

GLACIER MONTESSORI

Parent Handbook

1515 Trumble Creek Rd.
Kalispell, MT 59901
(618) 972-5513

Welcome to Glacier Montessori

Dear Parents,

Thank you for your interest in our school. Glacier Montessori is a school driven by the idea that all children should have the right to a valuable education with an attentive and caring adult.

Montessori is a philosophy that children learn and retain best when they are driven by their own desire, learning with materials that use their multiple senses and through collaborative play. Montessori materials impact the brain and body to work together learning lessons with the whole self. Maria Montessori developed and executed this philosophy in Italy during the early 1900's. She felt the development of the whole child was vital so that the child could develop into an adult who loves to learn and feels driven by their own interests and ideas.

Here at Glacier Montessori, we do our best to provide a space for the children to feel as if it is their own. Preparing an environment that allows them to feel comfortable and excited to begin each day. Through observation we assess where each child is at and work with them through individual lessons, with the exception of group activities and games, allowing the child to focus on the lesson at hand. We teach each child lessons in the five areas of a Montessori class and then allow them to choose the works they desire. The five areas of a Montessori class are Language, Sensorial, Math, Cultural Studies, and Practical Life while also focusing on self-development through Grace and Courtesy lessons and social development.

It is truly my pleasure to work with each child, and to make this honorable change in the world, my work. I began this school to give the gift of a Montessori education to any child despite their economic status, therefore have introduced a sliding scale tuition. I hope that together we can work to make our future better by providing love, insight, and education to our children.

Sincerely yours,

Ms. Elena Martinez

Glacier Montessori Directress

“The goal of education should not be to fill the child with facts but rather to cultivate his/her own natural desire to learn.” — Maria Montessori

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Introduction

Glacier Montessori offers an affordable, bilingual, child-led, holistic education for preschoolers and kindergarteners. In this handbook you will find our school policies outlined along with all of the information you will need to successfully navigate the coming year.

Please read through the entirety of the handbook to familiarize yourself with our policies and procedures. The handbook also contains all enrollment forms needed for the coming school year.

Feel free to contact our staff with any questions you may have at glaciermontessori@gmail.com.

About Glacier Montessori

School History

Glacier Montessori was created with the dream that all children could have the equal opportunity for Montessori education. From this dream Elena Martinez, the founder and director, was inspired to provide a unique sliding scale tuition that works with each individual family. Glacier Montessori has been formed and founded by forward thinking people to create a school for children of differing socioeconomic classes and cultures.

Our first inspiration for our school model is Maria Montessori, the creator of the Montessori Method, who started the first casa dei bambini in Rome for a group of children who had no place to go and who would be roaming the streets otherwise. This school was provided for free with some support from the government.

Our second inspiration was Dr. Annette Haines, she was an AMI Montessori trainer and a US Montessori representative. She founded the St. Louis Lab School and has trained and inspired over a hundred Montessori Guides all over the world. She was the trainer of Elena Martinez and taught the importance of having multiple languages used in the classroom. She was also an avid horse trainer and loved

Montana, inspired by her loving and dedicated spirit we chose the horse as our school mascot. To remind us of the amazing and bold people who came before us

Mission Statement

To nurture the uniqueness of the whole child through bilingual education for families of all socioeconomic backgrounds.

Montessori Curriculum

The term “Montessori” embodies both a philosophy and a method of education. The programs at our school focus on the development of each child’s full potential, facilitated by teachers trained in the Montessori method and philosophy. The younger children in our group have an opportunity to observe the older students as they work, and the older students have an opportunity to reinforce their own knowledge by explaining what they are doing as well as assisting and leading the younger children. Each child is able to learn and develop at their own pace within a classroom that accommodates many levels of ability and complexity, while nurturing their individuality.

School & Program Hours

School is Monday –Thursday (Closed on Fridays)

TIME	ACTIVITY	NOTE
8:30-9:00	Drop Off	
9:05-9:35	Group	- Daily check-in - read stories - sing songs.
9:50-10:30	Snack	
10:35-12:00	Work Time	- Individual Work Period - Lessons or Observations - Art or Spanish group works

12:00-12:45	Gross Motor Play	Outside Time or in Sanctuary (Depending on weather)
12:50-1:30	Lunch Time	
1:35-3:10	Nap / Reading Time	Children who do not sleep get up at 2:00
3:15-3:30	Pick Up Time	<ul style="list-style-type: none"> - Clean nap things - Sweep and clean tables - Afternoon work or eat snack until parents arrive
3:30-5:30	After care	Special activities and games provided or weather permitting, we'll be outside.

School Calendar

☐ GLACIER MONTESSORI CALENDAR – SEE APPENDIX

Enrollment & Registration

In order for a child to be enrolled, parents must complete the Glacier Montessori Enrollment Form for their child, the Emergency Contact Form, Over the Counter Medication Form, as well as review and sign all documentation in the parent handbook. Students may attend class only after registration and immunization documents have been processed.

☐ GLACIER MONTESSORI ENROLLMENT FORM– SEE APPENDIX

Immunization

All students are required to have current and up to date immunizations. These records are due by the first day of school. No child will be admitted to the classroom without a complete immunization record, or proper exemption forms.

☐ MT IMMUNIZATION REQUIREMENTS - SEE APPENDIX

Financial Policies

Tuition

Glacier Montessori aims to provide affordable Montessori education, in order to do this we provide a sliding scale for tuition. As such, the tuition rate will vary from family to family. Therefore, we do require proof of income to be submitted along with enrollment documents, unless you plan to pay the full tuition amount. Tuition is invoiced by the month and covers all 10 months of the academic school year from September to June.

We do take a nonrefundable \$275 payment due before school starts that will go towards the 10th and final payment of the year. This \$275 will be subtracted from your 10th payment. This payment is in place to insure that children will stay the whole year, if the child leaves the program before the end of the year this amount is not refunded.

☐ CURRENT GLACIER MONTESSORI SLIDING SCALE TUITION COST – SEE APPENDIX

Collection Procedures

Tuition for the coming month is due by the 1st of the month. Payments may be made through the brightwheel app using either credit card, debit card or bank account, or you may personally hand in a check or money order to staff. If you do choose, you may pay for multiple months at a time.

Fees

There is a \$275 registration and enrollment fee due either 14 business days prior to the 1st day of school, or upon enrollment mid-year. This is a one-time fee, and covers administrative costs as well as school materials.

Late pick up fees may be charged for students who are picked up late, please see Pick up and Drop off procedures for details.

We do have a late payment fee of 25.00 for past due tuition. There are 10 payments

of your set tuition. Each tuition payment is due on the 5th of every month. If you are late with your payment a fee will be charged to your account.

Tuition Assistance

There are a few options for financial assistance available if you are interested. The best beginnings scholarship through the nurturing center as well as some other scholarships that may be available. You are welcome to talk to a staff member for more information.

Financial Agreement

The enrollment to Glacier Montessori is an annual commitment (September-June). In the case where withdrawal before the end of the school year is necessary, a 30-day written notice is required. Any past due amount on your account must be paid in full before the 30-day notification period can begin. Any invoices due within that 30 days will still be deemed collectable.

Attendance

Pick up and Drop Off Procedures

Safety of the children is our highest priority.

Drop off and pick up times are integral to the safety of our students and to the cohesiveness of our educational program. Parents should make every attempt to make sure their child arrives at school on time and is picked up at the designated time. Not following the drop off and pick up policy may be grounds for dismissal from the program.

Parents or authorized persons are required to drop off and pick up their children at the designated time. School starts at 9:00 and ends at 3:30.

Parents who are late to pick up and are not signed up for the aftercare program will be charged a late fee of \$10.00 for the first 10 minutes and \$1.00 per minute starting 11 minutes after scheduled pick up time. The same fee schedule applies to late pick up from aftercare, which ends at 5:30pm. Payment for any late fees are

expected to be paid along with the next month's tuition, and will be added on to the corresponding invoice.

Check-in and Check-out

Each student will need to be checked-in and checked-out through the brightwheel app when picked up and dropped off. This has been made as convenient as possible through the use of a QR code accessible in the lobby. Please see brightwheel's website for step-by-step directions.

(<https://help.mybrightwheel.com/en/articles/8640348-check-in-students-as-a-guardian>)

Authorized Persons

Children will only be regularly released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick-up a child, notification in writing or a telephone call in advance must be made. The person picking up the child will need to show a driver's license or other picture ID.

If anyone arriving to pick-up a child appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or contacting another person on the contact list for that child. If the person picking up the child insists on taking the child, the authorities will be notified that the child has left with a person suspected of being under the influence, along with that person's name and any other information requested by authorities.

☐ EMERGENCY CONTACT AND PARENTAL AGREEMENT FORM – SEE APPENDIX

Tardiness and Early Out

Your child misses a very special part of the day when arriving late: classmates greet each other; friends join together to choose work; the teacher plans special lessons for each student. A child feels awkward coming into the class after missing the beginning rituals of the day. It is also a disruption to the class when a child arrives late. Children are eager to see their friends and become distracted. Because of this we ask that you please try to be on time whenever possible.

We also understand that some days it is necessary to either arrive late or leave early due to appointments and/or other unforeseen circumstances. In these instances, we ask that you communicate this to the teachers as soon as possible through the brightwheel app so we are better able to prepare the class, as well as, plan for your child's adjusted lessons.

Class Trips

Class trips are typically taken twice a year, in fall and spring. With every class trip we depend on volunteers and transportation from an outside source or parents. When the time approaches for field trips we will send an email and attach all forms to brightwheel with the trip information. For all children involved in class trips they must have permission slips signed before the trip and care release forms signed, if transportation is provided through the school.

Student Progress

Families of Kindergarteners in the program have two scheduled conferences with the teacher per year; one in November and one in April. All other students have one scheduled conference in February.. Each conference includes a narrative progress report.

Special needs student conferences and IEP conferences will be scheduled more frequently as needed.

Additional conferences, formal and informal, can happen whenever the teacher and/or parent/caregiver requests them.

Communication

Brightwheel

Families receive regular communication via the brightwheel App. This app includes attendance, check in and check out, the yearly calendar, special events, photos of learning, reminders, messages and documents relevant to the program.

Parents may also communicate with the Directress via email. However, for timely communications such as reporting a child's absence for the day or special pick up notices, brightwheel is more effective. When parents send a message to the teacher on brightwheel, all three teachers receive that message.

Standards of Student Behavior & Discipline

At Glacier Montessori we are committed to helping children grow and develop socially and emotionally as well as cognitively. We recognize that acquiring self-regulation skills is developmental and somewhat individual for each child. All our children, staff, volunteers and guardians at Glacier Montessori are expected to behave appropriately and in ways that are consistent with their developmental level and with the values of Montessori culture in general and Glacier Montessori in particular. In order to help set your child up for a successful day, please consider allowing for a minimum of 9 hours of sleep each night.

Appropriate behavior includes:

Listening to others who are speaking

- Speaking respectfully to others
- Being safe
- Taking care of the physical space and materials
- Helping the teacher/leader and the other children when asked
- Being respectful during activities and discussions
- Taking responsibility for one's words and actions

At the beginning of the school year, the teacher and students mutually develop an agreement as to how they expect one another to behave. Each participant agrees to abide by these guidelines for behavior.

Behavior Management Policy

If a child is having difficulty managing their behavior and they are not being aggressive towards other children or adults, the teacher/leader has many options

depending on her knowledge of the child's developmental level, the situation at hand and the child's ability to handle various situations.

Those options include:

- Remind the child of the class agreement.
- Redirect the child's attention to engage in the activity at hand.
- Suggest an appropriate alternative activity.
- Positively reinforce appropriate behavior of the child or other children.
- Suggest the child sit closer to the teacher/leader.
- Remove the child from the immediate environment and take an "errand walk" in order to allow the child to regain control and be ready to rejoin the class.

For the safety of all the children and adults in the program, physical and/or verbal aggression is not tolerated. If a child threatens the safety of another child or adult, physically or verbally, the child will be removed from the immediate environment and helped to calm down before being allowed to rejoin the class. Repeated physical and/or verbal aggressions may require a parent/teacher conference to create a plan for continued participation in the program.

By teaching children to respect the dignity of each person and treat others with respect, we ensure that classrooms are safe places for our children both physically and emotionally.

Grounds for Expulsion Policy

Glacier Montessori School is committed to providing a quality bilingual education in a safe and nurturing environment.

Attendance in the program is contingent upon behavior that is appropriate and safe for all children.

Expulsion from Glacier Montessori can be based on the following:

- Non-payment of tuition
- Failure to adhere to drop off and pick up times
- Repeated behavior problems that don't respond to interventions
- Unsafe behavior that poses a threat to children and/or staff
- Failure of parents to adhere to school policies

In the event that expulsion is warranted, the following plan would be implemented.

- A Problem Solving Report would be completed, discussed and agreed upon by the directress and parents specifically stating what the reasons are for expulsion and what steps must be met in order to prevent dismissal from the program.
- The written report will include the specific problem, effective dates, and the solution.
- The written report will be signed by the directress and the parents.
- The parent will have 30 days to comply with the agreed upon report, before expulsion is in effect.
- Immediate expulsion may occur if a child is a danger to his/herself or potentially harmful to other children or staff, or if parents refuse to take part in the problem solving process.

* The Directress and Lead Teacher are authorized to opt for immediate expulsion in place of a 4th Problem Solving Report, if they so choose.

☐ GLACIER MONTESSORI PROBLEM SOLVING REPORT (SAMPLE)– SEE APPENDIX

Personal Belongings

Daily items

Each child will have a personal bin kept at school where they may keep several changes of clothes. These come in very handy especially when we spend time outdoors in wet weather. We ask that you try to keep these bin updated with clothes that are in season, and that you bring in new ones when others are taken, or worn home.

Toys

Although we do not allow our students to bring in toys from home to play with at school during the school day, we do allow for them to bring in one comfort item to stay with them at nap time. Most children choose to bring a stuffed animal. However, this item must be placed with their nap mat in the morning prior to school and will remain there throughout the day, other than at nap time.

Show and Tell

Throughout the school year we will pick one child a week to bring in show and tell. When your child is chosen they will come home with a cloth bag. Please allow your child to choose what they want to share with their classmates. We have three rules for show and tell

- The item can not be alive.
- The item must fit in the bag
- The item must be checked by the parents/caregiver to make sure it is ok to take to school (i.e. no family heirlooms, harmful objects, or otherwise dangerous materials).

Food Policies

Food is not provided at school. Time is allotted for lunch and a snack during the day.

Parents/caregivers are required to send lunch, a healthy snack and a water bottle for their child each day. Please limit the amount of processed food and sugar you provide. These products can affect the concentration, energy levels and overall mood while at school.

If a child does not have a lunch when they are dropped off for school, the parent/caregiver is expected to drop off a lunch during the morning before lunchtime (12:50pm).

Special food or treats are provided during Holiday celebration days and birthdays. If parents would like to opt out of special treats or would like to supply treats for children who have allergies or sensitivities, please notify teachers and bring food labeled with the child's name.

Food Allergies

Should your child have a food allergy, an Allergy Care Plan must be completed and submitted during annual registration or as soon as a food allergy is identified. All parents in the class community will be notified if there are any food restrictions in the classroom.

In the case of a severe allergy, parents must provide records from the child's

doctor indicating the severity of the allergy regarding ingestion/contact. The school also requires parents to provide a doctor approved EpiPen, or similar medication that can be administered by our staff members if needed to counteract an anaphylaxis reaction.

- ☐ FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN– SEE APPENDIX

Health and Safety Policies

All employees of Glacier Montessori are trained in CPR and First Aid including the Heimlich maneuver for choking. These certifications are updated as required by state licensing regulations.

In order to attend school, all children are required to have age-appropriate, up-to-date immunizations or have a religious exemption as recognized by the state of Montana.

It is important that parents/caregivers provide current emergency contact information on the Emergency Contact form. If this contact information changes, please notify the school so forms can be updated.

Illness

At Glacier Montessori, we follow CDC guidelines for all contagious diseases including Covid-19, seasonal flu and RSV.

If your child becomes ill with any communicable disease, to include a fever of 100 degrees (or higher), vomiting or diarrhea, etc. they need to be kept home. Children must be symptom-free, without medication for a full 24 hours before returning to school.

If a child becomes ill at school including running a fever, vomiting or experiencing diarrhea, the parent/caregiver will be notified and expected to come pick up the child as soon as possible. If the parent is not able to pick up the child, the parent is responsible for making arrangements with someone listed on the Emergency Contact form to pick up the child. If the school is unable to reach the parent within 45 minutes, the school will call emergency contacts listed on the form.

The child will be permitted to return to the program when they are no longer contagious.

Covid-19

If your child or anyone in your house has more than two of the symptoms of COVID-19 please inform me immediately and stay home until you are tested OR symptoms are gone and are fever free for over 24 hours without the use of fever reducing medication.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Glacier Montessori follows CDC guidelines as to the management of communicable diseases, particularly COVID-19.

You can read more specifics here:

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html#anchor_1648820808392

Emergency Situations

Emergency Notifications

Glacier Montessori will use the brightwheel app message for any critical emergency alert situations. The brightwheel app will send an SMS text message in addition to sending an in-app message (be sure to authenticate your mobile number with the app).

If a situation arises in which we must evacuate campus, each family will be contacted through our emergency notification system. Once we have safely arrived at our destination, parents may pick up their children at the evacuation site.

Evacuation Destination:
Evergreen Fire and Rescue Station
2236 US Hwy 2
Kalispell, MT 59901

For the safety of all, students will NOT, under any circumstances, be dismissed before reaching the destination location.

Monthly emergency drills are conducted for fire, lock in place and severe weather events.

Inclement Weather

On days with hazardous weather, due to our location and possibility of hazardous driving conditions near the school, Glacier Montessori will decide our school schedule on a case-by-case basis. Parents will be notified of the school's closing through brightwheel in as timely a manner as possible.

Injuries and Medical Emergencies

Although we provide exceptional supervision, accidents and injuries often cannot be avoided. Minor injuries, bumps, and bruises will be addressed immediately with basic First Aid, Band-Aids, ice packs, etc. For serious injuries, an incident report will be filled out and given to you that day. Every attempt will be made to speak with you, or designee, directly at pick-up. Parents will be notified in the event of any injury to a child's head or neck area.

In the case of a medical emergency, Glacier Montessori will call 911 immediately and will make every effort to contact the parents. In the event that parents cannot be reached, those listed as emergency contacts will be notified.

If needed, a member of the faculty or staff will accompany students to the hospital emergency facility nearest the school:

Logan Health Emergency

330 Conway Dr.

Kalispell, MT 59901

The Emergency Contact and Parental Consent form signed and completed during annual registration will ensure that students receive prompt attention at the hospital or emergency clinic. Parents are expected to pay the charges for medical services rendered.

Medication

Sunscreen

During the warmer weather we try to spend a large amount of time outdoors. Because of this we request your permission to apply sunscreen before students go outside. We ask that you bring in your preferred brand, labeled with the students name at the beginning of the school year. Permission is granted via the OTC Meds Authorization Form during the registration process.

EpiPens and Similar Medication

All students who suffer from life-threatening allergies are required to have an EpiPen, or similar medication, provided by the parent and kept in the classroom. A completed Emergency Contact and Parent Consent form with written consent section completed and a Food Allergy Action Plan (in the case of a food allergy) must also be on file. EpiPens must remain at school for the entirety of the school year and will not be sent home with the student until the end of the year or until the last day of attendance after that child is withdrawn.

☐ NON-INGESTIBLE OTC MEDICATION AUTHORIZATION FORM– SEE APPENDIX

Custody Policy

In divorce or custody disputes between parents, it is Glacier Montessori's policy to not take sides. The principal interest of all faculty and staff is the well-being of the child. It is Glacier Montessori School's policy that no employee will testify or give an opinion in such matters except under subpoena. In the event a guardian ad litem is appointed, and after documentation is received, teachers are permitted to speak directly to the guardian ad litem.

Parents seeking to deny access to a student or a student's records by virtue of asserted sole custody must submit to the Directress legal documentation of such claim before the school will deny those rights to the other parent or guardian. It is the sole responsibility of the parents to provide to the school documentation regarding sole custody. Additionally, it is the responsibility of the parents to manage conditions and schedule in shared custody situations.

Drugs, Alcohol, Tobacco, & Weapons Policy

Drugs, tobacco, and weapons are prohibited at all times on campus and at any school event. Alcohol may not be served at any school event where students are present, whether on or off campus.

Photo Release

I hereby grant my permission to Glacier Montessori to use photographs and/or video of my child taken at school to be used in publications, news releases, online, and in other communications related to the mission of Glacier Montessori. You may choose to opt out by not signing this release.

Brightwheel & Private Facebook Group	Yes	No
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Public Social Media and Website	Yes	No
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Child's Name

Parent/Guardian Signature

Date

Parent Handbook Receipt Acknowledgement

By my signature below, I represent to Glacier Montessori that I have received, read, understand and agree to the terms of the Parent Handbook. I understand that the Parent Handbook forms a part of our contract with Glacier Montessori and is a legally binding document. I understand that my child as well as each Parent/Guardian of child must comply with the Parent Handbook.

Parent/Guardian 1 Signature

Date

Parent/Guardian 2 Signature

Date

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July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August
26-29 - Teachers In-Service Day
30- Open House @ 5 p.m.

September
3 - First Day of School

October
17 & 18- PIR Days
31 - Halloween (Class Parties)

November
27-29 - No School (Thanksgiving)

December
20 - Half Day
22-Jan 2 - Winter Break

January 2023
1-2 - Winter Break
20 - MLK Day National Holiday

February
14- Valentine's Day Celebration
17 - President's Day National Holiday

March
24-28 Spring Break

April
18 - Office Closed

May
26- Memorial Day National Holiday

June
4 - Last Day of School
5 -10- PIR Day

 School Closed	 Teacher In-Service Day (no school for students)
 Early Release @ 11:30	 First/Last Day
 Open House @ 5 p.m.	

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Enrollment Form School Year 2024-2025

Child's Name:

Child's Birthdate:

Kindergarten Y N

Preschool Y N

Part Time (2 days a week) Y N

Full Time (4 days a week) Y N

After Care (3:30-5:30) Y N

If you have any other needs or concerns please describe below:



Glacier Montessori Problem Solving Report

Date: _____

Name of Child:

Name of Parent(s)/Guardian/Guardians:

Name of Program Director:

Other Attendees at Meeting:

Description of problem as stated by Director of School:

Description of problem as stated by parent/guardian:

Joint plan to solve problem: (Includes expectations of child, parent, and director)

Date at which plan will be reviewed:

Date at which plan will require child to leave the program if plan is not successfully met:

Parent/Guardian's Signature:

Director's Signature:

State of Montana
Department of Public Health and Human Services
Quality Assurance Division – Licensure Bureau
Child Care Licensing

EMERGENCY CONTACT AND PARENTAL CONSENT

THIS FORM MUST BE TAKEN WITH THE CHILD WHEN EMERGENCY MEDICAL CARE IS NEEDED.

Child's Name: _____ Birth Date: _____

Address: _____

Mother / Legal Guardian's Name: _____ Home Number: _____

Address: _____ Cell Number: _____

Work Address: _____ Work Number: _____

Father / Legal Guardian's Name: _____ Home Number: _____

Address: _____ Cell Number: _____

Work Address: _____ Work Number: _____

Emergency Contact Person: _____ Contact Number: _____

Emergency Contact Person: _____ Contact Number: _____

Physician / Medical Care Source: _____ Contact Number: _____

Health Insurance Carrier & Policy Number: _____

Persons authorized to pick up child:

Name: _____ Name: _____

Name: _____ Name: _____

WRITTEN CONSENT IS GIVEN FOR:

☐ **Yes** ☐ **No** EMERGENCY MEDICAL CARE

☐ ADMINISTRATION OF PRESCRIPTION MEDICATIONS

**Medication Authorization form and Medication Administration Log
Must be completed**

☐ ADMINISTRATION OF NON-PRESCRIPTION MEDICATIONS

**OTC Medication Authorization Form and Medication Administration
Log must be completed**

☐ ADMINISTRATION OF SPECIAL DENTAL OR DIETARY NEEDS:
Please Specify:

☐ TRIPS: ☐ **Yes** ☐ **No** TRANSPORTATION BY THE FACILITY FOR TRIPS

☐ **Yes** ☐ **No** DAILY TRANSPORTATION PROVIDED BY THE FACILITY (Facility Has the Option to Offer)

IF YOUR CHILD IS TRANSPORTED BY THE FACILITY, ARE THERE ANY INSTRUCTIONS FOR SPECIAL CARE FOR THE CHILD (I.E. MOTION SICKNESS, SEIZURES, ETC.) DURING TRANSPORTATION?

HEALTH HISTORY

	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Hay fever, asthma, or wheezing	<input type="checkbox"/>	<input type="checkbox"/>	Chickenpox	<input type="checkbox"/>	<input type="checkbox"/>
Eczema or frequent skin rashes	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Convulsions/Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Trouble with passing urine / bowel movement	<input type="checkbox"/>	<input type="checkbox"/>
Heart condition	<input type="checkbox"/>	<input type="checkbox"/>	Frequent colds, sore throats, earaches, tonsillitis, pneumonia	<input type="checkbox"/>	<input type="checkbox"/>

	<u>YES</u>	<u>NO</u>
Allergies or reaction: (food or other)	<input type="checkbox"/>	<input type="checkbox"/>

Please Explain:

	<u>YES</u>	<u>NO</u>
Other Health Concerns (special disabilities):	<input type="checkbox"/>	<input type="checkbox"/>

Please Explain:

SIGNATURE OF PARENT OR GUARDIAN

DATE



FARE

Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

**PLACE
PICTURE
HERE**

Name: _____ D.O.B.: _____

Allergic to: _____

Weight: _____ lbs. Asthma: ☐ **Yes (higher risk for a severe reaction)** ☐ **No**

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

☐ **Special Situation/Circumstance - If this box is checked, the child has an extremely severe allergy to the following food(s) _____.**

Even if the child has MILD symptoms after eating (ingesting) this food(s), Give Epinephrine immediately.

For **ANY** of the following **SEVERE SYMPTOMS**



LUNG

Shortness of breath, wheezing, repetitive cough



HEART

Pale or bluish skin, faintness, weak pulse, dizziness



THROAT

Tight or hoarse throat, trouble breathing or swallowing



MOUTH

Significant swelling of the tongue or lips



SKIN

Many hives over body, widespread redness



GUT

Repetitive vomiting, severe diarrhea



OTHER

Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION

of symptoms from different body areas

- ▼ ▼ ▼
- 1. INJECT EPINEPHRINE IMMEDIATELY.**
 - 2. Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return

MILD SYMPTOMS



NOSE

Itchy or runny nose, sneezing



MOUTH

Itchy mouth



SKIN

A few hives, mild itch



GUT

Mild nausea or discomfort

FOR MILD SYMPTOMS FROM MORE THAN ONE BODY SYSTEM, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE BODY SYSTEM (E.G. SKIN, GI, ETC.), FOLLOW THE DIRECTIONS BELOW:

- Antihistamines may be given, if ordered by a healthcare provider.
- Stay with the person; alert emergency contacts.
- Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE

DATE

HEALTHCARE PROVIDER AUTHORIZATION SIGNATURE

DATE

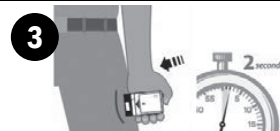


FARE
Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

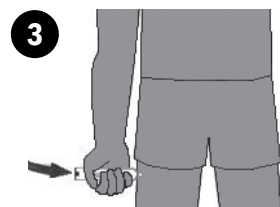
HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q® from the outer case. Pull off red safety guard.
2. Place black end of Auvi-Q® against the middle of the outer thigh.
3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
4. Call 911 and get emergency medical help right away.



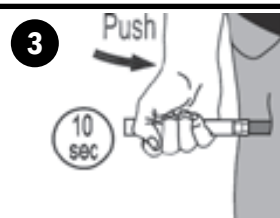
HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION

1. (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN
2. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
3. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



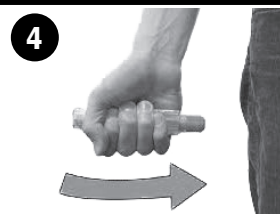
HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENALICK®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE SYMJEPi™ (EPINEPHRINE INJECTION, USP)

1. When ready to inject, pull off cap to expose needle. Do not put finger on top of the device.
2. Hold SYMJEPi™ by finger grips only and slowly insert the needle into the thigh. SYMJEPi™ can be injected through clothing if necessary.
3. After needle is in thigh, push the plunger all the way down until it clicks and hold for 2 seconds.
4. Remove the syringe and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.
5. Once the injection has been administered, using one hand with fingers behind the needle slide safety guard over needle.



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Epinephrine first, then call 911. Monitor the patient and call their emergency contacts right away.

EMERGENCY CONTACTS – CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

NON-INGESTIBLE OVER THE COUNTER MEDICATION AUTHORIZATION FORM

TO BE COMPLETED BY PARENT

Child's Name _____ Date of Birth ____/____/____

Program Name _____

**I give permission for the administration of the following non-ingestible over the counter medications
(mark all that apply):**

Diaper Rash Cream/Ointments _____

Insect Repellent _____

Sunscreen _____

Cortisone/Anti-Itch Creams/Ointments _____

Medicated Lip Treatments _____

OTC Antibiotic Creams/Ointments _____

Burn Creams/Sprays _____

Other Non-Ingestible OTC's: (Please Specify) _____

To administer a non-ingestible over the counter medication:

- The medication must be brought to the day care facility from the parent;
- The medication must be in its original container, with a legible label, and expiration date of medication;
- The child's name must be on the original container

Special handling/storage Instructions _____ Refrigeration? ____

Parent/Guardian Signature (required) _____ Date: ____/____/____

*** This document must be updated on an annual basis.**

Unused Medication: (check one) Returned to Parent Y N Discarded appropriately Y N

By: _____

Date: ____/____/____

***Keep in the child's file when medication is finished.**

Glacier Montessori Sliding Scale Tuition Cost







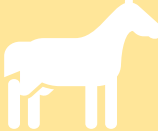
Annual Gross Income must be less than amount indicated.

Household/ Family Size	Best Beginings Co-Pay	60% Reduction	40% Reduction	25% Reduction	15% Reduction	Full Tuition
2	-	45,775	54,920	64,085	73,240	-
3	-	57,575	69,090	80,605	92,120	-
4	-	69,375	83,250	97,125	111,000	-
5	-	81,175	97,410	113,645	129,880	-
6	-	92,975	111,570	130,165	148,760	-
7	-	104,775	125,730	146,685	167,640	-
8	-	116,575	139,890	163,205	186,520	-
FT Weekly Cost	\$49.00	\$98.00	\$147.00	\$183.75	\$208.25	\$245.00
FT Monthly Cost	\$196.00	\$392.00	\$588.00	\$735.00	\$833.00	\$980.00
PT Weekly Cost	\$33.81	\$67.62	\$101.43	\$126.79	\$143.69	\$169.05
PT Monthly Cost	\$135.24	\$270.48	\$405.72	\$507.15	\$574.77	\$676.20

Our desire is that families committed to the philosophy and values of Glacier Montessori are able to attend. Because of that, we are offering a personalized tuition through a Sliding Scale model. This is an alternative and progessive payment scale that we hope will be successful. Your tuition will be set based on your family's income and expenses. You will be required to submit income verification and discuss your finances. Families that qualify for Best Begining scholarships are encouraged to apply. Due to a limited spots for families receiving 40% or greater reduction they are encouraged to send re-enrollment forms as soon as possible. **Disclaimer:** Glacier Montessori reserves the right to adjust this rubric as the year progresses dependant on extenuating circumstances.



MONTANA VACCINE REQUIREMENTS FOR CHILD CARE ATTENDANCE

						
By 3 Months	By 5 Months	By 7 Months	By 16 Months	By 19 Months	By 6 Years	By 12 Years
DTaP 1 dose	DTaP 2 doses	DTaP 3 doses	DTaP 3 doses	DTaP 4 doses	DTaP 4 doses ³	Tdap 1 dose ⁴
Hepatitis B 1 dose	Hepatitis B 2 doses	Hepatitis B 2 doses	Hepatitis B 2 doses	Hepatitis B 3 doses	Hepatitis B 3 doses	Hepatitis B 3 doses
Hib 1 dose	Hib 2 doses	Hib 2 or 3 doses ¹	Hib 3 or 4 doses ¹	Hib 3 or 4 doses ¹	Not Required after 5 years of age	
Polio 1 dose	Polio 2 doses	Polio 2 doses	Polio 2 doses	Polio 3 doses	Polio 3 doses ³	Polio 3 doses ³
PCV 1 dose	PCV 2 doses	PCV 3 doses	PCV 4 doses ²	PCV 4 doses ²	Not Required after 5 years of age	
			MMR 1 dose ⁵	MMR 1 dose ⁵	MMR 2 doses	MMR 2 doses
			Varicella 1 dose ⁵	Varicella 1 dose ⁵	Varicella 2 doses	Varicella 2 doses

¹ Varies depending on vaccine type used, or the Advisory Committee on Immunization Practice (ACIP) Catch-up schedule.

² Varies depending on age started, or the Advisory Committee on Immunization Practice (ACIP) Catch-up schedule.

³ One dose must be given on or after the 4th birthday. When following the ACIP schedule, children will have at least 5 doses of DTaP and 4 doses of polio vaccine.

⁴ A child 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap or Td vaccine to become current per the ACIP Schedule.

⁵ First dose must be given on or after the 1st birthday.

Note: A four-day grace period may apply, as appropriate, per the ACIP recommendations