



4102 St. Joseph Road, New Albany IN 47150 **812.948.1000** phone **812.948.0441** fax

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:

- ◆ 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 December**.

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, complete the Family Communication Form and pay the application fee, if applicable to your program.** 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 in the Charter School Program, 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 every-

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. We also offer a Birth to 3 Year Old program at The Community Nurtury.

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”) Our adolescent program is an atmosphere of mutual respect between adults and teens based on the understanding that we all have something to teach one another and something to learn from one another. Our environment develops independence, fosters social responsibility, and promotes valorization. This program hopes to promote a more peaceful, cooperative, ecologically-minded world through the teen/advisor relationship, integrated seminars, lessons, and community internships. 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
September - May @ 9:00am

Ask questions!

Other Opportunities

Technology

Our goal is to integrate technology as it becomes developmentally appropriate. Google Apps for Education allows for collaborative technology usage throughout our building. Our 9-14 year olds have cooperative access to Chromebooks and our 14-18 years olds have a 1:1 access.

Enrichment Programs

Theater, sign language, dodge ball and cooking 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, with preference given to full-day applicants (tuition based program).
- "Kindergarteners" through "10th graders" can apply September through the 1st Friday in December. If there are more applications than spaces, a lottery is held in February.



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 are 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!



EARLY EDUCATION ADMISSION APPLICATION

Community Montessori – for School Year 2020-21

Please return this form to: Community Montessori, 4102 St. Joseph Road, New Albany IN 47150



Please note: Applications are not complete without the \$35.00 application fee.

AM Sessions: 9:00 AM – 11:45 AM

PM Sessions: 1:00 PM – 3:45 PM

Double Session: 9:00 AM – 3:45 PM

Please select the program you are applying to: All programs meet five days a week

☐ AM Only

☐ PM Only

☐ Double Session

Preference for enrollment is given to learners applying to the Double Session program.

Child's Information *Please print neatly.*

Child's Name: _____ Date of Birth: _____
Last First Middle MM DD YYYY

Gender: Male Female

Transgendered youth may select the gender with which they identify.

AGE OF CHILD ON AUGUST 1, 2020: _____

Does this child have a sibling currently attending Community Montessori? Please list below:

Name: _____ Studio: _____

Name: _____ Studio: _____

Parent/Guardian Information *Please print neatly.*

Name(s): _____ Relation to Child: _____ Custodial Parent?: Y N

Address: _____ Home Phone: () _____

City/St/Zip: _____ Work Phone: () _____

Email Address: _____ Cell Phone: () _____

Tuition and Supply Fees: Please see the Statement of Fees page for tuition amounts, as they differ for each program.

Observations are held every Wednesday at 9:00 am from September through May. (Other times can be arranged by appointment.)

The application process consists of completion of the observation, Family Communication and Parent Partner Commitment forms. Enrollment in our Early Education Program does not guarantee a spot in the Charter School Program. Families must complete the application process again when moving to Kindergarten (Charter School), with the exception of the observation. If your child is accepted, you will receive an enrollment email in late March/early April. If you do not receive an enrollment email, your child has been placed on a waiting list, in the order their application was received. Preference for enrollment is given to full day applicants.

***NOTE: NEW 3 AND 4 YEAR OLDS START 5-8 DAYS LATER THAN RETURNING CHILDREN TO SUPPORT THE BEST TRANSITION TO OUR SCHOOL**

A non-refundable application fee of \$35.00 must be returned with this form in order to complete your child's application.

My signature below indicates that I have read and understand the above.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date



Rev. 7.10.2019

OFFICE USE ONLY: Date Received: _____ Payment: _____ Date Observ. Completed: _____



PROGRAMS AND FEES 2020-21

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

See back 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.	\$270 Material Fee \$40 Technology Fee \$310 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	\$240 Material Fee
	Kindergarten	5 year olds (by October 1), 9 am- 3:45 pm, Monday through Friday	*\$0 (currently tuition free) \$240 Material Fee
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.	**\$3345 per year (\$288.50/mo for 10 mos – after deposit) \$460 Non-refundable Deposit
	Early Entry Kindergarten OR 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.	**\$5935 per year (\$522.50/mo for 10 mos – after deposit) \$710 Non-refundable Deposit

***Note to Early Education Families:** Early Education will participate in an 8-day transition schedule. New 3 and 4 year olds will begin school on either day 5 or day 8 of the school year.

*** All fees are subject to change on an annual basis.**

**** Additional payment plans are available for families in need.**

EXTENDED LEARNING

- Extended Learning monthly fees are prorated for holidays, In-Service Days and Parent Conference Days.
- Fees will be paid through FACTS. Total program fees will be evenly divided over 10 monthly payments (Aug-May).
- To avoid being billed for August, you must cancel Extended Learning enrollment by July 1st.** A notice is required 15 days before any changes in Extended Learning enrollment. You will be responsible for a payment of additional 15 Extended Learning day charges in the absence of any notice period.

Before/After School Program Available ONLY to Full Day Children (Teens, Elementary, Double Session and Full Day KG)	7:30 am – Program Start AND Program End - 5:30 pm	\$2350 per year (\$235/mo for 10 mos.)
AM Care – Not available to <u>PM Only</u> learners	7:30 am to Program Start	\$1445 per year (\$144.5/mo for 10 mos.)
PM Care – Not available to <u>AM Only</u> learners	Program End to 5:30 pm	\$1625 per year (\$162.5/mo for 10 mos.)



PROGRAMS AND FEES 2020-21

GENERAL INFORMATION

- Elementary, Teens, and Kindergarten programs (not including Early Entry Kindergarten) are part of the Charter School and are, therefore, tuition free.
- 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, Material Fees cover a prorated portion of the educational and Montessori materials in our studios as well as items such as pencils, paper, etc.
- Tuition is due, **in full**, by August 15. If unable to pay in full by August 15, the tuition may be paid over ten (10) monthly payments using the FACTS payment program on the 5th or 20th of every month. Visit www.shiningminds.com to register for FACTS.
- The FACTS program is used for all Tuition and Extended Learning payments. Community Montessori will pay the FACTS enrollment fee for tuition and/or Extended Learning.
- All material fees become due 30 days after start of enrollment in Spring. For learners enrolling after start of the school year, material fees are due within 30 days of enrollment. Any payments extending beyond this 30 days will have an additional charge of \$50 Extended plan fee.
- **All fees are subject to change on an annual basis.**

EARLY WITHDRAWAL

Charter Material Fee:

- Withdrawals occurring on or before May 31 = 50% refund
- Withdrawals occurring on or before September 1 = 25% refund
- Withdrawals occurring after September 1 are not eligible for a refund.

Early Entry Kindergarten/Early Education Tuition: Withdrawals occurring as noted below are based on the full year program tuition less the deposit.

- Deposits are nonrefundable.
- For those not paying tuition in full, remaining tuition will be billed monthly from August to May.
- For early withdrawals, attendance for 1 day for any month from August to December qualifies the tuition to be paid for that month.
- Withdrawals after December 15 are responsible for the tuition owed for the year.

DISCOUNTS

- Single & Double Session Early Education and Early Entry Kindergarten
 - A 5% discount on the balance due after deposit will be applied to payments in full made by August 15.
 - A 10% discount on the balance due after deposit will be applied to siblings enrolled in Early Education Programs (including Early Entry Kindergarten), not to be combined with the 5% early payment discount.
- Extended Learning: A 20% discount will be extended to the second, third, etc. siblings enrolled in this program.



Charter School Admission & Lottery Information

CHARTER SCHOOL APPLICATION PROCESS

1. Receive an application and fill it out in its entirety.
2. Return your completed application by the first Friday in December. (A lottery number will be assigned to each application, in the case of a lottery admission.)
3. Attend an observation/orientation meeting September to November (Wednesdays at 9 am) to make sure our program is consistent with your family's beliefs and philosophy concerning education. Families that observe after the first Friday in December will be added to the waiting list in the order their application is received.
4. Complete the Family Communication Form and Parent Partner Commitment Form or Teen Commitment Forms.
5. Currently enrolled 4 year olds applying to "Kindergarten" will be given preference for "Kindergarten", but must still complete the application process with the exception of the observation, which was already completed upon their entrance into the Early Education program.
6. Applications received after the first Friday in December will be enrolled if spaces are available, or will be added to the waiting list after the lottery (when applicable) has taken place.
7. If your child is identified for enrollment, either if spaces are available or through the lottery process, you will receive an Enrollment Packet by email prior to enrollment.
8. Complete the enrollment process by April.

CHARTER SCHOOL LOTTERY PROCESS (when necessary)

1. The Lottery will be conducted in February, if applicable, at Community Montessori.
2. The lottery will be overseen by an independent accountant.
3. The lottery is a public meeting and you are welcome to attend. The date and time of the lottery will be posted at the school by January 28th.
4. If there are more applicants than spaces available in a given grade level, a lottery will be held for that grade level.
5. Any child who currently attends Community Montessori, as a charter school learner, will not be subject to the lottery, with the exception of "Kindergarteners", because there may potentially be more "kindergarteners" that apply than there are spaces available for "first grade". Current Community Montessori "Kindergarteners" will be given preference over outside applicants to "first grade".
6. Children of the school's founders, governing body members, charter school employees and siblings of CM alumni will be given preference in the lottery and for enrollment.
7. Currently enrolled Early Education children will get preference in the Kindergarten lottery
8. Children with a sibling already enrolled at Community Montessori will be automatically enrolled, unless there are more siblings than spaces available. In that event, siblings will lottery as a separate group.
9. If a sibling is chosen in the lottery, all other siblings will be given preference if spaces are available, or will have their position on the wait list adjusted accordingly.
10. The lottery drawing will rotate in choosing applicants for each applicable grade level. When a lottery is warranted, names will be drawn one grade level at a time from "10th grade" to "Kindergarten", including Early Entry Kindergarten, as applicable. Besides the preferences above, each grade could potentially consist of 3 separate lottery rounds. They are as follows:
 1. Siblings of learners who are enrolled at Community Montessori for the current school year.
 2. Siblings of newly-accepted learners from a higher grade level.
 3. Non-siblings.
11. Lottery results should be posted within 24 to 48 hours to our website: www.shiningminds.com.



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.

1. We will read and abide by all guidelines and policies of the Community Montessori Family Handbook.
2. We will communicate with the staff any pertinent information pertaining to our child or family in a timely manner.
3. We will be consistent with our child's attendance and be on time daily or notify the Curved Desk of any absences by 8:00 am.
4. When our child must be absent, outside of illness, we will utilize the Absence Waiver by making a plan with the teachers about appropriate work during the absence at least two weeks in advance.
5. 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.
6. 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.
7. We will observe our child during "class time", or work with them before or after school, to further our understanding of the educational program of Community Montessori. We should spend at least 10 minutes a week either observing at the observation windows (3-6) or having our child give us a tour of the work in the studio before or after school.
8. If we wish to engage with learners in the studio we will attending/view the Volunteer/Substitute Workshop, and provide necessary information to be approved as a volunteer at the school.
9. 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).
10. We will attend at least one of the "Work Nights" offered throughout the school year.
11. We will make arrangements to attend all Parent Partner Conferences throughout the year and be a collaborative participant.
12. 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 addressed, we know we can appeal to the Board of Directors by using the form that is on the website.
13. We will adhere to a Gossip Free campus and believe modeling this to our children is of the highest importance!
14. We will assist the school and studios by committing 10+ hours of our time and/or talent to the studio and/or the Parent Involvement Partnership throughout the year (a complete list of ideas is given at enrollment and by email throughout the year).
15. We will read to, read with, or listen to our child read daily based on the interests and learning style of our child.
16. 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.
17. 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



Early Education/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 cultivated in each child's learning.*
- *We believe that the curriculum should reflect life-long learning by expanding the traditional subjects and make all learning relevant.*
- *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 “child development specialists” that guide the learner through the learning process by keeping extensive records 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 learning is driven internally and should take place in a non-competitive environment.*
- *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.*