



## Application Instructions

Please complete and sign each item and return all documents prior to or on first day of attendance.

1. State of Texas Admission Form
2. Special Needs Form
3. \*Health Requirements Form
  - a. \*Medical--This includes a signed statement from a physician that says your child has been examined by him/her within the last 12 months and in good health.
  - b. \*Immunization Records or Affidavit of Exemption
  - c. \*Vision and Hearing Screening (For children that will be 4 years of age as of September 1.)  
This screening will be available at MCDS in the fall for a reasonable fee or you may bring in a copy from your child's doctor.
4. State of Texas Discipline and Guidance Policy
5. Agreement Form signed by both parents
6. Photo Release
7. Signed Enrollment Form
8. Submit the Application Fee, Materials Fee, and Last Month's Tuition by approved payment method.  
(Check, Cash, Visa, Master Card, American Express)

\*In order for MCDS to remain in compliance with state law we need to have all information completed and returned to our office prior to your child's first day of attendance. However, we understand that you may have to schedule an appointment with your child's physician to complete the Health Requirements Form and Immunization Records, therefore you may have up to **ONE WEEK** after first day to obtain this information. All other forms must be completed and returned to office.



7400 Hawk Road  
 Flower Mound, Texas 75022  
 (817) 430-8340  
[www.montessoricds.com](http://www.montessoricds.com)

## State of Texas Admission Information Form

Operation Name Montessori Country Day School		Director's Name Bill Vesterman	
Child's Name		Date of Birth	Child's Home Telephone No.
Child's Home Address			
Date of Admission	Date of Withdrawal	Hours and days child will be in care	
Parent's or Guardian's Name		Address (if different from child's address)	
List telephone numbers where parents/guardian may be reached while child will be in care:	Mother's Telephone No.	Father's Telephone No.	Guardian's Telephone No.
Give the name, address and phone number of person to call in case of an emergency if parents / guardian cannot be reached:			Relationship
I hereby authorize the childcare operation to allow my child to leave the childcare operation <b>ONLY</b> with the following persons. Please list name & telephone number for each. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID.			

<b>CHECK ALL THAT APPLY:</b>		I hereby <input checked="" type="checkbox"/> give <input type="checkbox"/> Do not give – consent for my child to be transported and supervised by the operation's employees.	
1. <input checked="" type="checkbox"/> <b>TRANSPORTATION:</b>		<input checked="" type="checkbox"/> for emergency care <input checked="" type="checkbox"/> on field trips	
2. <input checked="" type="checkbox"/> <b>FIELD TRIPS:</b>		I hereby <input checked="" type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in Field Trips:	
Parent's Comments:			
3. <input checked="" type="checkbox"/> <b>WATER ACTIVITIES:</b>		I hereby <input checked="" type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in Water Activities:	
		<input checked="" type="checkbox"/> sprinkler play <input checked="" type="checkbox"/> splashing/wading pools <input checked="" type="checkbox"/> water table play	
4. <input checked="" type="checkbox"/> <b>RECEIPT OF WRITTEN OPERATIONAL POLICIES:</b>		I acknowledge receipt of the facility's operational policies including those for discipline and guidance.	

<b>AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:</b>		
In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:		
Name of Physician:	Address:	Ph.#:
Name of Emergency Medical Care Facility:	Address:	Ph.#:
<b>NEAREST EMERGENCY LOCATION</b>		
I give consent for the facility to secure any and all necessary emergency medical care for my child.		
_____ Signature - Parent or Legal Guardian		

Please list any allergy or medical condition the staff should be aware of: \_\_\_\_\_

Email: \_\_\_\_\_

Please list any former schools your child has attended:

\_\_\_\_\_

\_\_\_\_\_

Were you referred by anyone to our school? If so, we would like to thank them.

\_\_\_\_\_



## Special Needs Form

Please list any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for a long-term or continuous use, and any other information which caregivers should be aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the applicant shown signs of or been diagnosed with learning disorders or behavioral problems? Explain: \_\_\_\_\_  
\_\_\_\_\_

Both parties acknowledge that the child has a problem needing special attention and that the school and its staff will use its efforts to see that his/her needs are met. However, the parents acknowledge that all possible risks and potential adverse consequences of each special needs student cannot be addressed by the school and, therefore, the school cannot be responsible in the event of any related adverse occurrence. We agree to these conditions as part of our application for enrollment for our child at Montessori Country Day School. \_\_\_\_\_ (Initial or N/A)

In your opinion, would your child, or you as a parent, have any problems adjusting to school? \_\_\_\_\_  
If so, would you consider staffs suggestions for dealing with the problem? \_\_\_\_\_

By signing this form, as a parent or guardian, we hereby agree to the conditions and statements above.

Father \_\_\_\_\_ Mother \_\_\_\_\_ Date \_\_\_\_\_  
Please sign Please sign



## Health Requirements Form

Student Name \_\_\_\_\_

**Medical:** One of the following must be presented when your preschool age child is admitted to school or within one week of admission. Check to indicate your option:

\_\_\_\_\_ Doctor's signed statement verifying the following: 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's program.

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ A form or written statement from a health service or clinic verifying that the above-named child has been examined within the past year and find that he/she is physically able to take part in the school's program is attached.

**Immunizations:** Attach copies of current immunization records or Affidavit of Exemption.

**Vision/Hearing:** Screening is required of all children four years or older by Sept. 1<sup>st</sup>. Screening will be available at MCDS in the fall for a reasonable fee or you may choose to have the screening done by your physician. Check to indicate your option.

\_\_\_\_\_ I will have the screening done at MCDS.

\_\_\_\_\_ I will provide my own test results.

### Exemptions

The law Allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well being of the child, and (b) parents/ guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. For children needing medical exemptions, a written statement by the physician should be submitted to the school.

Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).



## **Discipline and Guidance Policy for Montessori Country Day School**

Student or Employee Name \_\_\_\_\_

- Discipline must be:
  - Individualized and consistent for each child;
  - Appropriate to the child's level of understanding; and
  - Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - Reminding a child of behavior expectations daily by using clear, positive statements;
  - Redirecting behavior using positive statements; and
  - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - Corporal punishment or threats of corporal punishment;
  - Punishment associated with food, naps, or toilet training;
  - Pinching, shaking, or biting a child;
  - Hitting a child with a hand or instrument;
  - Putting anything in or on a child's mouth;
  - Humiliating, ridiculing, rejecting, or yelling at a child;
  - Subjecting a child to harsh, abusive, or profane language;
  - Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

My signature verifies that I have read and received a copy of this discipline and guidance policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check one please:

- parent       employee/caregiver



## Agreement

The following statements conform to the Texas Childcare laws governing all childcare facilities. In signing this form, as a parent or guardian, we hereby agree to school policies and conditions as follows:

1. The school must have the names of all who may call for the child under signature of a parent or guardian. All children must be left and picked up in the presence of staff by authorized parties.
2. The school must have a report from any consultant regarding the admission of a child with known need for special care. Please refer to school programs for what's required.
3. Any observed problems or occurrences affecting a child will be brought to the attention of parents. Staff members are available for conferences.
4. The only medications the school will administer will be in case of emergency.
5. In the event of illness or injury, the parent shall be called immediately, then the physician designated, or if indicated, the child shall be taken to the nearest emergency room.
6. We hereby agree to relieve the school, its directresses and staff of any liability for injury or accident occurring on the school premises.
7. The school agrees to present the Montessori program suitable to the child. No guarantee is made regarding achievement, social adjustment, or speed of progress.
8. It is understood that once application is made, registration and materials fees are not refundable. The tuition deposit is refundable only when the child is not accepted.
9. The ideal Montessori program begins at around age three and continues through age six or seven; therefore, parents should keep this in mind when they make a decision to bring a child here. When application is accepted, enrollment is for the full term. The family who enrolls a child hereby understands and agrees that tuition refunds or allowances will not be made for absence from school due to illness or other circumstances. The family further understands and agrees that no adjustment or refund of fees or tuition, including the May advance tuition and enrollment and material fees, will be made if a child is withdrawn from school by the parent for any reason before the end of the period for which he has been enrolled.
10. The school reserves the absolute right to dismiss a student if family is unable to follow the policies of the school; under these circumstances, and only these circumstances, partial pro-rated tuition will be refunded.
11. Tuition payments are due the first of each month. Any child whose tuition is overdue by 15 days will not be allowed back in class until the account is brought up to date. Any cost incurred in the collection of due tuition shall be borne by the parents. Parents agree that they have received a copy of the "Discipline and Guidance Policy", and that they have read all printed material given to them at time of enrollment, including a School Parent Handbook stating the school's policies.
12. All children are on a 30-day probation period when they first begin as a student at our school to make sure that they are ready for school in general and for our school's environment in particular.
13. Parents agree that they understand the school's program and that this contract represents the full agreement between them, and that it shall not be modified or amended in any fashion except by a written instrument to such effect signed and agreed to by both Parties and attached to this contract.

Father \_\_\_\_\_ Mother \_\_\_\_\_ Date \_\_\_\_\_  
Please sign Please sign



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### **Photographs or Digital Images Release**

I hereby give to Montessori Country Day School, 7400 Hawk Rd, Flower Mound, TX 75022 ("MCDS") the permission to release photographs or digital images of my child for "limited school purposes" only. This option allows the school to use and release photos or digital images for the purpose of inclusion in the school-related publications listed below. Please note the following categories that constitute "limited school purposes": the MCDS website, school event programs, newspapers, group or individual photos, printed publications, broadcast media, newspapers, or other such school related publications.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



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## Handbook





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## **School Policies**

### **Entering School**

When young children first enter a Montessori classroom, they need the interest of the parents. It is a great change in their lives. The following suggestions are offered for your help in aiding this successful passage. During Orientation Week, when children will attend for a few hours on several days, parents are welcome to walk them into the classroom, meet the teachers, linger a few minutes, and then leave. Children new to the school may be walked to the door the first few days of school; however, with your encouragement children usually abandon this need as they see other children coming in on their own.

### **Arrivals**

Arrival time is 8:15 A.M. Staff members will stand at the driveway to direct the children to their rooms as they exit the car. If you need to come in to the school, please pull up to the grassy area to the right of the driveway and park. **CELL PHONE USE IS PROHIBITED IN CAR LINE**

### **Dismissals**

Children are released promptly at 11:15 A.M. and 2:15 P.M. Cars should form a line in the driveway in front of the school, entering through the east gate and exiting through the west gate. We must insist that parents remain in the car while the staff assist the children. If you must adjust seat belts (although Montessori philosophy would dictate that children do this for themselves as soon as possible), please pull into the parking area outside the fence to the right of the exit gate. Early pickup must occur by 1:30 P.M. **CELL PHONE USE IS PROHIBITED IN CAR LINE**

### **Visor Cards**

Upon enrollment you will be given a sign with your child's name to be put on your visor for easy pick-up. Cards will be made for car pools as well. Please use it at all times, as sometimes the staff member who calls out the names may change and other staff may not know your car.

### **Late Pick-ups and Fees**

There is a \$5 per child fee charged for every 15 minutes when the child is picked up late starting at 11:30A.M. and 2:30P.M.  
Late pick-up fees will be assessed for each child in a car pool if the pick-up is late.

### **Car Pools**

The school is not always able to accept telephone messages in regard to changes in dismissal arrangements. Those participating in car pools are entirely responsible for schedules and changes. Please be sure all persons who pick up your child are listed on the Release Form.

### **Release Form**

Texas Child Care laws require the school to have the names of all persons authorized to call for your child in writing and under your signature. Please be sure to keep this information up to date during the school year. Changes of address or telephone numbers or authorization for pick-up must be made in writing to avoid misunderstandings if parents cannot be reached. Cell phone numbers need to be listed on Emergency Cards. Children will not be released to persons not listed in file.



## **Health**

A written statement from a doctor that the child has been examined and is able to participate in the school program is required before the children attend school. The school must have written information from any consultant regarding the need for special care.

If your child has special needs, such as allergies (airborne, food, bee stings, etc.), asthma, or any other physical ailment, please note this in the records with specific instruction on what to do until we can contact you.

## **Vision and Hearing**

All children 4 years old before September 1<sup>st</sup> must have documentation of a vision and hearing screening. Testing will be done at the school at the beginning of the school year. You may also choose to have this done by your child's physician.

## **Immunization Records**

All children must have immunization records or exemption affidavit on file at the school. Please make sure that you send us copies of shots administered during the school year, particularly the booster shots required when the children turn 4. If health department personnel find non-compliance, children will not be allowed back in class until the requirements are fulfilled.

## **Accidents or Injuries**

Minor accidents at school are treated promptly by the staff and the parent will be notified in writing on an Incident Report form. This form will give details of the injury and the action taken. The parent will be asked to sign the report and given a copy. The original report will be added to the child's file.

## **Injuries Requiring Emergency Care**

In the event of a serious injury the school will first notify the parents and if not successful the emergency contact will be notified. If needed the school will call 911 or the child will be taken to the nearest emergency room.

## **Sick Children**

Children with a fever of 100 or greater as measured by armpit temperature should not be at school. The child must be fever free for 24 hours without the help of fever reducing medication or have a statement from the doctor before returning to school.

Parents should also keep their children home for unexplained rashes, discharges from eyes, ears or nose, vomiting, or any other signs of illness. Notify the school when a doctor has verified any communicable disease so that we may alert other parents. It is not necessary to call the school when the child will not attend, however, a note explaining extended illness is appreciated.

## **Medication**

The school will not administer medications except for emergency situations.

## **Recess**

If your children cannot go out to recess, please keep them home as there is no staff available to stay inside with ill children.



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### **Outside Professional Help**

If significant behavior or developmental problems arise or are observed by teachers, we will notify you for early intervention. Professional advice or testing may be recommended.

In the case that special consultants are requested by the school to assist a family with a child's special needs, it is understood that the school is to be included in the consultation. It is recommended that the consultant observe that child in the classroom; otherwise, we have found, we cannot be of aid to the child in overcoming the difficulty. In addition, the consultant must provide written and/or verbal communication directly with the school as requested. Please ask us to provide a letter to your consultant before going in for the first consultation.

All children are on a 30-day probation period when they first start to make sure they are ready for school and for our environment.

### **Snow Days**

MCDS follows the Lewisville Independent School District in the event of inclement weather. If the LISD closes for inclement weather then MCDS will also be closed. **We reserve the right to make the decision to close in the event of dangerous weather conditions even if LISD does not. Parents will be notified by email.**

### **Telephone Calls**

Telephone calls should be kept to a minimum. It's best to send a note unless there is an emergency.

### **Conferences**

Conferences with the child's teacher are scheduled approximately six weeks after school starts and again after the winter Holiday.

Teachers are interested in any circumstances which may be affecting your child's behavior or school work. Please call or send a note to let us know about anything unusual.

### **Class Visits**

Parents may visit the school at any time, however, longer observation times will be scheduled as to not disrupt the class. Parent visits may be scheduled from mid-October to mid-November and late January to mid-April. We exclude holidays and party days. Visits may be scheduled from 9:00 A.M. to 10:30 A.M. for the Preschool and 9:00 A.M. to 10:30 A.M. or 12:30 P.M. to 2:00 P.M. for the Elementary School.

In addition to regular observations, parents are invited to special participatory visits during October and November. The children will work with their parents on works they have been shown, and parents will be able to share an activity of their choice with the entire class if they wish (such as reading a book). These visits should last about half an hour or so. Teachers will have a schedule to sign parents up at the October Parent/Teacher Conference, so bring your calendar and be ready to sign up for a slot.

### **Open House**

An Open House is held before the Christmas holidays. Some of the children's work is displayed at that time.

### **Calendar**

We follow as closely as possible the Lewisville Independent School District calendar as to holidays, teacher workdays, etc. These days are marked on the school calendar.

<https://d.docs.live.net/fa61814d309631a3/Documents/Enrollment Packet 131212 bill.doc12>



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### **Lunches and Snacks**

All lunches should include a napkin, plastic disposable spoons if needed, a drink, and nutritious foods. We will have special treats at parties and birthday celebrations. Preschool children get a snack of juice and crackers or pretzels in the morning. Elementary School Children provide their own snack.

### **Birthday Celebrations**

Please feel free to bring treats for your child's class for the celebration of their birthday. Unless the entire class is invited (or all the girls or all the boys), we will not distribute invitations at school.

### **Discipline**

Both the staff and the children conduct themselves with courtesy and respect for each other. Most of our discipline involves teaching, redirection, and helping a child stay on task. He/she may be asked to "sit aside" until he/she can get re-focused. This is a part of everyday learning, growth, and development. The staff will bring any significant problems to the parents' attention and will try to work them out with appropriate suggestions. In the event that the parents are not in agreement or willing to constructively deal with the behavior, they may be asked to find another school for their child. You will receive a copy of our discipline and guidance policy in the enrollment packet.

### **Independence in the Bathroom**

All children must be potty-trained and independent in the bathroom prior to attending the pre-school program.

### **Change of Clothes**

Children should have a zip lock bag with his/her name and an extra change of clothes in case of accidents. In the event the child has an accident and has no extra clothing the parents will be notified to pick up the child.

### **Class Placement**

The school makes the determination as to where each child needs to be placed.

### **Gang Free Zone**

Under the Texas Penal Code any area within a 1,000 feet of child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

### **Parent Concerns**

If you have any concerns or wish to discuss any of our policies and procedures please feel free to contact the office and we will be happy to discuss with you.

Parents will be notified in writing of any changes to the school's policies and procedures.

### **State Licensing**

To review licensing rules go to the following link:

[http://www.dfps.state.tx.us/Child\\_Care/About\\_Child\\_Care\\_Licensing/](http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/). To review a copy of the most recent licensing report, please call 817-430-8340 to order a copy or look at the licensing report posted at the school, or go to the Department of Family and Protective Services website.

The number for the local licensing office is 940-381-3400. It is located at 535 S. Loop 288,

[https://d.docs.live.net/fa61814d309631a3/Documents/Enrollment\\_Packet\\_131212\\_bill.doc13](https://d.docs.live.net/fa61814d309631a3/Documents/Enrollment_Packet_131212_bill.doc13)



Denton, TX, 76205.

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### **Preventing and Responding to Abuse**

Teachers and staff complete annual training on recognizing the signs of abuse. Under state law all child care providers are required to report any **suspicion** of abuse, neglect or exploitation to authorities.

The DFPS Child Abuse Hotline is 1-800-252-5400.

### **Emergency Preparedness Plan**

In the event of an emergency the first responsibility of the staff is to move the children to a designated safe area or alternate shelter. MCDS conducts monthly Fire drills and quarterly Bad Weather drills. The staff is trained how to safely relocate to the designated safe area for each drill. The children practice this with the teachers and staff each time.

In the event we have to relocate to an alternate location the children will be escorted with teachers and staff to the **Chandler and Knowles CPA** office building next door. The address is **7370 Hawk Rd.**, parents will be notified to pick up children.

You may view our full Emergency Preparedness Plan by contacting the school office.

## **Financial Information**

### **Tuition**

Monthly tuition payments are due on or before the first of each month. There is a grace period until the fifth of each month in cases where your child does not attend on a daily basis, is sick, the first falls on the week-end, etc. A late penalty of \$10 per child on payments after the fifth and \$20 per child on payments after the tenth will be levied. In addition, tuition not paid by the fifteenth will mean that your child may not be in class until the account is brought up to date. You may need to mail in your check if your child is ill for an extended time. If the fifth falls on the week-end, tuition payment must be delivered the Friday before by the end of the school day.

For those parents that use a payment program for the coming year re-enrollment, all payments for the coming year (the last month, registration, and materials fees) will be spread evenly over three months and added to the regular month's tuition, starting with the February 1 payment.

### **Enrollment**

The last month's (May) tuition, enrollment, and materials fees are due when the child enrolls and before attendance begins. Tuition is due on or before September 1<sup>st</sup> and the first of each month thereafter.