

2017-2018 School Year Montessori



Dear Katy GT Academy Montessori Family,

Welcome to Katy GT Academy and a brand new school year! We are excited to have your child join us and consider it a privilege to partner with you in their education.

Attached is our registration packet. There is lots of information here for you to look over at your convenience. However, the forms must be returned to us before your child can be admitted into our program.

The following checklist is items needed to complete admission. Please complete and return to the office before the first day of school:

- Completed Admission Form – Front and Back
- Enrollment Agreement – Please return all pages
- Handbook Acknowledgement – Handbook can be downloaded from:
<http://katygtacademy.org/forms>
- Current Immunization Record
- Current Vision and Hearing Check – Children 4 years old and older
- Registration Fee, Curriculum Fee, & Tuition

Below is some important information to make the first few days successful. Please bring the following items with you on the first day of school.

- Nap Pad
- Diapers or Pullups (if necessary)
- Crib Sheet
- Refillable Water Bottle
- Small Pillow
- A complete change of clothes including socks
- Small Blanket

When you arrive, it is **mandatory** that you Check-In and Check-Out your child each time you are on campus using the electronic keypad next to the office door. We want all of our children to be safe while at KGTA and it starts with

Check-In. **Your Check-In/Check-Out PIN is the last four digit of the main phone number on your account.**

Here are the steps to Check-In/Check-Out:

1. Press the “**CHILD**” button
2. **Enter your PIN number**
3. Verify the displayed name of your child is correct then press “**OK**”
4. Screen display will show: “<YOUR CHILD’S NAME> IN” and the **Check-In time**.

When you pick up your child, repeat the same steps. The display will show the out time. If you have any, please notify the office.

If you have any concerns or questions, please feel free to contact us anytime.

Regards,

Katy GT Staff
281-646-7360
general@katygtacademy.org



Katy GT Academy Montessori Program

The Katy GT Academy Montessori Program is one that inspires young minds to cultivate a deep love for learning. We focus on all aspects of learning – from practical life and sensorial exercise to mathematics, language, physical geography, writing, cultural awareness, science and nature. Your child is sure to find joy in exercising his/her mind and body in a safe and fun environment.

Our Program

We are firmly committed to Maria Montessori’s approach to learning in our overall program. The Montessori Method strives to arouse the child’s interest; to stimulate and to provide an individualized learning atmosphere. This “Prepared Environment” invites children to get themselves involved and puts their mind in gear. Our environment is for the benefit of the child – their interest, needs and academic success. The Montessori approach lays a solid and “hand’s on” academic and developmental success is fostered.

Goals and Objectives

Our main objective is to provide a carefully planned, stimulating environment, which will help children develop within themselves the foundational habits, attitudes, skills, and ideas, which are essential for a lifetime of creative thinking and learning.

- To develop a positive attitude toward school and learning
- To develop a sense of high self-esteem
- To develop habits of concentration for lifelong study skills
- To develop and foster an abiding curiosity
- To develop habits of initiative and persistence
- To foster inner discipline and sense of order
- To develop sensory-motor skills in order to sharpen the ability to discriminate and judge
- To develop socially acceptable behavior
- To acquire the basic skills necessary for a lifetime of learning
- To help develop each child’s innate, ultimate potential through high self-expectations

Our goal is to furnish excellence in the educational field. We want to help young people grow and develop in a way that is most conducive to a happy, healthy life. Laying a foundation for a love of lifelong learning is our goal.

How Montessori Education Helps Brain Development

Whenever an adult speaks directly and personally to a preschool child, cascades of impulses go through the child's neurons (nerve cells), which connect to one another by synapses. The repetition of these kinds of positive early interactions actually helps the brain reinforce the existing connections and make new ones.

By a couple of months of age, babies can process the emotional contours of language (prosody), which means they tune in to the emotional variations in your voice. (In fact, toddlers can memorize nursery rhymes because rhymes have prosody!) As the preschool teacher raises her voice an octave and draws out her vowels, the child's brain responds by sending even more chemical and electrical impulses across the synapses.

Montessori teachers are careful to have small groups for story time so that children are able to get involved and process information. Young children need real interaction in order to learn. As children read, the teacher will use melodic voice tones to ensure children's involvement and learning.

During work time, children interact with one another. As they communicate, whether through beginning language or more sophisticated use of words, the neurons in their brains are making more connections, critical for reinforcing and learning.

Further opportunities for communication lead to the repetition of impulses sent through the brain. The more repetition that goes on, the more the brain grows sure in its understanding. Repetition of language sounds is crucial to brain development.

As the Montessori teacher focuses her attention on each individual child, the child must think about the material presented. The child's brain will be active as he/she retrieves from memory something special in their own personal history that they have learned. Each day children recap the benefits of Montessori education.

Montessori Education VS Tradition Education

<ul style="list-style-type: none"> • Emphasis on cognitive structure and social development • Teacher has unobtrusive role in classroom activity; child is an active participant in learning • Environment and method encourage internal self-discipline • Instruction, both individual and group, adapts to each student's learning style • Mixed age grouping • Children are encouraged to teach, collaborate and help each other • Child chooses own work from interests and abilities • Child formulates own concepts from self-teaching materials • Child works as long as she/he wishes on a chosen project • Child sets own learning pace to internalize information • Child spots own errors through feedback from the material • Learning is reinforced internally through the child's own repetition of an activity and internal feelings of success • Organized program for learning care of self and environment (shoe polishing, cleaning the sink, etc.) 	<ul style="list-style-type: none"> • Emphasis on role knowledge and social development • Teacher has dominate, active role in classroom activity; child is a passive participant in learning • Teacher acts as primary enforcer of external discipline • Instruction, both individual and group, conforms to the adult's teaching style • Same age grouping • Most teaching is done by teacher and collaboration is discouraged • Curriculum structured for child • Child is guided to concepts by teacher • Child generally given specific time limit for work • Instruction pace usually set by group norm or teacher • Errors in child's work highlighted by teacher • Learning is reinforced externally by role repetition, rewards, and punishment • No organized program for self-care instruction – left primarily up to parents • Child usually assigned seat, required to participate during group lessons
--	---

<ul style="list-style-type: none">• Child can work where she/he is comfortable, moves around and talks at will (yet disturbs not the work of others); group work is voluntary and negotiable• Multi-sensory materials for physical exploration• Organized program for parents to understand the• Montessori philosophy and participate in the learning process	
---	--

Katy GT Montessori Class Schedule

Morning

8:30 AM	Class Begins
8:30 AM – 9:00 AM	Morning Greeting and Group Circle
9:00 AM – 11:00 AM	Uninterrupted Montessori Work Session
11:00 AM – 11:30 AM	Outdoor time, Free Choice Play & Teacher Organized Activities
11:30 AM – 12:00 PM	Lunch

Afternoon

12:15 PM – 2:30 PM	Nap & Rest Period
2:30 PM – 3:00 PM	Class Restoration
3:00 PM – 3:30 PM	Snack & Reading
3:30 PM – 4:15 PM	Outside Time
4:15 PM – 4:30 PM	Bathroom Break
4:30 PM – 5:30 PM	Art, Discovery, Science, Story Reading & Teacher Directed Activities
5:30 PM – 6:30 PM	Clean Up Time, Group Reading, Music & Movement

The Environment Learning Areas

From the current lesson being taught, the child chooses activities from a variety of learning areas:

PRACTICAL LIFE
SENSORIAL
MATH
TOY WORK (P.M. Only)

LANGUAGE (Including Spanish)
CULTURAL SUBJECTS
ART AND MUSIC

PRACTICAL LIFE:

These lessons are designed to teach children to function in their environment promoting order, concentration, coordination of movements, fine and gross motor skills. Children gain independence and self-confidence as they learn to function in their surroundings without unnecessary aid.

Practical Life Lessons are divided into four groups:

- Care of the person
- Care of the Environment
- Control of Movement
- Grace and Courtesy

SENSORIAL:

The Sensorial apparatus assists children in giving language to sensory experiences they have received since birth; refining perception through education of the senses and learning to differentiate between sizes, colors, weights, forms, textures, musical sounds, smells, taste; developing skills in thinking, concentrating, comparing, organizing, classifying, and sequencing.

MATH

Children gain the knowledge of quantities and the written number using concrete materials. Children progress according to their ability and developmental level. New lessons with more difficult procedures are introduced when the previous level has been mastered.

Lessons in Math are divided into 4 categories:

- *Numeration* – One to One Correspondence, Concept of Qualities, Recognition of Numeral, Matching Quantities to Symbols
- *Operation* – Using concrete lessons, Golden Beads and other materials, children learn to compose large quantities with correspondent and numerals and gain an understanding of the Decimal System and the basic operations (+ - x)
- *Facts* – Using concrete materials, children learn and later memorize addition and subtraction facts
- *Linear Counting* – Concrete lessons to learn to count to 1000 and learn to skip counting

LANGUAGE

The language lessons are divided into three groups:

- *Pre-Reading Activities* – Concrete lessons aim to master basic skills necessary for later reading
They are divided into five aim categories:
 - Awareness and use of spoken language, vocabulary, and expressive language
 - Visual discrimination of forms, shapes, and symbol awareness
 - Awareness of visual and auditory discrimination and sequence
 - Isolation of sounds
 - Listening activities
- *Reading and Writing Skills* – These exercises are designed to strengthen and enrich the children's

vocabulary and lead them, through phonics, toward reading and comprehension of printed material and expressing thoughts and ideas through writing

- *Handwriting* – Developmentally appropriate fine motor lessons designed to promote mechanical writing skills.

CULTURAL SUBJECTS

The child is presented with concrete experiences of the world of nature and the physical universe. Lessons encourage exploration, observations and discovery, developing critical thinking skills, problem-solving techniques, and appreciation for the work around them.

ART AND MUSIC

Activities designed to stimulate creativity and expression using a variety of materials, activities, and techniques.

TOY WORK

Manipulative construction toys and activities for fantasy play. (P.M. Only)

Parent Resources on Montessori Education

Websites:

American Montessori Education Parent Resources –

<http://amshq.org/Family-Resources>

<http://amshq.org/Family-Resources/Family-Support-Materials>

Montessori Foundation Parent Information –

<http://www.montessori.org/parents-information>

Association Montessori International –

<http://amiusa.org/montessori-in-the-home/>

Books:

The Absorbent Mind

By Maria Montessori

The Montessori Method

By Maria Montessori

Montessori Play And Learn: A Parent's Guide to Purposeful Play from Two to Six

By Lesley Britton

Freeing Your Child from Anxiety: Powerful, Practical Solutions to Overcome Your Child's Fears, Worries, and Phobias

By Tamar Chansky Ph.D

Girls Will Be Girls: Raising Confident and Courageous Daughters

By Joann Deak

The Six Stages Of Parenthood

By Ellen Galinsky

Montessori: Why It Matters For Your Child's Success And Happiness

By Charlotte Cushman

Handbook Acknowledgement

In an effort to keep our tuition costs as low as possible, a hardcopy of the Parent Handbook and Policy Manual is not provided. A .pdf version can always be found on our website at:

<http://katygtacademy.org/forms>

Please Sign and Return this form to the office during the first week of school.

Handbook Acknowledgement

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook and Policy Manual. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for childcare service providers, or at the discretion of the Minimum Standards for Child Care Centers set by the State of Texas. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook, which will be posted on the Katy GT Academy web site at <http://katygtacademy.org/forms>

In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to Katy GT Academy.

Moreover, I recognize that it is my responsibility to contact the KGTA Program Director for any questions I might have about the contents of the Parent Handbook now and in the future.

Guardian Name (Print)

Guardian Signature

Child(ren) Names Registered in Program

Date

This copy to be kept in Student's Folder



Katy GT Academy
 21020 Highland Knolls Drive
 Katy, TX 77450
 281-646-7360
 www.katygtacademy.org
 general@katygtacademy.org

ENROLLMENT AGREEMENT
 2017-2018 School Year

TO THE PARENT:

Please read this Agreement carefully. If you do not understand any part of this Agreement, feel free to ask any office staff member about it. This Agreement establishes your legal rights and responsibilities, and those of the Center, regarding your child’s participation in the Center. Throughout this Agreement, the terms “you” and “parent” refer to the parent(s) or legal guardian(s) of the child enrolled in the Center, and the terms “Center” and “we” refer to **Katy GT Academy** and its staff members. The term “school day” means a day when the Center is open and operating.

You, _____ (parent(s) or guardian(s)),
 agree to enroll your child(ren), _____

(name of child or children), in Katy GT Academy and we agree to accept your child’s enrollment, under the following terms and conditions.

1. Program and Hours of Care:

Beginning on **August 22, 2016**, the Center will provide care for your child in our program according to the following schedule:

- _____ Full-time (7:00 AM to 6:30 PM)
- _____ Extended Day (8:30 AM to 2:30 PM)
- _____ Part-time (8:30 AM to Noon)
- _____ Weekday morning (Before School 7:00 AM to 7:50 AM)
- _____ Weekday afternoons (After School to 6:30 PM)
- _____ BHE
- _____ Other schedule as detailed below:

2. Payments:

A. *Registration Fee:* A Non-Refundable Annual Registration fee is due and payable on the day this Agreement is made (date of enrollment), and thereafter on the first day of enrollment for each year your child is enrolled in the Center

Montessori Program	\$100 Non-Refundable Registration Fee Per Student
	\$150 Non-Refundable Registration Fee Per Family (in same Program)
After School Program	\$100 Non-Refundable Registration Fee

	\$150 Non-Refundable Registration Fee Per Family (in same Program)
BHE	\$100 Non-Refundable Registration Fee
	\$150 Non-Refundable Registration Fee Per Family (in same Program)

B. Curriculum Fee: A Non-Refundable Annual Curriculum Fee is due and payable on the day this Agreement is made (date of enrollment), and thereafter on the first day of enrollment for each year your child is enrolled in the Center.

Montessori Program	\$100 Non-Refundable Curriculum Fee Per Student
After School Program I	\$100 Non-Refundable Curriculum Fee Per Student
After School Program II	\$50 Non-Refundable Curriculum Fee Per Student
BHE	\$100 Non-Refundable Curriculum Fee Per Student

C. Tuition: On or before the first school day of each calendar month, you will pay the Center a monthly tuition fee for care to be provided during the following month. If you enroll your child in the Center during the middle of a month, you will pay, on or before the first day your child attends the Center, a portion of the monthly tuition fee, pro-rated on a daily basis for the period remaining in the month.

See Tuition Schedule for Rates

D. Discounts: We offer a 10% discount to families with more than one child enrolled in the same program. All students eligible for discount must be enrolled in a Full Time (5 Day) Program. Part Time Students are not eligible for Sibling Discount. Discount will be given on the lesser amount of tuition.

3. Methods of Payment:

Payments may be made by Cash, Check, Money Order, or Chase Quick Pay to our email address: **general@katygtacademy.org**. If any payment by check is returned unpaid, you will owe a service charge of \$25 in addition to other amounts due, and thereafter you must pay by cash or money order. Payment must be delivered to:

Katy GT Academy
21020 Highland Knolls Drive, #6
Katy, TX 77450

4. Late Payment:

If the Center has not received the full monthly payment by the 3rd day after payment is due, the payment is considered late and subject to late fees as follows:

\$5.00 Late Fee Charge
\$5.00 Every day thereafter

5. Late Pick-Up Penalties:

If your child is picked up after the scheduled time, you will owe a late fee according to the schedule below. This late pick-up fee is due immediately at the time of pick-up.

\$25.00 for each 5-minute period, or any portion thereof
\$20.00 for each additional 5-minute period, or portion thereof
\$1.00 for each additional minute, or portion thereof

6. Changes in Rates:

The monthly tuition rate is subject to change and you agree that you will pay the new rate after the Center gives you 30 days written notice of such change.

7. Absences:

A. *Illness or other personal absence:* You are responsible for paying the full monthly tuition for each month your child is enrolled in the Center, even if your child is absent (due to illness or other cause) during the month. You must notify the Center by 10:00 AM if your child becomes sick and will be absent on a specific day. You should notify the center a week in advance if your child will be absent due to vacation.

B. *Vacation:* During a 12 month period, 2 weeks may be designated as vacation. Payment is not required for these weeks provided that your Katy GT Academy account is current. Days may not be taken one at a time, and must be 5 consecutive business day intervals. Vacation Absence must be submitted in writing.

8. Holiday Schedule and Weather Closings:

The Center closes on the following holidays; however, there will be no refund or credit against the monthly tuition for these days.

- | | |
|----------------|---|
| New Year’s Eve | Independence Day |
| New Year’s Day | Thanksgiving Day and the following Friday |
| Good Friday | Christmas Eve |
| Labor Day | Christmas Day |
| Memorial Day | |

The center follows the cancellation policy of the Katy Independent School District. If KISD cancels class, opens late, or closes early due to snow or inclement weather conditions, the Center will do the same. There will be no refund or credit against the monthly tuition fee for any such closing. In the event of any early closing due to inclement weather, you agree to pick up your child promptly.

9. Termination by Parent:

You have the right to withdrawal your child from the program at any time. However, a two-week’s notice is required for cancellation or withdrawal. Parents who do not provide the Academy with the minimum notice must pay fees for two weeks after notice is given, even if the child no longer attends. Cancellation negates the privilege of priority registration for the next enrollment period. Cancellation of the Enrollment Agreement must be:

1. Requested in writing
2. Two weeks prior notice
3. Approved by the Director

10. Termination by Center:

A. *Immediate:* The Center may terminate your child’s enrollment in the Center effective immediately, if any of the following conditions arise:

1. In the judgment of the Center Director, the child’s behavior threatens the physical or mental health of other children in the Center and cannot be modified;
2. Your child brings a weapon to the Center;
3. The child is picked up late more than 3 days in any 30-day period; or
4. The child is ill when brought to the Center more than 3 days within any 30-day period

In any such case, no refund will be given.

B. *Two-Week’s Notice:* The Center may terminate your child’s enrollment upon two (2) weeks written notice to you if any of the following conditions arise:
Any of the conditions listed above

1. The Center has not exercised its right to terminate enrollment immediately
2. You fail to provide necessary items as requested by the Center

- 3. You fail to abide by the terms of the Enrollment Agreement
- 4. For any other reason reasonably related to the health and safety of the program

In any such case, no refund will be given.

C. *30-days*: The Center may terminate your child’s enrollment with 30 days written notice for any reason. No refund will be given.

11. Indemnification and Liability Waiver:

Acting on behalf of yourself and your child, you hereby waive and agree to release any claims, which you, your child, or your child’s heirs, and successors may have against the center and its officers, directors, employees or agents for any and all injuries, losses, or damages to your child, your child’s personal property and/or your personal property.

By signing this Enrollment Agreement, you specifically limit the Center’s liability to the amount covered by the Center’s insurance policies. You agree to be responsible for, indemnify, and hold harmless the Center from and against any claims, suits, judgements, or costs, which may be brought against the Center, its officers, directors, employees, or agents for the actual or alleged acts or omissions of you or your child.

12. Waiver:

If the Center fails to require that you comply with any term of this Agreement, the Center will not be deemed to have waived its right to demand compliance, and the Center may later require that you comply with such terms after notifying you that it will require compliance.

13. Changes to the Terms of this Contract:

After providing at least 30 days of advance written notice to parents, the Center has the right to amend the terms of this agreement to reflect changes in its standard policies and procedures. Parents not agreeing to changes shall have the right to cancel their child’s participation within 14 days of such notice, effective on the day before the amendment goes into effect. Should parents fail to cancel their child’s participation with the 14-day period, the parent will be deemed to have accepted the change in the agreement’s terms.

In signing this agreement, I (we) hereby certify that I am (we are) the sole legal guardian(s) of the child. Furthermore, I (we) agree to honor and abide by the written terms as stated in this Enrollment Agreement.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Katy GT Academy
School Year 2017-2018
Revised August 2017