



# CLEAR LAKE MONTESSORI SCHOOL

Respect Yourself, Respect Others, Respect Your Environment

## New and Existing Student Orientation

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Class: \_\_\_\_\_ Program: Full Time, School Time, Part Time

Teacher: \_\_\_\_\_

Meet and Greet: \_\_\_\_\_

Allergy: \_\_\_\_\_ Special Needs: \_\_\_\_\_

Monthly Tuition: \_\_\_\_\_ Zelle: [info@clearlakemontessori.com](mailto:info@clearlakemontessori.com)

Annual Supply Fee: \_\_\_\_\_

Annual Registration Fee: \_\_\_\_\_

Total Payment: \_\_\_\_\_ Reference Number: \_\_\_\_\_

Paid by: Zelle \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

**New Student Transition Date:** \_\_\_\_\_

\_\_\_\_ **1<sup>st</sup> day- 9:00-11:30 am.**

\_\_\_\_ **2<sup>nd</sup> day-9:00 -2:30 pm.**

\_\_\_\_ **3<sup>rd</sup> day-9:00-3:00 pm.**

\_\_\_\_ **4<sup>th</sup> day -full day program.**

**Existing Student Transition Date:** \_\_\_\_\_

\_\_\_\_ **1<sup>st</sup> day-9:00-12:00 pm.**

\_\_\_\_ **2<sup>nd</sup> day-9:00-3:00 pm.**

\_\_\_\_ **3<sup>rd</sup> day- full day**



## FORMS REQUIRED

- Completed enrollment packet. Copy of Mother and Fathers Driver License
- Emergency Contact-Complete name, address, telephone number and relationship. Copy of Driver License.
- Forms

Physical form signed by the doctor.

Updated immunization record-Immunization is required to all Clearlake Montessori School students.

Completed allergies or special diet signed by the doctor.

Completed payment policy.

## • PAYMENT

Registration fee is required and non-refundable.

Monthly fee or Tuition fee, Summer Camp fee, Annual supply fee, Annual Registration fee are paid through ACH draft.

NSF fee of \$55 and late fee of \$35 after the 3<sup>rd</sup> of every month is charged -refer to tuition policy and parent handbook.

Late pick up fee of \$25 after 15 minutes and \$1. Per minute per child-refer to tuition policy parent handbook.

Late fee for late monthly dues- refer to parent handbook.

Annual Registration fee of \$175 is charged in August for the next school year. (August to May)

Annual Supply fee is charged in August for the next school year. (August to May)

One time holding fee of \$125 is charged for holding/vacation if child is out straight for three weeks or more for up to six months. Prorated tuition may apply. If not back to school after six months, enrollment fee is required of \$175 prior to return date.

## • ARRIVAL AND DISMISSAL

Note: On first day the child may be dropped off not earlier than 9:00 am.

Main Entrance- Code is provided to enter the building. If someone is picking up your child in your absence, please let them bring a valid photo ID and we will let them in. Do not share the code. Send an email or message of the person picking up your child for the first time.

Drop off and Dismissal -upon entry, you may check in and check out your child using the iPad and PIN you created. iPad Is located at the front desk.

Should your child have special needs, questions, please feel free to send an email or message through ProCare.



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You may also call-in advance or send a message through ProCare to get your child ready to go home, if you have an appointment.

- **MEALS- WE ARE A NUT FREE FACILITY!**

Breakfast is served from 7:30 am.-8:00 am only for Full Time students.

Lunch is complimentary and served according to your child's class schedule. Lunch is from 11:00 or 11:30 am. Infants will have their own feeding schedule.

If your child has restricted diet or allergic to the lunch we serve, please feel free to send food from home but no nut content.

Lunch from Home- Children are welcome to bring lunch from home in a lunch box.

Every Friday cheese pizza is served.

Nutritious food only if sending food from home. No nut content please.

There will be an afternoon snack at 2:30pm or 3pm. Depending on your child's class snack schedule.

Allergies and special diet must be signed by the doctor.

Monthly Menu is emailed to parents at the beginning of the month.

Community Snack Menu is a Montessori program that parents participate to share snack items for Toddlers that is planned for the month. It would be emailed monthly.

- **ILLNESS AND MEDICATION**

Email/text message through ProCare if your child is ill or absent.

Pick up your child promptly if fever is 100.4 degrees Fahrenheit and up.

Child may return to school when fever free for at least 24 hours without using fever reducing medication or per advised by the doctor.

May be able to participate in all class activities including outdoor time.

Medication must be labeled. With your child's name and dated.

Vitamins and Supplements maybe given at home.

Apply sunblock/sunscreen at home before sending your child to school.

Sign the medication log at the lobby if the school is to administer medicine.

Drop off the medicine at the front desk. Do not leave the medicine in your child's backpack or lunch bag.

Medication is administered at 12 noon and 2 pm only. Additional dose is to be given at home.

Diarrhea/vomiting you will be notified. If more than two times, please come and pick up your child. Follow the sick policy.

If you are unavailable or cannot be reached, the emergency contact person maybe contacted.



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- **BIRTHDAYS**

Montessori celebration in your child's class, parents are welcome. Birthday cards may be placed in the birthday basket corner if all students in class only are accounted for. You may send an invite to other students in a different class on your own. No email or follow up is done. No electronic invitation is allowed. Parents will RSVP on their own.

CLMS may not be giving other students name and information with this matter.  
ex. Paula's 3rd birthday invitation

- **PARENT/STAFF COMMUNICATION**

Email/ text messages through PROCARE is the first form of communication.

Parent/Teacher Conferences- Twice a year, if needed more, feel free to request.

Update information if there are any changes in telephone number, email address, residence address.

Child's daily report is through PROCARE.

Parent participation and volunteering- communication maybe sent through email, text messages through ProCare.

- **DISCIPLINE**

Teacher redirection- age appropriate

Repeated behavior-parents are notified with an incident report.

Repeated behavior-child is sent to the office and parents are notified with an incident report (warning for suspension).

If behavior continues, child may be in two weeks probation that may lead to expulsion.

- **UNIFORM- Not mandated**

Students from (EC class) Early Childhood (ages 3-6 years old) will wear uniform. (Refer to the parent Handbook)

- **OPEN DOOR POLICY**

Clearlake Montessori School has an open-door policy. You may come and stop by the front desk to be accompanied or escorted to observe your child from the outside of the classroom. -----Please note that the class is in session. You may observe but not more than 20 minutes.

Do not take other children's attention, while observing your child's class.

Do not take videos or pictures of other children.

- **WITHDRAWAL**

Written 30-day notice is required for an intended withdrawal. Send the notice to [clearlakemontessori@gmail.com](mailto:clearlakemontessori@gmail.com).



Failure to give the required notice for the intended withdrawal, your account will be charged in full.

- **NAPTIME/RESTIME**

CLMS provides supervised naptime/rest time after lunch for all students Toddlers, and EC students. Infants will follow their own nap schedule.

Cot/Sleeping mats are provided to nap/rest on.

Provide a crib sheet to protect your child's cot or mat to rest on and a small blanket to cover your child. Both would be sent home every Friday for wash and send it back on Monday.

Naptime/rest time is between 12:00 pm-2: 30 pm.

Do not send pillow.

- **TREASURES/TOYS FROM HOME**

Do not send toys, electronics, gadgets, toys, keepsakes from home. Clearlake Montessori School is not responsible for any items misplaced.

- **INFANT (ONLY)** Label everything with your child's last name and first initial of the first name.

4-5 Premixed milk bottles Label if it is a breast milk

Send at least 6- 8 diapers daily or a pack 36.

Pacifier (if needed) no clip please

Extra set of clothes in a Ziploc bag

Extra pair of socks

Diaper rash cream (if needed)

Diaper bag or Ziplock for dirty clothes.

No cloth diapers

Update feeding schedule every 30 days.

- **POTTY TRAINING-(18 months-3 years old)**

Teachers will inform you to start the process.

Send your child in a comfortable attire for potty training (no overalls, no buckles/belts or no onesies)

Send pull ups, then to training undies or cotton undies.

- **CLOTHING AND BELONGINGS**-Label everything with your child's last name and first initial of the first name.

Send an extra set of clothes/uniform, sock, pull ups/underwear in your child's backpack. Ziplock or plastic bag for your child's dirty clothes.



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Small backpack that your child can carry. No wheeled backpack

- OTHERS

CLMS follows CCISD'S INCLEMENT WEATHER closure.

Any recalls- parents are notified through email/text messages through PROCARE.

CLMS is a Gang Free Zone.

CLMS is NO Smoking in and out the premises.

Incident, accident or illness report is given to parents.



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## Orientation Acknowledgement

Date:

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Parent's Name: \_\_\_\_\_

Print

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Signature: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Program:

School Time-8:00 am to 3:00. pm only

Full Time/Extended Day-6:30am - 6:00 pm.

Part Time – 8:00-11:30 am

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Coordinator's Signature

Date