure all forms and fees are included in your registration packet.*

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please check when complete:*

\_\_\_\_\_ Enrollment Information Form

\_\_\_\_\_ Emergency Data Card (*Both sides complete*)

\_\_\_\_\_ Parent Commitment Policy Form

\_\_\_\_\_ Volunteer Commitment Form

\_\_\_\_\_ Physical Requirements Form

\_\_\_\_\_ Immunization Requirements Form or a complete copy of your child's Vaccines

\_\_\_\_\_ Initial Enrollment Fee of \$550

The contract will be given to you for completion and signatures after your registration packet is complete at the end of your child's initial enrollment period is complete. The supply fee is due upon contract signing.

\_\_\_\_\_ Contract

\_\_\_\_\_ Supply fee of \$250



## **The Montessori Schools of Central Texas Parent Commitment Policy**

The Montessori Schools of Central Texas is a wonderful environment in which children can succeed because of its parents and community support. We could not be the outstanding school that we are without your involvement in the school's activities. We encourage you to give generously of your time and talents in support of the many things that keep our program outstanding.

In addition to your involvement in the school's activities, parents make the following commitment to their child and to our school:

1. Ensure their child attends school on a regular basis.
2. Ensure their child arrives at school no later than 8:15 a.m. daily.
3. Attend a New School Year Parent Enrichment Meeting.
4. Participate in Parent-Teacher Conferences.
5. Participate in volunteer activities.
6. Abide by the school policies and procedures as outlined in the *Parent Handbook*.

Because parent involvement and commitment is crucial to the success of your child and our school, this commitment is required for all families. **I have read the parent commitment policy and agree to make this commitment to my child and to The Montessori Schools of Central Texas.**

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Signature of Parent

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Date

# The Montessori Schools of Central Texas

## Volunteer Commitment Form

Volunteer's Name \_\_\_\_\_ Class \_\_\_\_\_

To provide the best education possible in the best environment possible it is vital that we “work together” to accomplish the goals that will provide our children with excellence. You have gifts and abilities that God wants you to use. Read God’s promises about giving:

*“Freely you have received, now freely give.” Matthew 10:8*

*“Give and it will be given to you.” Luke 6:38*

*“It is more blessed to give than to receive.” Acts 20:35*

Thank you in advance for your understanding, willingness, and support through volunteering.

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Please check below the committee in which you desire to serve for this academic year:

\_\_\_\_\_ **Classroom and Staff Support Committee**

This committee is responsible for assisting with field trips, welcoming new families to the school, recruiting volunteers within their child’s class for class events or special projects, assisting with classroom parties, acting as room parents, and coordinating teacher appreciation activities.

\_\_\_\_\_ **Development and Marketing Committee**

This committee assists with coordinating special fundraising events, generates new ideas for development and growth, and works to improve and maintain marketing through the schools’ website, business memberships, Box Tops, School Notes newsletter, and other venues.

\_\_\_\_\_ **Helping Hands Committee**

This committee assesses the needs of our facility and implements necessary maintenance and repairs. The members endeavor to improve the school building and surrounding grounds. Parents with an interest in repair, painting, general maintenance, gardening, and/or landscaping are invited to participate on this committee.

*All Parents are asked to donate two Saturdays per school year to participate in a Helping Hands work day. Helping Hands meets on a quarterly basis as scheduled from 9:00 a.m. to 1:00 p.m. to work in the garden, complete necessary repairs, painting and general maintenance needs of the school.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# The Montessori Schools of Central Texas

## Physical Requirements

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Admission Requirement:** One of the following must be presented when your child is admitted to The Montessori School of Central Texas. Check one to indicate the option you select:

- DOCTOR'S STATEMENT:** I have examined the above named child within the past year and find that he/she is physically able to take part in the school program.

\_\_\_\_\_  
Signature – Physician

\_\_\_\_\_  
Date

- EPSDT PROGRAM.** A copy of the medical screening form of the Early and Periodic Screening, Diagnosis, and Treatment (EPSDR) Program is attached, if no referral for further diagnosis and treatment is indicated.

Name and address of Physician or address of EPSDT Screening site:

\_\_\_\_\_

- FORM OR STATEMENT:** A form or written statement from a health service or clinic is attached.

**OR**

- My child has an appointment for a physical examination on the following date: \_\_\_\_\_. I will submit the physician's statement, EPSDT form, or health service or clinic form to The Montessori School of Central Texas following the scheduled examination and within **one week** of admission.

\_\_\_\_\_  
Signature – Parent or Legal Guardian

\_\_\_\_\_  
Date

# The Montessori Schools of Central Texas

## Immunization Requirements

### 2010-2011

Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**Admission Requirement:** A copy of your child's immunization records or the following completed immunization form must be presented when your child is admitted to The Montessori Schools of Central Texas.

IMMUNIZATIONS	Date/dose 1	Date/dose 2	Date/dose 3	Date/booster	Date/booster
DPT/TD					
POLIO					
MEASLES					
MUMPS					
RUBELLA					
H.I.B.					
T.B. TEST	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	Date:		
HEPATITIS B					
HEPATITIS A					
PCV-7					
VARIVAX: Vaccine or Date of Chickenpox					

\_\_\_\_\_  
Signature - Physician or Health Care Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Staff making handwritten copy of records

\_\_\_\_\_  
Date

**NOTE:** If medical diagnosis and treatment and/or immunization and TB testing conflict with your religious beliefs, you must sign an affidavit to that effect and attach it to this form. If immunization and/or TB testing would be injurious to your child or family, you must obtain a certificate (signed by a physician) to that effect and attach it to this form.

# The Montessori Schools of Central Texas

## 2010-2011 Personal Supply List

Parents need to ensure their child has the following personal items for school use:

### Preprimary Program

1. An insulated lunch box
2. Velcro-style tennis shoes
3. A thin, crib-size blanket for napping
4. A hair brush or comb
5. School t-shirt
6. An unframed 4x6 family photo or snapshot (the school will provide the frame.)
7. A pair of slip-on, "indoor shoes" to remain at school for use in the classroom (Velcro tennis shoes, ballet slippers, crocs, and other slip-on, quiet shoes are permitted.) No house shoes.
8. A sleeping mat that is waterproof or washable, labeled with your child's name.

#### Non-potty trained children:

1. Three complete changes of clothes
2. A box of wipes
3. A box of medium size disposable gloves
4. A large bag of diapers

#### Potty trained children:

1. Two complete changes of clothes

### Primary Program

1. An insulated lunch box
2. A complete change of clothes
3. A hair brush or comb
4. A thin, crib-size blanket for napping
5. An unframed 4x6 family photo or snapshot (the school will provide the frame)
6. A pair of slip-on, "indoor shoes" to remain at school for use in the classroom (Velcro tennis shoes, ballet slippers, crocs, and other slip-on, quiet shoes are permitted. No house shoes.
7. Children ages 3 and 4 by enrollment date will need a sleeping mat that is waterproof or washable, labeled with your child's name.

*Please note that based upon our experience and training, "pull-up" style diapers, pacifiers, baby bottles, and "sippy cups" can discourage a child's independence; therefore, they are not permitted at school. Children under the age of 5 are usually not developmentally capable of bow tying their shoes; therefore, shoes with Velcro closures are required. Shoes with flashing lights or rollers are a distraction in the classroom and are not permitted.*

### Lower and Upper Elementary Programs

1. An insulated lunch box
2. NIV student Bible
3. Tennis shoes and socks
4. School t-shirt
5. Garden shoes (crocs, rubber boots, etc.)

# Nutrition

**Lunch:** We would like for your child to have the most enjoyable day possible. One of the ways that you can help with this is by sending a nutritious lunch. It has been our experience that children who bring empty nutrient foods and sweets are those who have a more difficult afternoon.

A good lunch should provide a variety and satisfy one-third of a growing child's daily nutritional requirements. This means one selection from each food group: protein, fruit, vegetable, grain and a dairy.

Children need to bring a ready to eat picnic-style lunch in an insulated lunch bag each day (no warm ups.) Each lunch brought from home must contain a representation of each food group with an exception to dairy since the school will be providing milk for their drink. All food brought from home must be nutritious, fresh and easy for the child to eat. Foods high in preservatives, sugar or salt should be eaten away from school. Solid foods should be precut into safe, manageable pieces for younger children.

According to the Texas Minimum Standards, children may be excluded from these guidelines, provided that we have a physician's note stating an allergy or related illness which would prohibit him/her from eating certain foods, including milk. For other exclusions, including religious beliefs, a lunch waiver may be signed. It is the parent's responsibility to provide alternate dairy products for children whose physician has determined an allergy to dairy.

**Containers:** Independence is very important to a child; therefore, items should be packed in containers that allow easy accessibility. Items with metal pop-tops are not permitted as these lids can be dangerous.

## Lunch Suggestions

### **Grains**

Wheat bread or crackers  
Granola  
Nutri-grain bars  
Rice cakes  
Cheerios  
Chex mix  
Graham crackers  
Rice  
Pasta

### **Protein**

Any meat  
Peanut butter  
Soup (in thermos)  
Beans & hotdogs  
Boiled egg  
Tuna fish  
Nuts

### **Fruit**

Any fresh fruit  
Applesauce  
Raisins  
Dried fruit

### **Vegetable**

Any raw veggie  
(may add dip)  
Any cooked veggie  
Salad  
Dill pickles

Please note that tomato sauce is not considered a vegetable nor are fruit flavorings considered a fruit by state guidelines.

Eating utensils and napkins will be provided by the school. Please exclude drinks, cookies, cake, donuts, fruit roll-ups, pie, Jell-O, chips, chocolate pudding and go-gurt or other products in a squeeze-style tube.

We recommended that you involve your child in planning, preparing and packing of their lunch to encourage their knowledge about nutrition, creativity and to increase the likelihood of consumption. Healthy eating is beneficial for the growth and development of each child, as well as, establishes a positive lifestyle for future habits.

**The Montessori School of Central Texas**  
**Car Door Program**  
**2010-2011**

**Arrival Procedures**

The Car Door program facilitates a positive separation between you and your child while adding convenience to your busy morning routine. Using this drop off feature will also ensure a safe environment for all of our children and staff.

Two staff members will be ready to assist your child from their vehicle curbside and at the driveway entrance.

Beginning on August 2, 2010. Hours of operation: 7:45 to 8:15 a.m.

As an option, you may park in the parking area across from the main building and walk your child to the car door area where a staff member will escort him/her to class.

**Guidelines for Success**

1. Have your child ready to depart the car (breakfast finished, shoes on feet, etc.). It is very helpful if the child is sitting on the passenger side of the car.
2. It is not necessary for the adult to get out of the car. Staff members will get your child out of their car seat and hand the lunch box to your child to carry.
3. Have all personal supplies for your child in a bag for the staff member to carry. If you have paperwork, messages for your child's teacher, etc., please ensure it is in an envelope and it will be taken to the office for distribution.
4. Exit the car door area by pulling straight ahead and turning left into the American Legion parking lot. No u-turns!
4. Park across the street in the parking area if you decide to walk your child to the covered car door area. There is no parking in front of the primary or main building during the operational hours.
5. Verbal messages can not be accepted by staff members. Messages must be written to be distributed. If you need to write a note to a teacher, please park across the street, write the note and bring it to a car door staff member.
6. If your child is tardy to class, walk him/her to the office and office personnel will issue a tardy note and escort your child to class. As a reminder, students are only permitted three tardies per semester.

**(Over for Dismissal Procedures)**

## **Dismissal Procedures**

Children will be waiting with a staff member in the covered car door area for pick-up at their dismissal time (2:30 or 3:15).

Pull up to the curb parallel as in the arrival procedures. Walk up to the covered car door area to sign out your child and to receive him/her.

After securing your child in the car, please exit straight and turn left into the American Legion parking lot.

If you need to come into the office at pick-up time, please park across the street as not to block the car door area.

Come to the school office to sign-out your child if you are picking him/her up at a time other than normal dismissal hours.