

Thank you for your interest in Community Montessori. We congratulate you for embarking on a journey to locate the best possible educational option for your family. As you explore Community Montessori, please know that we value and welcome any thoughts or questions you may have; we are here to help support your decision process.

Community Montessori was founded in 1998 on a vision to bring more outstanding educational options to our community. We are a non-profit, 501(c)3 educational organization, governed by a Board of community leaders. In August 2002 we became an independent Charter Public School, sponsored by Ball State University. We are not affiliated with any other school corporations.

We believe that Community Montessori can be for every child/teen, but may not be for every family. A working relationship between staff and family is expected, and our Parent Partner Commitment Forms detail those expectations. Community Montessori programs utilize a yearlong educational approach that integrates home, school, summer and other enrichment in a natural, holistic way. A positive integrated relationship is essential for mutual understanding and to provide continuity between home and school.

The following items are included in the attached packet:

- ◆ Introductory Letter
- ◆ Brochure
- ◆ Statement of Fees
- ◆ Belief Statements (General or Teen specific)
- ◆ Parent Partner Commitment Form **or** Family Commitment to Teen and Teen's Commitment Form
- ◆ Graduation Requirements (Teen's Program only)
- ◆ Charter School Lottery and Admission Information (Charter only)
- ◆ Application for specific program

All applicants to the Charter School Program must complete the application process by the first Friday in February. This application process has three steps:

1. **Print and complete the Application.**
2. **Print and complete the Parent Partner Commitment Form OR the Family Commitment to Teen and Teen Commitment Forms**, as applicable to your program.
3. **Attend an Observation, return all completed forms and complete the Family Communication Form.** Observations are geared towards adults and for this reason, families usually do not attend with their child. If you are enrolling in the teen's program, please have your teen attend with you. The Family Communication Form is only available at the Observation.

If there are more applications than spaces available for a specific level, a lottery will be conducted. Please see the [Charter School Lottery and Admission Information](#) for more details. Three and four year olds are not a part of the Charter Program, and are enrolled on a first come basis, without the possibility of a lottery.

If you have any questions please visit our website at www.shiningminds.com or contact Glenn Fondren, Family Liaison, at 812-948-1000 ext. 1102 or gfondren@shiningminds.com.

We value, welcome and celebrate a diverse population. We do not discriminate based on race, color, creed, national or ethnic origin, gender, income or disability.

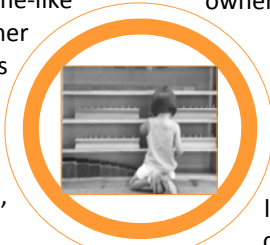
Who We Are and What We Do



Community Montessori can be for every child, but may not be for every family. We offer a comprehensive educational approach that is centered around each individual learner and partnering in his/her continued growth in connecting knowledge for lifelong learning. Under guidance, children and teens learn by making discoveries and asking questions, all the while cultivating concentration, motivation, self-discipline, and a love of learning.

Our beliefs about learning are progressive and based on current research about how we learn and conceptualize new information. Families should not choose Community Montessori as an educational option if they are looking for a “quick fix” or are interested in outsourcing education. Families that commit to being involved in learning, modeling that learning happens all the time and everywhere, and want to be a partner in the growth of their child will find the most success at Community Montessori.

Early Education (including “kindergarten”) Children ages three through six come together in this home-like environment to learn by interacting with one another and educational materials. They are guided in this process by caring adults with extensive training in early childhood development. Content is presented on an individual basis upon readiness with a focus on independence, concentration, coordination, and a sense of order.



Learning should be captivating!

Elementary Program (“1st - 6th grade”) Compassionate educators support children ages six through twelve in creating dynamic learning environments in which they feel empowered to engage in endless content areas based on their interests. The day includes a combina-

tion of child-led and adult directed activities to encourage ownership and a sense of community.

Teen’s Program (“7th - 12th grade”) Learning should be meaningful and purposeful. Respectful adults (Advisors) support teens twelve through eighteen years old, in becoming reflective learners who are willing to take risks and ask questions that encourage thought and the attainment of knowledge. This program allows teens to set specific academic, moral/emotional/social, and career goals to encourage life long learning skills.

Because of the unique nature of our Teen’s Program, teens cannot apply after their “10th grade” year.

How to decide if our school is right for your family

Visit our website at www.shiningminds.com

Review our Belief Statements and Family Commitments

Attend an observation on Wednesdays October - May @ 9:00am

Ask questions!

Other Opportunities

Technology

Our state of the art facility enables each learner to connect with and integrate technology into their daily routine.



Enrichment Programs

Chess, guitar, sign language, volleyball, and dodge ball are just a few examples of additional programs available.



Extended Learning

We offer before and after school care for working families to support our same philosophy during an extended day option, 7:30am-5:30pm.



Respecting Children - Engaging Families - Encouraging Thoughts - Embracing the Community

Community Montessori gives children an environment that respects all people and ideas. We also give families a vehicle to learn cooperatively, have fun, and promote peace with their children. As a school family we continue to expand our minds and use this knowledge to make an impact on our community.

Maria Montessori



Maria Montessori was nominated for the Nobel Peace Prize three times. She dedicated her life to creating an optimum growth environment for children. She discovered that by creating an environment where children were provided with materials suited to their "sensitive periods" of development, they could grow immensely in multiple areas. She discovered by focusing on the whole child/teen, learning is supported in a respectful and natural way.

Community Montessori Charter Public School has no religious affiliation.



Enrollment Information

- 3 and 4 year olds are enrolled on a first-come basis (tuition based program).
- "Kindergarteners" through "10th graders" can apply October through the 1st Friday in February. If there are more applications than spaces, a lottery is held in March.



What is a Charter School?

Community Montessori was founded on a passion to bring more school options to our community that are tuition free and centered around respect for each learner and understanding their individual strengths.

We are a free public school choice for any family that resides in Indiana. Sponsored by Ball State University, we must be innovative and accountable for the success of each of the learners we serve.

Community Montessori Charter Public School
4102 St. Joseph Road
New Albany, IN 47150
www.shiningminds.com

Phone: 812.948.1000 Fax: 812.948.0441

E-mail: gfondren@shiningminds.com

A Committed Staff!



Material Fees and Deposits for all programs are due at enrollment in April.

See next page for more information regarding fees and policies.

Charter School	Teen's Program	Ages 12-18 ('Grades 7-12'). 8:20 am to 2:50 pm.	\$250 Materials Fee \$40 Technology Fee \$290 Total Teen's Program Fee (Additional seminar and college course fees may apply.)
	Elementary	Ages 6-12 ('Grades '1-6'). 8:40 am to 3:10 pm	\$220 Materials Fee
	'Kindergarten' ½ day	5 year olds (by August 1), AM: 9 am to 11:45 am OR PM: 1 pm to 3:45 pm	\$110 Materials Fee
	Kindergarten Full Day	5 year olds (by August 1), 9 am- 3:45 pm, Monday through Friday Although it is part of the Charter School, this program is subject to tuition because of a lack of full funding from the state.	*\$1250 per year \$220 Materials Fee *This tentative fee may change due to funding from the state.
Early Education	Early Education Single Session	3-4 year olds, AM (9 am–11:45) OR PM (1 pm to 3:45), Monday through Friday.	\$2365 per year (\$237.78/mo for 9 mos.) \$110 Materials Fee \$225 Non-refundable Deposit
	Early Education Double Session	3-4 year olds, 9 am – 3:45 pm. This option enrolls your child in the AM and PM Sessions. Children are in the same classroom all day, Monday through Friday.	\$4935 per year (\$501.12/mo for 9 mos.) \$220 Materials Fee \$425 Non-refundable Deposit
	3-Day Week Single Session	3-4 year olds, AM (9 am–11:45) OR PM (1 pm to 3:45), Mon/Wed/Fri	\$1645 per year (\$166.12/mo for 9 mos.) \$150 Non-refundable Deposit \$70 Materials Fee
	3-Day Week Double Session	3-4 year olds, 9 am to 3:45, Mon/Wed/Fri	\$3415 per year (\$346.11/mo for 9 mos.) \$300 Deposit \$140 Materials Fee
	2-Day Week Single Session	3-4 year olds, AM (9 am–11:45) OR PM (1 pm to 3:45), Tue/Thurs	\$1205 per year (\$122.78/mo for 9 mos.) \$100 Non-refundable Deposit \$55 Materials Fee
	2-Day Week Double session	3-4 year olds, 9 am to 3:45, Tue/Thurs	\$2495 per year (\$255.00/mo for 9 mos.) \$200 Deposit \$110 Materials Fee

EXTENDED LEARNING

- Extended Learning monthly fees are prorated for holidays, In-Service Days and Parent Conference Days.
- Fees are required to be paid through FACTS. Total program fees will be evenly divided over 9 monthly payments.

Before/After School Program Available <u>ONLY</u> to Full Day Children (Teens, Elementary, Double Session and Extension)	7:30 am – 8:20/8:40/9:00 am AND 2:50/3:15/3:45 pm - 5:30 pm	Approximately \$55/week
AM Care – Not available to <u>PM Only</u> students	7:30 am to Program Start	Approximately \$35/week
PM Care – Not available to <u>AM Only</u> students	Program End to 5:30 pm	Approximately \$40/week

PROGRAMS AND FEES 2012-13

GENERAL INFORMATION

- Elementary, Teens, and half-day Kindergarten programs are part of the Charter School and are, therefore, tuition free.
- Although it is part of the Charter School, there is a fee for full-day Kindergarten. This program is subsidized by state funding and any fees are subject to change based on changes to that funding or changes in legislation.
- Early Education Deposits are due at enrollment, and are part of the total tuition cost, not an addition.
- Although CM does not use Grade Levels, due to State reporting requirements, we do enroll children according to grade.
- In lieu of textbook fees, Materials Fees cover a prorated portion of the educational materials in our studios as well as items such as pencils, paper, etc.
- Tuition is due, **in full**, by September 1st. If unable to pay in full by September 1 the balance may be paid over nine (9) monthly payments using the FACTS payment program. Visit www.shiningminds.com to register for FACTS.
- Families paying Full Day KG and Single or Double Session Early Education tuition in full by September 1 will receive a 5% discount on the balance after deposit.
- The FACTS program is required for all Tuition and Extended Learning payments. Community Montessori will pay for all FACTS enrollment fees for tuition and/or Extended Learning. A \$50 processing fee will be charged on any balances being paid through FACTS of LESS THAN \$1000.
- **All fees are subject to change on an annual basis.**

REFUND POLICY

Extended Learning Application fee is non-refundable.

Material/Supply Fees (All Programs):

- Withdrawals for the upcoming school year occurring before May 31 = 50% refund
- Withdrawals occurring on or before October 1st of the current school year = 25% refund
- Withdrawals occurring after October 1st are not eligible for a refund.

Early Education Tuition: (ALL tuition is due and payable for the year by September 1st. Withdrawals occurring as noted below are based on the full year program tuition.)

- All refunds are based on the program tuition less any deposits. Deposits are nonrefundable.
- Withdrawals for the upcoming school year occurring on or before October 1st = 90% refund (excluding deposit).
- Withdrawals occurring between October 2nd and Winter Break = 50% refund (excluding deposit).
- Withdrawals occurring after Winter Break are not eligible for a refund and Families on the monthly payment plan will be expected to pay the balance of tuition owed for the year.
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DISCOUNTS

- Extended Learning: A 20% discount will be extended to the second, third, etc. siblings enrolled in this program.
- Early Education: a 10% discount on the balance due after deposit will be applied to siblings enrolled in the Early Education Programs, not to be combined with the 5% early payment discount.



Elementary Belief Statements (3-12 yrs)

- ◆ *We believe that education should be an active process of gaining and adapting new information involving many learners.*
- ◆ *We believe that we should support all children in developing strong moral values that reflect empathy, respect, honesty, compassion, integrity, and trust – while keeping personal dignity intact.*
- ◆ *We believe that enthusiasm and curiosity should be cultured in each child's learning.*
- ◆ *We believe that the curriculum should reflect life long learning by expanding the traditional subjects and make all learning relative.*
- ◆ *We believe that children learn best in a safe, nurturing, respectful environment that promotes independence and a positive sense of self-esteem.*
- ◆ *We believe that children should have the freedom to develop goals that encourage internal motivation and nurture inner harmony.*
- ◆ *We believe learning is a natural process that develops spontaneously in the learner.*
- ◆ *We believe that the teachers in the environment are really "child" development specialists that guide the learner through the learning process by keeping extensive records and through keen observations.*
- ◆ *We believe children should be encouraged to teach, collaborate, and assist each other in their journey to attain and effectively use new or existing information.*
- ◆ *We believe children should use self-teaching, self-corrective material to set their own learning pace to internalize information.*
- ◆ *We believe children should be free to use repetition to gain mastery of new materials or information and be encouraged to use critical thinking skills to come up with their own answers.*
- ◆ *We believe children should have the freedom to be themselves and develop individual and group identities within the community.*
- ◆ *We believe that the school community shares the love of each child and that we respect and encourage each child to develop his/her own uniqueness and individuality.*
- ◆ *We believe that we all have a direct responsibility to our self, our family, our school, our community, our nation, and our world and we instill this responsibility as a continuing part of the curriculum.*
- ◆ *We believe that learning should take place in a non-competitive environment where learning is driven internally to better ourselves.*

Parent Partner Commitment Form

Early Education (3-6) and Elementary (6-12)

We, the family community of Community Montessori, will be consistent with this commitment form to heighten the experience of our child(ren). The intent of this form is to help us all organize and take advantage of our commitment to communication and the education of our school family.

- We will read and abide by all guidelines and policies of the Community Montessori Family Handbook.
- We will communicate with the staff any pertinent information pertaining to our child or family.
- We will be consistent with our child's attendance and notify the office of any absences by 8:00 am.
- When our child must be absent, outside of illness, we will utilize the Absence Waiver by "home-schooling" during absences.
- We will bring snack as scheduled throughout the year and bring only fresh fruits and vegetables (early education) or fruits, vegetables, eggs and cheese (elementary) based on the Handbook guidelines. We will involve our child in this activity from helping cutting the vegetables to giving them a budget to plan, prepare, and oversee the whole week.
- We will support our child in bringing a "nutritious" lunch daily. (Children at least 6 years and up should be preparing/packing their own lunch) We will also support the "one small dessert" policy and talk to our child about "healthy" foods.
- We will observe our child during "class time" to further our understanding of the educational program of Community Montessori. Families should spend at least 10 minutes a week either observing at the observation windows(3-6), having your child give you a tour before or after school, or engaging in the studio after attending/viewing the workshop.
- We will attend at least two PIP (Parent Involvement Partnership) Workshops to further our growth as a parent family. (Most PIP Workshops are video taped and can be purchased for those who cannot attend.)
- We will attend at least one of the "Work Nights" offered throughout the school year.
- We will make arrangements to attend all Parent Partner Conferences throughout the year and be a collaborative participant.
- We will respect the staff at Community Montessori. Any studio questions, concerns, or comments should be directed to the studio teacher(s). Any school related questions, concerns, or comments should be communicated directly to Glenn Fondren, Family Liaison or Barbara Burke Fondren, Director of Community Montessori. Special conferences can be scheduled with the teacher(s) and Director both in attendance. If, after communication to our teacher and the administrative staff, we do not feel our concern was address, we know we can appeal to the Board of Directors by using the form that is on the website.
- We will adhere to a Gossip Free campus and believe modeling this to our children is of the highest importance!
- We will assist the school and studios by committing 10+ hours of our time and/or talent to the Parent Involvement Partnership throughout the year. (A complete list of ideas is given at enrollment and by email throughout the year).
- We will read to, read with, or listen to our child read daily based on the interests and learning style of our child.
- We will work toward a non-corrective interaction with our child and try to utilize natural and logical consequences in discipline to be more consistent with the Community Montessori Philosophy.
- We will use the ideas and guidance of the studio teachers to support and facilitate work-at-home activities with our child. (All learners 6 years and up should engage in work-at-home activities daily and turn in these activities to their studio.)

Parent/Guardian

Date

Parent/Guardian

Date

9/27/2011

