

Honey Bear Montessori Handbook

Mission Statement

Honey Bear Montessori is a community-oriented, student centered Montessori school. We emphasize in respect for the child, freedom to choose from carefully curated materials, and grace and courtesy for one another as well as the classroom we share. At Honey Bear, we exercise the principles of positive discipline, including conscientious decision-making and mindful conflict resolution.

Enrollment and Schedule

Potential Honey Bear families will need to fill out a pre-enrollment application, select a schedule option and provide a non-refundable one-time enrollment fee. This fee will hold your child's place at school, as well as provide for consumable materials such as art supplies. Once your child is enrolled, you will be billed monthly at the rate specified in your pre-enrollment documentation. Tuition is due first of each month – for example, September tuition is due September 1, October tuition is due October 1, etc. A \$20 late fee will be charged after the 5th of each month.

Tuition and Scheduling

Tuition is calculated on an average yearly basis and averaged out equally between all months. Although some months have more days than others, this average accommodates for the different length of months throughout the year. Tuition will not be charged for the school days in June. Refunds will not be provided for any days your child misses their regularly scheduled school. Any changes to or termination of your child's indicated schedule require 30 days notice, pending availability.

Inclement Weather

Honey Bear Montessori generally follows the Columbia Falls School District #6 schedule for holidays and cancellations. If District #6 schools are closed due to inclement weather, Honey Bear will be closed as well.

Drop-off and Pickup

Students must be signed in and out by a parent each day. Please note the time of arrival and pick-up on the sign-in sheet, and include a signature (rather than initials) on the sign-in sheet. Students will be sent home only with a parent/guardian or other individual as specified by the parent and recorded in your child's file. Identification will be required if child is to be picked up by anyone other than a parent or guardian.

A ten-minute grace period will be permitted at the beginning and end of your child's scheduled school day; however, please try to be on time for drop-off and pickup. Drop-in fees will be charged outside the ten-minute grace period. Under one hour will be charged for the full hour; after the first hour, charges will be applied in 15-minute increments.

Illness

If your child is ill, please call 406-871-0041 to let us know. A child with any symptoms of fever, vomiting or diarrhea must not display symptoms for 24 hours before returning to school. If your child displays symptoms of lice, pink eye, or other undue distress, we will contact you in order that they may be picked up from school.

Preparedness for School

Clothing and Supplies

Children must be between the ages of 3-6 to enroll at Honey Bear Montessori. Children must be fully potty trained, with no need for a diaper or pull-up during waking or naptime hours. Children must bring a photo of their family, a small plant for learning plant care, a pair of slippers without characters, and a shoe box with a spare change of clothes.

Please dress your child appropriately according to the weather, as we spend time outside throughout the year. Please also ensure that your child's garments allow them to comfortably engage in the full range of classroom activities.

Lunch and Snacks

Children will need to bring a healthy lunch each day they are scheduled for school. Be sure to label all lunch containers. If any lunch items need to be chilled, please include a frozen ice pack. Please also avoid candy and/or soda; milk and water will be provided. If sending juice, please opt for 100% juice without added sugar.

Parents will sign up to provide a classroom snack once per month. Snack items should be easy for the children to prepare – good examples include apples, carrots, crackers, etc. Snack is offered to students three times a day: in the morning, in the afternoon, and later in the day for children who attend after-care.

Photos and Social Media

Photos will be taken at school for use in parent-teacher conference documents. Photos may also be used in social media or used for advertising. If you do not want photos of your child shared, please submit a written request.

Honey Bear Montessori Tuition and Handbook Agreement

Your child is signed up to attend Honey Bear Montessori during the 2022-2023 academic year, for the weekly schedule indicated below:

Monthly tuition of _____ is due by the first day of each month (i.e. September tuition is due September 1). Please note that tuition is based on an average of four weeks per month, though some months actually have three weeks and some have five. You will not be charged extra days in June.

Please sign below and return this page to school by **Monday August 30, 2022**.

I have read and acknowledge the policies indicated in the Honey Bear Montessori Handbook. I agree to the weekly schedule indicated above for a monthly tuition rate of _____.

Child's name _____

Parent's name _____

Parent's signature _____

Date _____