



**Lake Hills
Montessori
SCHOOL**

Growing hearts, hands and minds.

PARENT HANDBOOK

2026/2027

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WELCOME

Welcome to Lake Hills Montessori! We strive to provide an educational program of excellence based upon the original Montessori principles of humanity, focusing primarily on the fundamental law of self-construction. At LHM, children develop their own will, self-control, concentration, and intellect. Utilizing Montessori principles engenders self-esteem, independence, and a sense of responsibility. We are honored that you have chosen LHM to nurture, support, and love your child. Thank you.

MISSION STATEMENT

LHM's mission is to provide a safe, loving, accepting, and stimulating environment for children. LHM celebrates racial, ethnic, and religious diversity, believing that all differences in each child make our environment richer. We believe that all children are capable of learning. We create a non-competitive atmosphere where each child can enjoy success in learning experiences tailored to their developmental level. We adhere to the unique Montessori philosophy of education, which enables the students to become confident, competent, and enthusiastic learners for life.

MONTESSORI PHILOSOPHY

We follow the Montessori approach to education, developed by the Italian physician and educator Dr. Maria Montessori. Her philosophy was developed in the mid-1900s, and her discoveries regarding child development revolutionized the education industry since then. Her philosophy on how children develop and learn is supported by modern scientific research today. Her discoveries:

- A child's education and development result from their efforts
- Children possess a deep desire to explore their environment with all their senses.
- Children require freedom to move and choose their activities.
- Children have an innate desire for purposeful work.

LAKE HILLS MONTESSORI VALUES

Our staff is committed to:

- Nurture the spirit of the child.
- Foster personal responsibility.
- Provide a prepared environment to support students' individual needs.
- Promote peace.
- Cultivate and promote the whole child (physical, emotional, social, and intellectual).
- Build strong and active partnerships among students, parents, and staff.
- Thrive as a mutually respectful and supportive community

HISTORY AND BACKGROUND

Lake Hills Montessori was founded in 1999 by Sandra Karnstadt. Sandra grew up knowing she wanted to work with children and received an undergraduate degree in Early Childhood from Oklahoma State University.

She then went on to Texas State University to obtain a master's degree in Elementary Education Administration and a second master's degree in Montessori. Sandra has been a certified Montessori teacher, director, owner, and AMS trainer for over 30 years. Her life's work is to provide a safe place for children to learn and grow in a classic Montessori environment. She started with a house in Austin, TX, and turned it into a small one-room Montessori school, adding additional rooms as the school grew. Lake Hills Montessori Tulsa opened in 2006 to provide the children in Tulsa with the same opportunity! LHM Austin had expanded so many times that they were having a constant waitlist of two or more years! Having that in mind, Sandra built another campus in Bee Cave, TX, and all of the campuses are currently thriving.

ADMISSION PROCEDURES

- Visit and observe the learning environment, and study the school's information packet to become familiar with the school's philosophy and environment.
- Complete the application Packet for Admission and return it to the office along with the non-refundable application fee as described on the form.
- Schedule and introduction to the classroom environment through the office for their child with one of our Montessori guides.

ELIGIBILITY

Children may begin in our Pre-Primary program at the age of two and continue their education in the Primary environment when they are three years old, toilet-trained, and have achieved other milestones. They will remain in the Primary classroom through their Kindergarten year. A completed enrollment packet is required on or before your child's first day of school. Siblings of current students and Montessori transfer students will receive limited preference for acceptance. Children who begin their Montessori education at age 3 receive the most benefit; therefore, placement of an older child occurs less frequently.

PLACEMENT

Decisions are based on the child's apparent readiness, recommendations, and records from previous schools, as well as the availability of space within the learning environment. Consideration is given to the balance of ages and genders in each classroom. Students are placed in classrooms according to the best interest of the individual student and the class.

At LHM, we do not discriminate; instead, we encourage racial, ethnic, religious, and economic diversity among our student body. Our acceptance decisions are based on the extent to which our Montessori program can meet the unique needs of each individual child. We also strive to maintain equilibrium between gender and age level in every classroom to create a well-rounded group of children.

LHM may, at its discretion, dismiss or suspend a student at any time if the student fails to conform to the regulations established by LHM or if a parent or guardian fails to assist Lake Hills Montessori in implementing its policies.

THE THREE-YEAR CYCLE/COMPLETION OF THE KINDERGARTEN YEAR

At Lake Hills Montessori, we strive to ensure that every student receives the full benefits of the Montessori Method. To achieve this, we believe that each student must complete at least the three-year cycle, which culminates in their important leadership year of kindergarten. Our education, experience, and knowledge enable us to prepare and manage the classroom in a way that supports your child's thriving through this unique philosophical aspect of the Montessori Method.

Every year is an important year for your child. The first year is one in which they learn how to care for themselves and the environment. The children begin to learn to focus and concentrate. Many changes occur as your child finds confidence in achieving important self-related goals. Students will look around in their pristine environment and notice older children working on fascinating materials. The Montessori Method has found that younger children in the classroom respond more quickly when emulating older children.

The second year is just as important. Children will jump right into choosing work with ease and comfort in the environment. Your child now has the skill of concentration and can choose their own work. Each student now has the world to explore and a willing Guide ready to show them how to access their interests. Your child notices older children using materials just out of their reach, which gives them motivation to practice their lessons further.

Becoming a leader in the third and fourth years is particularly important in the Montessori program. Your child becomes more capable of learning even greater riches through the now familiar materials and will be at the top of the class where they feel confident, secure, and independent with high self-esteem. Your child now shares work and lessons with the younger children in the class, solidifying the knowledge they have gained over the past two years. Your older child is now a leader! The new, younger children look up to them, and the cycle starts again.

Through this strategic Montessori Method, each child is allowed to experience being the “youngest”, “middle”, and “oldest” student. Through this comfortable exploration in a familiar environment, with the help of their peers and teachers, your child is provided with the security and consistency that are so important at this age. This also means that parents and teachers will develop a close working relationship. We feel it is essential that everyone in your child's life (parents, teachers, and peers) work together to ensure a successful school year. The staff at Lake Hills Montessori is committed to providing your child with a stimulating and successful learning environment through a comprehensive three-year Montessori cycle. Please do not hesitate to ask us if you have any questions about the importance of this comprehensive three-year cycle. We would love to share our philosophy with you!

PARENT SCHOOL VISITS / OBSERVATIONS

Before enrolling, we ask parents to schedule a visit to the school, which allows you to observe the children in a classroom setting and experience the Montessori learning environment. During this time, you may observe the interactions between teachers and students. We have an open-door policy for parents, and you are welcome on our campus at any time it is open.

Safety is a priority on our school campus, so please make sure that your children and their siblings are always with you when visiting or leaving. We have a fantastic campus that is fun to explore, but it always requires close supervision, especially when in the parking lot, where there are moving cars.

PARENT CONCERNS AND APPEALS

If any parent or legal guardian has a concern about the school or classroom practices, please follow the procedures below:

1. Contact the appropriate Guide directly. Email to schedule a meeting with your guide. Provide your concerns in writing and discuss them with the guide during the meeting.
2. If the concern persists or is unresolved, contact the office to schedule a meeting with the Head of School. Please provide your concerns in writing and discuss them at the scheduled meeting.
3. If the matter is not resolved, you may contact our Director, Jodi Whitman, of Lake Hills Montessori.

ADMISSIONS AND ENROLLMENT PROCEDURE

You may hold a spot for your child by submitting the completed Application Form along with a \$250 enrollment fee. Within 30 days of your child's start date, they will be assigned a classroom. The Lead Guide will contact you at that time to officially welcome your child into their classroom and provide you with any pertinent classroom-related information. Feel free to contact the Director with any questions that may arise in the meantime.

ARRIVAL & DISMISSAL

Arrival: At Lake Hills Montessori, we firmly believe that it is essential for your child to arrive at school before the start of the day. Please ensure that your child is at school and in their classroom between 7:30 a.m. and 8:15 a.m. This provides Guides with the opportunity to greet each child, welcome them to the school, and assure that your child will be ready to start their day. Class begins promptly at 8:30 am.

Dismissal: We offer two dismissal times during the school day: 12:00 p.m. or 3:00 p.m. Pick-up times after 3:00 p.m. are limited and require prior approval from the administration. You must arrive promptly to pick up your child at the designated time. If you arrive after the specified time, a \$5 per hour fee will be charged, starting with the first minute. Late fees can be added to your tuition or paid separately. There is a \$10/minute late fee for any parent arriving after 5:30 pm.

Your child may be released only to people listed on your enrollment form. An exception to this would be a written note from you permitting the release of your child to another designated person. For the safety of your child, the Lake Hills Montessori staff will ask anyone unfamiliar picking up your child to provide identification.

ATTENDANCE

The Montessori philosophy promotes consistency and order; therefore, it believes that children need a consistent and orderly routine, which in turn gives them a sense of predictability and security. The children who benefit most from the prepared environment are those who attend regularly. There are several reasons for this:

- A consistent routine provides security for the young child. This enables the child to learn more readily.
- A child's experiences in the classroom and with the materials are cumulative; consistent attendance bolsters learning.
- Your commitment to your child's presence in school affirms the importance of school and learning.
- Intermittent attendance or periods of extended absence can affect both your child's adaptation to school and learning. Your child needs to attend regularly to fulfill their need for consistency and order. This also enables your child to participate fully in class lessons and other learning experiences.
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We kindly request that parents contact the school when a child is absent or arrives late. Drop off is between 7:30 am. 8:30 am. If a child will be arriving later than 9 am, they will need a doctor's note or an approved late arrival form.

Lake Hills Montessori prioritizes compliance with state regulations. To ensure we can do this, please sign your child in and out each day in the front lobby area of ProCare when the building is open.

BIRTHDAYS

Children enjoy celebrating their birthday during group time on a scheduled day. Please check with your child's Lead Guide to determine when they recognize your child's celebration of life. You will be asked to provide a photo for each year your child has been on earth, along with a memory of them at that age. Starting with birth, then each annual revolution around the sun!

Birthdays for children of this age are a momentous occasion, so it is essential that if you are planning a birthday party for your child outside of school, you either have teachers distribute invitations to each child in the classroom or hand out specific stamped invitations to the office for mailing.

COMMUNICATION

At Lake Hills Montessori, we want parents to feel that they can speak with their child's Guide at any time about a concern or suggestion. If your concern was not resolved with the lead Guide or if you have a particular sensitivity after speaking with the Guide, please schedule an appointment to discuss the matter with the Director. Our goal is to ensure that every parent feels confident that every staff member at Lake Hills Montessori is providing their child with a loving and nurturing environment where they are safe to explore and discover the joy of learning.

****Please Note: Staff is not available for babysitting.**

Messages and Phone calls

To minimize interruptions to the classrooms, all phone calls for teaching staff during office hours should be directed to the Main Office at (918) 296-9936. Messages may be left at the main office when the office is closed or when staff are temporarily unavailable. FAX number (918) 296-9048

AFTER HOURS EMERGENCY PHONE CALLS should be made to the head of school's cell number, Jodie 918-906-5762.

WEBSITE

LHM does have a website: www.lakehillsmontessoritulsa.com. On this website, you will find links to helpful Montessori resources, our Facebook page, staff bios, downloadable forms, calendars, and more. You are also encouraged to email the directors, Jodie@lakehillsmontessori.com and Dionne@lakehillsmontessori.com, with any questions you may have (a link to their email addresses can be found on the website).

COMMUNICABLE DISEASES

If your child has a communicable or contagious disease, please contact us immediately so that we can notify the parents of other students who may have been exposed. Children with communicable diseases may not attend school until the disease is no longer contagious and they are no longer infectious. We will require written notification from your child's doctor to confirm your child's return to school.

DAILY SCHEDULE

Please see the classroom calendar for individual classroom schedules.

DISCIPLINE

Discipline is approached in a positive manner. Teachers model appropriate behavior, extend encouragement, and redirect the children with positive choices. Our goal is to promote effective problem-solving techniques for children and to help them take responsibility for and learn from their actions. Discipline at LHM does not involve corporal punishment, humiliation, or verbal abuse.

Abuse, or other forms of cruel or severe punishment. Aggressive behavior (i.e., biting, kicking, hitting, etc.) is not acceptable and will result in asking you to pick up your child immediately. Lake Hills Montessori has a zero tolerance for any aggressive or unsafe behavior and will require your child to withdraw (as determined by a director).

The state of Oklahoma licenses Lake Hills Montessori School, and while we feel our discipline policy is appropriate and adequate, the state requires that we give all parents the following information: The guidelines for discipline and guidance mandated by OK DHS are as follows:

Discipline is a developmentally appropriate response to circumstances, constructive, and provides an opportunity to learn. Personnel do not seek or accept parental permission that does not comply with these requirements as specified in Oklahoma Administrative Code (OAC) 340:110-3-293(a).

EMERGENCIES

If your child is involved in an emergency, they will be brought to the school office and receive the appropriate care. Parents will be notified immediately. If necessary, we will send your child to the nearest hospital in an ambulance, accompanied by at least one member of Lake Hills Montessori faculty. We will send the medical consent form, signed by the child's parents, along with the child to ensure immediate treatment. Parents must keep **all emergency information up to date**.

EMERGENCY DRILLS

At Lake Hills Montessori School, we will have regularly scheduled emergency drills. These drills will include a fire and tornado drill once a month and a disaster drill annually. This is an excellent opportunity to instill safety awareness in the children.

EMERGENCY PREPAREDNESS PLAN

If local, state, or federal officials order us to evacuate the school, all children and adults will walk to the alternate shelter at the River Oaks Presbyterian Church Sanctuary building.

We will follow the standard evacuation procedure as practiced in our monthly fire drills. In addition to taking the daily sign-in log and emergency contact information binder, the Director (or their designate) will also take a fully charged cell phone. A sign with the location of the alternate shelter will be posted on the front door of Lake Hills Montessori. Once we arrive at the alternate shelter, parents and/or emergency contacts will be called for each child. We also encourage you to subscribe to receive notifications via text as described in the Communication section of this handbook.

If you would like to review the complete Emergency Preparedness Plan, a copy is in the office of our school.

EXTENDED DAY AND KINDERGARTEN

By the third year of the Montessori cycle, children are invited to stay for either Extended Day or Kindergarten, depending on their age and readiness. The Extended Day and Kindergarten classes are held from 1:00 pm to 3:00 pm. Students will transition from Extended Day to Kindergarten or first grade after completing Kindergarten. This is a rich, comprehensive, and advanced experience that typically builds upon the previous two years of study. These programs naturally provide students with a strong foundation for future learning. Students have the opportunity to model leadership, explore a full range of materials in the morning, and work in an intimate and respectful setting in the afternoon. Their achievements in self-knowledge, self-direction, and their sense of community are established in the third year of the Primary program. Our Extended Day and Kindergarten programs enable children to engage in individual and group work on in-depth investigations in language, mathematics, science, geography, and history. Throughout the year, children have greater opportunities to practice tasks that require stamina, concentration, and cognitive and physical skills. The core of the curriculum includes the Montessori math sequences and the creative writing process.

Our extended day is offered to students who:

- Have been in the environment for at least one year.
- Can work comfortably the whole school day – has the stamina and will to sustain an additional 2–3-hour afternoon work cycle.
- Demonstrates willingness to participate in and contribute to longer activities as directed by their Lead Guide.
- Is beginning to show signs of emerging as a leader.
- Is able to join lengthy group experiences without distraction.
- Can maintain sustained independent work.
- No longer routinely needs naps in the afternoon.
- Has developed the social awareness and graces to respect the work environment.
- Shows interest in new work.
- Has an increasing desire to expand socially and is more comfortable in a larger group setting.
- Follows directions, as well as rules in the classroom.

FINANCIAL INFORMATION: 2026/2027 SCHOOL YEAR

Pre- Primary

7:30 am – 12:00 pm \$1050/mo

7:30 am – 3:00 pm \$1,225/mo

Primary

7:30 am – 12:00 pm \$950/mo

7:30 am – 3:00 pm \$1125/mo

*Activity fee for aftercare till 4pm, additional \$50/mo

FINANCIAL POLICIES

The school operates on a planned budget and must meet its many financial obligations promptly. It is the responsibility of parents to pay all tuition and other charges incurred on or before the 5th of each month. Late fees of the amount of \$10 per day will be assessed beginning on the 6th of the month.

Tuition is subject to periodic increases.

When withdrawing, A 30-day written notice is required. The Montessori Method goes through the kindergarten year.

*****If you choose to withdraw your child *before they have completed their kindergarten year, a \$1,000 penalty will be applied per child enrolled. Such a penalty is due before the first day of the last month the child is attending school.***

LHM will not prorate, refund, or reduce any part of the tuition or other fees and charges due to illness, school holidays, vacation, suspension, or withdrawal of a student, either before or during the school year. LHM may suspend or dismiss a student if tuition and other charges have not been paid by the specified due date. When changing from one pickup time to another, 30 days' notice is required.

Payment Procedures: On or before the first of each month, a tuition statement will be provided to parents. It is your responsibility to place a check in the tuition box for the amount specified on the statement.

Many families participate in the “Tuition Express” program, which is an automatic draft program (ACH debit) that is processed directly from your bank account. We encourage families to do this; it has proven to be safe and efficient. Additionally, it saves the school a significant amount of processing time. Enrollment forms are available in the office and require a voided check attached.

TUITION PAYMENTS

Tuition payments for all payment plans (Plan A, B, and C) will be made via ACH Debit (Tuition Express). All credit card payments will incur a 4% convenience fee. ACH Debits will be made on the 1st of the month.

REGISTRATION & FEES

After a child’s acceptance and payment of \$250 registration fee have been received, parents must complete, sign, and return all enrollment forms to LHM before their child’s first day of attendance.

FEES:

- The \$250 registration fee is non-refundable.
- \$500 annual supply fee \$500 per child.

You can either pay in full by September 1st or make two payments of \$250, due in September and January. *Supply fees are not prorated.*

There is a \$40 fee for each returned check. If LHM receives more than one returned check per family, we reserve the right to request the parents to pay on a cash basis.

There are no refunds given for vacations, illnesses, absences, or holidays, as the school must continue to meet all expenses incurred for the operation of the facility.

LATE FEES

Tuition is due on the 1st of each month, and late fees are applied on the 5th of each month. A late fee of \$10 per day will be assessed after the fifth of each month.

DELINQUENT ACCOUNTS

The student may, at the school's sole discretion, be deemed to have withdrawn when an account is past due. If there have been late payment problems in the past, a 20-day contingency is added to the contract, which will result in immediate withdrawal. Under no circumstances, without prior payment arrangements, will a student be permitted to remain if the account becomes 60 days past due.

Accounts with balances more than 60 days past due may be turned over to a third-party collection agency. In the event the contract is not paid when due and is collected by a third party, the parents are responsible for any collection and court fees incurred. Additionally, the school reserves the right to withhold student records until tuition accounts are settled in full.

ILLNESS

During a child's first year at school, he is likely to have numerous minor illnesses until he develops greater immunity. Working parents should make plans in advance for the care of a sick child. A child who is not feeling well or has obvious symptoms of illness should not be brought to school. Requesting that a child be kept from outdoor play at school is not an acceptable solution. A child who is not well enough to go out during our regular outside times is not well enough to return to school. Children with a fever of 100 degrees Fahrenheit or greater must be kept at home until they have been fever-free (without fever-reducing medication) for 24 hours. Children will be sent home if they have diarrhea and/or vomiting. LHM reserves the right to send your child home if, in the judgment of the faculty, your child is:

- contagious to other children
- too ill or uncomfortable to be in school
- unable to participate effectively in class or outdoor activities

We will call and inform you of your child's illness, and you must arrange to pick up your child within 60 minutes. If you are unable to pick up your child, please contact someone to pick them up at the school within the hour. If your child is recovering from an illness and you do not feel that they can fully participate in our special programs and outdoor play, please keep them at home. We are staffed to provide a clean and safe environment for a collective group of children, and we are unable to take time out to provide individual attention to ill children during these activities.

IMMUNIZATIONS

At the time of enrollment, LHM and the State of OK require you to provide one of the following:

- A copy of your child's immunization records, which must be current at the time of enrollment and updated any time additional immunizations/boosters are given. You may request this form and the required updates from your child's pediatrician.
- An Affidavit of Exemption from Immunization for Reasons of Conscience. You may request this form from the office. Exemption pending state approval.

MEDICATION

We do not dispense medication at school. If your child needs medication during the day, you will need to arrange for them to receive it from someone other than a Lake Hills Montessori staff member.

INJURIES

Staff at LHM will make every effort to ensure the safety of your child while in our care. Unfortunately, minor accidents may occur. A certain number of minor scrapes and bumps are to be expected as children grow in their understanding of the physical world and their own capabilities. Standard first aid procedures include applying ice to bumps and washing out cuts and scrapes with soap and water. Bandages are requested often! We will notify you if your child has an illness or accident. Parents are responsible for all medical bills that may occur. In the event of a serious accident, we will contact you promptly. If we are unable to reach you by telephone, we will contact the person listed on your enrollment form. If we are unable to reach your emergency contact person, we may take your child to the nearest hospital.

LICENSE

The Department of Human Services fully licenses LHM. It is our responsibility to maintain the minimum standards published by OKDHS.

MANDATED REPORTERS

As a state-licensed childcare, we are mandated to report any suspicion of neglect or abuse.

LUNCH & SNACK

It is Lake Hills' policy that all children must bring a morning snack and a nutritious lunch that complements their dietary needs for the day. Children who stay after 3:00 pm should also bring an afternoon snack. Please do not send any “sugary” foods or drinks. No cookies, chocolate, juice, soda, or chocolate milk are allowed. Save the sweet treats for after school. These types of foods can make it difficult for your child to concentrate on their work and/or rest.

Please label everything, including the snack in a bag with your child’s name on it. This helps them identify their snack.

LOST & FOUND

When your child loses something, please report the loss to your classroom teacher and the office. All unmarked and unclaimed articles are donated to charity on the first Friday of every month. LHM is not responsible for lost or stolen items. Please mark all belongings and refrain from sending valuables to school.

MESSAGES & TELEPHONE

Please check your child’s mailbox daily for newsletters and messages from teachers. Please direct all telephone calls to the school. The teachers will return telephone calls when they are not directly involved with the children. Only in cases of emergency will we notify teachers immediately. If no one answers the phone, please leave a message, and we will respond promptly.

PARENT PARTICIPATION

When a new child enters our community, we welcome the entire family. The primary expectation of the parents is that each parent will attend a parent-teacher conference in both the fall and spring. Additionally, each family will donate a minimum of 12 hours of service to our community. Participation in any of these ongoing opportunities will qualify:

Parent Education Nights/Coffee Talks

Classroom substitute or volunteer for special activities, cleaning, laundry, yard work, flower beds, gardening, etc., material making or repair

Publicity

Refreshments and shopping for special events, etc., and new parent mentoring

Class coordinator or social planner

PARENT–TEACHER CONFERENCES

Parent–Teacher Conferences are scheduled biannually. There are two formal conferences held annually, one in the fall and one in the spring, or as needed. This time enables parents and teachers to discuss the child’s development and any concerns the parents may have. Parents are welcome to request a conference at any time throughout the school year.

PARENT MEETINGS

LHM will host parenting workshops or parent education opportunities at various times throughout the year. We strongly encourage you to participate. The topics will be of interest to most parents (e.g., positive discipline, Montessori philosophy, safety, sleep specialist, raising healthy children, creating a stimulating environment at home, etc.). In addition to providing information to parents, it also fosters school spirit and unity among teachers, students, parents, and staff, thereby ensuring the best education for your children.

PARENT VOLUNTEERS

We invite parents to volunteer their time and talents at LHM. We are always in need of volunteers to assist in various areas and welcome your support. Please get in touch with the Director or Lead Guides to explore opportunities for involvement.

REST TIME

All children who nap will need to provide a “nap roll” (a mat, blanket, and a small pillow) for rest time. Your child’s nap roll will be placed on a padded mat for rest time. Nap rolls will be sent home each Friday to be laundered and returned to school the following Monday. Please do not send stuffed animals, dolls, or any item too large to fit inside the roll. Also, please refrain from sending more than one item.

SCHOOL HOURS

LHM is open Monday through Friday from 7:30 am to 4:00 pm. We kindly request that all students arrive by 8:30 a.m. Children will not be accepted after 9:00 am without an excused tardiness or a doctor’s note.

SMALL SCHOOL ITEMS

We have many small items among our classroom materials here at school. Inevitably, some of these seem to find their way home with the children. Any work on our shelves that is missing a piece must be removed from the classroom until the missing piece can be replaced. Since many of our materials are sourced from Montessori suppliers nationwide, this process can sometimes take some time. Please help us avoid the inconvenience of having to remove schoolwork from the classroom by seeing that anything brought home from school is promptly returned.

SNOW DAYS

LHM follows the closing schedule for Jenks Public Schools, unless it does not apply to our students (e.g., bus routes, etc.). Please watch our local news channels as Lake Hills Montessori will be listed for any delay or closing information.

SPECIAL PROGRAMS

Music: Music is an integral part of our curriculum at LHM. All children participate in musical activities daily in the classroom.

Physical Education: Children engage in daily free play on the playground (weather permitting). LHM students have access to a wide variety of equipment for their extensive motor development, as well as a large, shaded playground.

After-School Program: We offer a limited number of spots in our After-School Program. Aftercare is from 3:00 pm until 4:00 pm each day. LHM's After School Program teachers provide a supportive and caring environment for children. Children participate in art, yoga, athletic activities, games, and soccer in addition to outdoor play.

Summer Program: LHM is a year-round program that runs from June to July. Enhancing the Montessori environment, children engage in enriching activities, including art projects, nature studies, science experiments, and water play. The objective of the summer program is to foster creativity, discovery, and friendship in a loving, supportive atmosphere.

If you are traveling during the summer and would like to take a month off, you may do so if you pre-pay your child's tuition at least *30 days before* their return. Failure to do so will result in **re-application and associated fees**. We are unable to prorate tuition for children who are out for only a few weeks during the Summer Program.

August is considered our transition month for newly enrolled children and for those who have been out for the summer but will be returning for the new school year. Children who are leaving LHM and do not plan to return for the school year will have July as their last month of enrollment.

STUDENT CLOTHING

The clothing worn by the children becomes an integral part of the classroom environment and has a significant impact on the ambiance. We kindly request that children adhere to our dress code each day. Solid colors of Navy, Khaki, and White. No characters, light shoes, or make-believe animals (i.e., a unicorn is NOT real, but a horse would be fine). Thank you for your support in this boundary.

These items are available at most department stores and online, such as Lands' End or French Toast.

Boys: Any khaki, white, or navy blue solid colored shirt, long-sleeved or short-sleeved.
Any khaki, white, or navy blue solid-colored pants or shorts. Closed-toed shoes.

Girls: Any khaki, white, or navy blue solid colored shirt, long-sleeved or short-sleeved.
Any khaki, white, or navy blue solid colored dress, pants, jumper, skirt, skort, or shorts. Closed-toed shoes.

- * School T-shirts and jeans are acceptable for the Friday dress code.
- * Please ensure your child has an extra set of clothes in dress code (including shoes) at school in case of an accident.
- * Children should not wear or bring jewelry to school.
- * Please do not allow your child to wear Crocs, brightly colored shoes (also, superhero/cartoon characters), cleats, lighted shoes, cowboy boots, or open-toed sandals.
- * Sweaters and jackets must be within the dress code if worn in the classroom.

STUDENT RECORDS

We treat all information contained in a child's record as privileged and confidential. Records will be released to other educational institutions only with written consent from the child's parents. If parents wish to review their child's records, they may request this from the Director.

TOYS & PERSONAL BELONGINGS

Please leave all toys, money, purses, belts, stickers, sunglasses, jewelry, and hats in the car or at home. Even items left in the cubby can be a distraction, as your child might think about these items while in the classroom and try to slip them into their pockets to bring into the classroom or playground. We do welcome books or other educational materials for sharing. Please label all personal belongings. LHM is not responsible for the loss or damage to your child's personal property.

PHOTOS

On occasion, your child may be photographed at LHM for advertising, classroom displays, the Transparent Classroom, or as a parent gift. If you do not wish your child to be photographed, please let your child's teacher and LHM director know before their first day of school.

YOUR CHILD'S FIRST DAY AT LHM

You can help prepare your child for their first day of school by engaging in discussions with your child about their new classroom, teacher, friends, and all the fun activities they will experience at LHM. It is essential that your child feels your trust that their day will be wonderful. They need to know who will pick them up and when (i.e., “after nap, daddy will pick you up”). Kind words and words of reassurance almost always alleviate their fears. Please arrive between 7:30 and 8:15 am on the first day.

After your child is greeted by the director and welcomed into the school, please give your child a goodbye kiss and hug, then depart. It is our experience that children transition more easily when the goodbye is kept brief. Although some children become very upset the first time that their parents leave them at school, they usually settle down shortly after saying goodbye. Allow your child to enter the building independently. When help is needed, please allow one of our staff members to escort them into the classroom. Please feel free to call the Director throughout the day to check on your child's progress (918-296-9936).

Children who are not yet potty trained should bring diapers, a box of wipes, and a change of clothes (in dress code). Primary children should bring a change of clothes (in dress code) and inside slippers. As the seasons change, please remember to change out your child's spare clothing so that they are dressed appropriately for the weather. Again, please remember to label all items brought to school.

Please let us know if we can help in your child's transition; we are always glad to aid in the process and assist newly adapting children with their entry into the environment. Please know that most children tend to do just fine once they are inside. Your confidence is key, and your child will eventually adopt your trust and confidence. This is a gift you can give to your child.

Lake Hills Montessori – Parent Handbook Acknowledgment Form

Return to Director: Jodie Whitman or Dionne Kizziar 5130 E 101st
Street Tulsa, OK 74137 www.lakehillsmontessori.com

Student Name: _____

Please read each section in the handbook and then initial the corresponding title below:

_____ Mission Statement	_____ Illness
_____ Admissions Procedure	_____ Immunizations
_____ Eligibility	_____ Medications
_____ The Three-Year Cycle	_____ Injuries
_____ Parent Visits/Observations	_____ License
_____ Enrollment Procedure	_____ Lunch and Snacks
_____ Arrival and Dismissal	_____ Lost and Found
_____ Attendance	_____ Messages and Telephone
_____ Birthdays	_____ Parent-Teacher Conferences
_____ Communication	_____ Parent Meetings
_____ Website	_____ Parent Volunteers
_____ Communicable Diseases	_____ Rest Time
_____ Daily Schedule	_____ Schools Hours
_____ Discipline	_____ Small School Items
_____ Emergencies	_____ Snow Days
_____ Emergency Drills	_____ Special Programs
_____ Emergency Preparedness	
_____ Plan	_____ Student Clothing
_____ Extended Day	_____ Student Records
	_____ Toys and Personal
_____ Financial Information	_____ Belongings
_____ Financial Policies	_____ Photos
_____ Registration and Fees	_____ Student First Day of School

Parent Signature and Date