

# **Star Valley Montessori Registration Packet Checklist**

- Check List
- Welcome Letter
- Brochure
- Calendar

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\_\_\_\_ Policies and Procedures

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**Star Valley Montessori Family Co-op**  
350 Washington, Unit 2, Afton, WY 81110 Phone 307-855-6911

**Dear Parents,**

The families of Star Valley Montessori Family Co-op would like to welcome you to our school! My name is Kathy Packer. I have been teaching Montessori for over 25 years. I have been Washington State certified for K-8 and have a Master's Degree in teaching. I am also Montessori certified through American Montessori Society, for teaching ages 30 months through 6 years. I am a mother of two and understand the importance of physical, emotional and educational development in young children.

I have a competent staff that is First Aid/CPR Certified and trained to work with children. Any supporting parents and mentors will also be First Aid and CPR certified.

We strive to provide a safe and loving environment for your child to learn through the Montessori Method. The work we do with the children bonds us with the parents as well, and we look forward to having a good relationship with each of you. Our primary goal is to help you guide your child through his/her formative years. If you ever have any questions, concerns or suggestions, please feel free to talk to me at any time.

Enclosed is a registration packet for your child. The first page of this packet is a checklist you will need to complete in order for your child to become enrolled. You will note that there are a lot of papers to fill out and some reading to do. We hope that you will not be overwhelmed by the size of this task, especially when you get to the paperwork that seems to duplicate other paperwork. Your child's place will be reserved when the items on the checklist are completed and you have paid the materials fee or first month's tuition. If you have any questions or concerns, feel free to give me a call.

Thank you,

Kathy Packer  
Director/Teacher

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## **Star Valley Montessori Family Co-op & Forest School**

The Montessori Experience: From American Montessori Society

### **The Early Childhood Montessori Experience**

Do you hope to ignite your young child's love of learning and lay the foundation for a fulfilling future? The Montessori approach to early childhood education will begin that process in a joyful, secure, and loving environment in which your young child will thrive.

The Early Childhood level, for children ages 2 ½ – 6, encourages preschoolers to explore and discover, to collaborate with classmates, and to take ownership of their education. The Montessori Method encourages self-directed learning that promotes self-confidence, independent thought and action, and critical thinking, while fostering social-emotional and intellectual growth.

Education for peace is a foundational component of Montessori education at all levels. At the Early Childhood level, the teaching of peace is based on fostering respect for all people and living things, and helping children learn the tools for peaceful conflict resolution.

### **The Early Childhood Environment**

In a Montessori Early Childhood classroom, highly trained teachers create a customized environment crafted to her unique abilities, interests, and learning style.

This approach to learning is “hands-on.” Dr. Maria Montessori believed (and modern science has affirmed) that moving and learning are inseparable. In the prepared classroom, children work with specially designed manipulative materials that invite exploration and engage the senses in the process of learning.

All learning activities support children in choosing meaningful and challenging work at their own interest and ability level. This child-directed engagement strengthens motivation, supports attention, and encourages responsibility.

Uninterrupted blocks of work time (typically 2+ hours in length) allow children to work at their own pace and fully immerse themselves in an activity without interruption. Your child's work cycle involves selecting an activity, performing it for as long it remains interesting, cleaning up the activity and returning it to the shelf, and making another work choice. This cycle respects individual variations in the learning process, facilitates the development of coordination, concentration, independence, and a sense of order, while facilitating your child's assimilation of information.

## **A Welcoming Space: The Montessori Classroom**

A Montessori Early Childhood classroom feels more like a home than a school. You won't see desks, nor will a teacher stand at the front of the room delivering a lesson to the whole class. Instead, you'll see children happily working individually or in small groups, at tables or on the floor near small mats that delineate their own space.

Specially designed learning materials are displayed on open shelves, easily accessible to the children. Classrooms also include, child-sized furniture, spaces for quiet reading, reachable shelves with work available for free choice, and a self-serve snack station so students can prepare, eat and clean up their snack on their own. Teachers gently guide students to help maintain the organization and cleanliness of this environment to keep it orderly and attractive and to help your child understand how to care for materials and clean up after themselves—skills you will be happy to observe carrying over in your home.

## **Kindergarten: The Leadership Year**

During the first 2 years in an Early Childhood classroom, Montessori students look forward to their turn to be a leader. In their third year—often known as Kindergarten—children get their turn and take pride in being the oldest. They serve as role models for younger students; they demonstrate leadership and citizenship skills. They reinforce and consolidate their own learning by teaching concepts they have already mastered to their peers. In their Kindergarten year, they express confidence, develop self-esteem and self-sufficiency, and show responsibility.

Kindergarteners are introduced to progressively more advanced Montessori materials and sophisticated, fascinating lessons. And they experience an important period in which their previous learning from working with concrete Montessori materials begins to become permanent knowledge. A Montessori Kindergarten student sees and feels their personal growth as they watch others learn information they have mastered themselves.

Kindergarten is the culmination of the Early Childhood program. Children exhibit the independence, critical thinking, collaboration, and leadership that they have been practicing during their previous years in the Early Childhood classroom, exercising them independently as they prepare to transition into an Elementary program.

## **What Your Child Will Learn**

At Star Valley Montessori, our specialty mentor, Kathy, carefully observes the children in the Early Childhood environment, identifying their interests and abilities and developing personalized learning plans tailored to each child's needs. Mentors guide the learning, introducing new lessons and levels of difficulty as appropriate. Mentors offers the encouragement, time, and tools needed to allow children's natural curiosities to drive learning, and provides choices that help them learn, grow, and succeed.

After participating in a demonstration of a material from our Montessori certified mentor, your child is free to choose activities and to work on her own or with a partner for as long as she wishes.

Since there is usually only one of each material, your child will develop patience and self-control as she waits for a material to become available.

The Montessori Early Childhood curriculum follows a 3-year sequence. Because Kathy and our mentors guides your child through learning at their own pace, their individualized learning plan may exceed the concepts she would be taught in a classroom environment in which all children learn the same concept at the same time.

As children move forward, they develop the ability to concentrate and make decisions, along with developing self-control, courtesy, and a sense of community responsibility.

In Montessori schools, academic growth is seen as just one part of children's healthy development. The method nurtures their social, emotional, and physical growth, ensuring that they are, as Dr. Maria Montessori put it, *"treading always in the paths of joy and love."*

## **The Curriculum**

The Early Childhood classroom offers your child 5 areas of study: Practical Life, Sensorial, Math, Language, and Cultural Studies. What are the lessons in these areas?

### **Practical Life**

Children learn daily-life skills, such as how to get dressed, prepare snacks, set the table, and care for plants and animals. They also learn appropriate social interactions, such as saying please and thank-you, being kind and helpful, listening without interrupting, and resolving conflicts peacefully. In addition to teaching specific skills, Practical Life activities promote independence, and fine- and gross-motor coordination.

### **Sensorial**

Children refine skills in perceiving the world through their different senses, and learn how to describe and name their experiences—for example, rough and smooth, perceived through touch. Sensorial learning helps children classify their surroundings and create order. It lays the foundation for learning by developing the ability to classify, sort, and discriminate—skills necessary in math, geometry, and language.

### **Math**

Through hands-on activities, children learn to identify numerals and match them to their quantity, understand place-value and the base-10 system, and practice addition, subtraction, multiplication, and division. They also explore patterns in the numbering system. With an exploratory approach, children do more than just memorize math facts; they gain a firm understanding of the meaning behind them.

## **Language Arts**

Activities throughout the Early Childhood classroom teach language, help children acquire vocabulary, and develop skills needed for writing and reading. The ability to write, a precursor to reading, is taught first. Using hands-on materials, children learn letter sounds, how to combine sounds to make words, how to build sentences, and how to use a pencil. Once these skills are acquired, children spontaneously learn to read.

## **Cultural Studies**

A wide range of subjects, including history, geography, science, art, and music, are integrated in lessons in the cultural area of the curriculum. Children learn about their own community and the world around them. Discovering similarities and differences among people and places helps them develop an understanding and appreciation of the diversity of our world, and a respect for all living things.

## **Montessori Learning Materials**

Montessori materials are not only beautiful and inviting, but ingenious. They teach only 1 skill at a time to allow the child to work independently and master the intended concept. The materials are also “self-correcting.” This means the child is able to identify if they have done an activity accurately and try again without intervention from a teacher. For example, if a large block is stacked atop a tower of shorter blocks, the tower will fall down. Working with self-correcting materials helps children develop confidence and self-sufficiency and promotes critical thinking. In a sense, they become their own teachers—a skill that will last for life.



## **Star Valley Montessori Family Co-op & Forest School**

### **Forest School Family Information**

#### **What is a Forest School?**

The Forest School concept is one in which children experience “regular and repeated access to the same natural space, as well as emergent, experiential, inquiry-based, play-based, and place-based learning” (MacEachren, 2013). The defining feature of this type of nature-based education program is that children are provided with opportunities to build an on-going relationship with the land, to a dedicated educator/mentor, to one another, and to themselves through this unique educational approach.

Our forest school was started by Cedarsong Nature School certified teacher, Kathy Packer. Kathy has been teaching early childhood education and Montessori Method for almost 30 years. She has a passion for nature-based child education, and she helps us implement Montessori educational philosophy into our Forest School program.

#### **How old does my child have to be to participate in Forest School?**

At least 3 years old and all children must be potty-trained. Younger children can attend, but must be accompanied by a parent.

#### **What is the ratio of adults to children?**

Our ratio is 1 adult to 5 children. The maximum number of children for the program is 15.

#### **What are the ages for children to attend?**

- Ages 3 to 12 on Mondays – Fridays, 1:00pm – 4:00pm
- Children enrolled in the co-op's *Montessori + Forest School* program eat lunch at the Montessori facility and are transported to the daily Forest School site. Parents need to pick up their children at the Montessori by 4:30pm, unless otherwise arranged.

#### **What is the cost of the program?**

Cost is \$18/day/child, or \$360/month/child. Daily rate is billed at the beginning of the week on Mondays after the parents have determined their schedule for the week, and monthly rates are billed the first of every month. Checks are payable to Star Valley Montessori.

## **What will my child do each day?**

Children enrolled in our Forest School are given the opportunity to interact with nature through free play, creative play, an outdoor campfire, knots, magic spots (sit spots), nature stories and songs, gardening and identifying flora and fauna. We allow children to explore muddy puddles and shallow streams, and work with natural resources. On days where it is simply too cold to play outside the entire afternoon, the children will be brought inside to continue nature-based studies and activities at the Star Valley Montessori Family Co-op's facility. Curriculum is developed by Kathy, who is a certified nature-school teacher by Cedarsong Nature School, and parent mentors will also lead activities and teach the children.

## **How is the day structured at Forest School?**

The Forest School approach happens over time but has a structured, yet relaxed atmosphere. Our Forest School mentors focus on what the children can do; thus building self-confidence, self-esteem, and autonomy within a shared, collaborative, and caring environment. The children discover nature through open ended play activities employing natural resources. Children learn in a way that is age appropriate and personalized. The shape of the day will start with arrival and afternoon welcome, as well as invitations to open ended natural play. Mentors will organically work in nature-based curriculum and activities as the children's direction leads the group. We will focus on flora and fauna native to Wyoming and our local forests.

## **What kind of natural environments will my child be engaging in?**

Every session will consist of an afternoon adventure into a forest, park, meadow, open play area or garden setting, as weather permits. We will set out to our destination to explore for the day at the beginning of each week. We will plant, play, make-believe, do art, make music, dance, sing, read and share stories, create, run and jump in puddles, collect natural curiosities, learn practical skills, observe wildlife, scoop and pour, build, laugh, and wonder.

What if I need to get in touch with one of the teachers during the program?

If there is ever a need to pick up your child early, or any other emergency, the program leaders carry a cell phone to communicate with the "outside world", as well as two-way radios that allow them to stay in direct contact with each other. Sometimes cell service is unavailable at some of our local Star Valley locations, but parents will be notified of the location their child(ren) are located at the beginning of the week.

## **Who are the adults that will be running the program?**

Our parent and specialty mentors will observe the children and keep them within eye sight at all times. All mentors are First Aid Certified and have passed a background check.

## **What will happen in inclement weather?**

Our program, as much as possible is held outside. In the event of severe weather (thunderstorms, heavy rain, high winds, extreme colds or snowstorms) a fully-functional indoor classroom is available at Star Valley Montessori Family Co-op.



## **Where do I drop my child off, and pick them up?**

Pick-up and drop-off will be in a designated drop-off area/trail head. Mentors will be there to meet parents at the beginning and end of daily program. If your child is part of the Star Valley Montessori Family Co-op's full-day preschool program, then they will be transported by a qualified parent mentor or Kathy.

## **What if my child needs to use the bathroom while outside?**

We are usually not within reasonable distance to bathrooms. Children will need to be able to go poop and potty outside on their own. The mentors can provide toilet paper and sanitizer to the children.

## **What does my child need to bring to Forest School?**

Forest school can be miserable and dangerous without the proper gear. However, when children are fully equipped with the proper gear, there's no such thing as bad weather.

You will need to bring items for your child such as a change of clothes, energy sustaining snacks, water bottle, rain suit, bug and/or sun protection. Mentors can help apply bug spray and sunscreen as needed if provided by the parents, but parents can apply the products to the children before drop-off. In the winter months, children need to have their snow pants, snow boots, snow gloves, hats, etc. Boots need to be appropriate for the weather for the entire 3 hours.

We highly encourage parents to actively pay attention to the weather and assess their child's gear needs. If you have questions on what gear is appropriate for the day, contact Kathy. On the rare occasion Forest School needs to be held inside, we will notify the parents the morning of. If the weather "feels like" 10 degrees or less, we will plan on indoor Forest School. A copy of the Wyoming Child Care Weather Watch chart is a great resource.

Oaki provides AMAZING waterproof rain suits, boots and gloves for children and adults. We highly recommend buying the rain suits one size larger so it will fit over the child's snow clothes. Our Forest School provides a discount for Oaki products. Bogs boots are also highly recommended.

## **How do you ensure the safety of each group?**

The environment in which we work is risk assessed prior to any activities taking place in order to make the space as safe as necessary rather than as safe as possible. Age appropriate risk taking is encouraged at Forest School so as to educate children to manage their own abilities and gauge safety.

Outdoor campfires are a fun winter activity at Forest School. We approach fire activities responsibly and safely, starting with the lighting of a very small fire until children become accustomed to choice of fire site, components required to starting a fire, appropriate selection of tinder, kindling, lighting, maintenance, and building. Ongoing interactions are aimed at developing a healthy respect for fire and fire use.



# Star Valley Montessori & Forest School Family Co-op

## POLICIES AND PROCEDURES

2025-2026

**Our Philosophy** *Our participating families love children and we feel we have the supplemental skills and talents necessary to help you give your child the care and education he/she needs to grow into his/her potential. We believe the best child development theory that can be used to help us meet our goals for your child is the Montessori Method. Children have absorbent minds and when they are given the proper materials they will learn much on their own. We have provided an environment where that process can take place. There are common needs to be met at the developmental stages in every child's life, but we also understand that each child is unique and has specific needs of his/her own. We try to meet those individual needs by adhering to the following policies and procedures of **Star Valley Montessori & Forest School Family Co-op**. Please read through this document carefully. Your contract is based upon the following information.*

**Star Valley Montessori Family Co-op** is formally a group of preschooling families who meet on a regular basis to provide early education and social activities for their children. The Star Valley Montessori Family Co-op focuses primarily on Montessori curriculum, including language arts, math, practical life, sensory and science. The program will also offer elective and enrichment classes for both children and adults, taught by trained mentors and parents. While all ages of family members are invited to participate, the Montessori will primarily involve children ages 2.5 - 6 years old. Children older than 6 are invited to be mentors to younger siblings, and can participate in the elective and enrichment classes. While welcome, children younger than 2.5 must be accompanied by a parent and the parent will provide sole care for their infant.

**Parent Committee** Parents of the students are required to be directly involved in the co-op planning, organizing, and teaching the courses offered. The parent committee will meet quarterly to plan, organize, evaluate program performance, decide class schedules, and address any other co-op needs and concerns. At least one parent from each family is required to attend and participate in parent committee meetings. All parents involved in the Montessori Family Co-op and Star Valley Forest School have equal say and responsibility in the program. The roles of the parents and families are decided upon at the time of enrollment in the program.

**Parent and Mentor Roles** The individual roles of family members and mentors will be decided on during the enrollment process. Parents can agree to volunteer by helping in the classroom, cleaning and maintaining the facility, teaching classes, hosting co-op events, etc. Some family and community members may volunteer as classroom mentors to assist in the children's education.

Parents who are directly involved in teaching the students in the classroom are required to pass a Wyoming state child abuse and neglect background check before they are left alone with the children. Classroom mentors are also required to be first aid and CPR certified.

Kathryn Packer is certified by two national Montessori organizations, and she will help facilitate Montessori education for families as the lead Montessori mentor for the program. Kathy is not a licensed child care provider, and she won't be left alone with any more than two unrelated children from different families. A parent is always required to be in the facility if more than two children are attending.

**Montessori Educational Philosophy** Children learn by absorbing information from their environments. If they are introduced to and given the opportunity to experiment with the proper materials, they will learn on their own. The Montessori teacher observes her students and guides them one on one to an appropriate end. Children learn at their own paces and are not pressured or held back by other children or by fear of failure. Because of this, the Montessori classroom is a peaceful place, which inspires creativity in children. They seem to learn faster and are more confident in what they have learned. Physical Education, Art and Music are included in the curriculum as well as basic words and phrases in Spanish. **Star Valley Montessori** offers classes for families with children aged two and one half to six years and their siblings. The facility does not provide care to infants. Preschool is offered three to five days a week with morning classes from 8 a.m. to 12:00 p.m. Kindergarten is offered five mornings each week. All school-enrolled children will receive a nutritious snack.

**The Montessori Classroom** In our Montessori Early Childhood classroom, Montessori certified director, Kathy, creates a customized environment crafted to children's unique abilities, interests, and learning style. This approach to learning is "hands-on." Dr. Maria Montessori believed (and modern science has affirmed) that moving and learning are inseparable. In the prepared classroom, children work with specially designed manipulative materials that invite exploration and engage the senses in the process of learning. All learning activities support children in choosing meaningful and challenging work at their own interest and ability level. This child-directed engagement strengthens motivation, supports attention, and encourages responsibility.

Our school's uninterrupted block of work time from 8:20 a.m. to 10:30 a.m. allows children to work at their own pace and fully immerse themselves in an activity without interruption. Your child's work cycle involves selecting an activity, performing it for as long it remains interesting, cleaning up the activity and returning it to the shelf, and making another work choice. This cycle respects individual variations in the learning process, facilitates the development of coordination, concentration, independence, and a sense of order, while facilitating your child's assimilation of information. Kathy will occasionally pull children aside to provide them with an age appropriate one-on-one lesson.

Every day from 8:20 a.m. – 10:30 a.m. the children are "working". We strive to make work time a period of intense, independent immersion when students have the freedom to choose what activity or activities they would like to work on based on their interests. It is a time of self-guided learning that shouldn't be interrupted so the children can concentrate. If you or another family member needs to see the child during work time, pick them up early, or come to work with us, then please be discreet and minimize the amount of disruption to the Montessori classroom. If you have something you and your child would like to share with the class, then please talk to Kathy and she can plan time for you at Circle Time.

**Montessori Materials:** A significant benefit of the Montessori family co-op is access to essential Montessori curriculum and materials. Most Montessori materials will be rented to the program by Kathryn Packer at the co-op location, but parents may provide some materials for their families or for the entire group. Some materials will need to be replenished (i.e. paper, crayons, markers, etc), and the cost of such materials will be included in the monthly participation fee and the yearly materials fee. Children, parents and mentors agree to be respectful of the materials and curriculum provided by the co-op program, and agree to reimburse or replace any materials damaged by their families.

**Forest School** Children enrolled in our Forest School are given the opportunity to interact with nature through free play, creative play, an outdoor campfire, knots, magic spots (sit spots), nature stories and songs, gardening and identifying flora and fauna. We allow children to explore muddy puddles and shallow streams, and work with natural resources. On days where it is simply too cold to play outside the entire afternoon, the children will be brought inside to continue nature-based studies and activities at the Star Valley Montessori Family Co-op's facility. Curriculum is developed by Kathy, who is a certified nature-school teacher by Cedarsong Nature School, and parent mentors will also lead activities and teach the children.

Forest School is for potty-trained children ages 3-12 years old, and we gather every day Monday- Friday from 1:00 p.m. – 4:30 p.m. We offer full-day school for children ages 2.5 – 6 by combining our morning Montessori program with afternoon Forest School. Families must fill out paperwork for both Montessori and Forest School if they are enrolled for full-day school.

**Introductory Visit** Prior to enrollment, each new family needs to visit our school at a pre-scheduled time for observation.

**Permission for Free Access** When your child is attending our school, you may enter our school at any time, unannounced or announced and you may have access to any room in the school that your child is occupying.

**Rates and Payment Plan** Because Star Valley Montessori Family Co-op provides its own facility, maintenance, utilities and materials, each family is required to pay a fee to the program. Each family will pay a rate dependent on their family's involvement and parent volunteer hours given to the program. Your payment plan will be set up at the time of registration. Rates are figured on a monthly basis. Advance payment is due the first day of each month. There is a late fee of 2% per day. Please note that there are costs in addition to your fees or tuition such as a yearly non-refundable registration fee, school materials fee, a one-time application fee, and a yearly Forest School transportation fee. These fees may increase yearly. In consideration of our hours of operation, the fee for leaving a child after 4:30pm is \$3.00 per minute per child, unless arrangements have been made in advance.

**Note:** The full monthly tuition fee is due, even when there are school breaks that month. i.e. occasional classroom and mentor preparation days, Christmas Break, Spring Break, and Summer Break, child illness, or general absences.

**Montessori Preschool & Kindergarten** 8:00 AM to Noon: \$440 per month, due on the 1st of each month. \*\*\*Montessori monthly tuition is due in its entirety every month, regardless of absences, holidays or child illness.

**Forest school:** \$18 per day from 1:00 PM - 4:00 PM. Prepaid monthly or paid daily.

**Lunch hour** 12:00 PM - 12:45 PM: \$5 per day.

**Full-time Montessori and Forest School** is \$660 per month, flat rate, including the lunch hour and transportation for Forest School.

\*\*\*Full-time monthly tuition is due in its entirety every month, regardless of absences, holidays or child illness.

**Montessori & Forest School Summer Daily Rates:**

\$38 per day from 8:00 AM - 4:00 PM

\$20 per day from 8:00 AM - Noon

\$18 per day 1:00 PM to 4:00 PM

\$5 per day for lunch hour from 12:00 PM -12:45 PM

10% Discount for siblings

**Fees per Family:**

\$100 Annual Registration fee due at enrollment and each year thereafter at the beginning of the school year in September.

\$100 Materials free due at enrollment and each year thereafter at the beginning of the school year in September.

\$25 Application fee one-time for new families.

\$50 Annual Forest School registration fee will be due on the 1st of June every year.

Parent late fee (after closing- 12:00 pm) is \$3.00 per minute, per child.

Late payment fee: 2% of the amount due, per each workday late.

**Location:** The co-op will be located at 350 South Washington St, unit 2 in Afton, Wyoming. The facility is leased to Kathryn Packer on behalf of the co-op, and families will cover the cost of the rent and facility maintenance in their monthly participation fee.

**Sign in & Out Procedures** A full signature is required at drop-off and pick-up each day. When you arrive, please accompany your child inside, sign-in and help your child remove his/her coat. Any personal items should be stored in your child's box or in his/her backpack. Then please escort your child to the bathroom to wash hands. Many illnesses can be stopped from passing from child to child simply by the act of washing hands. At pick-up time please help your child collect his/her belongings and coat and shoes, then wash their hands and sign-out for the day. Parent mentors volunteering in the classroom are also required to sign-in and sign-out every day they mentor.

**Safe Release of Child(ren)** Upon enrollment you will be able to list individuals that can pick up your child(ren) without notification. ID will be required for these individuals. If individuals other than parent or guardian that is not on the pre approved list will be picking up your child(ren) we must be notified prior to pick up and an ID will be required.

**Enrollment /Admission Requirements** Before your child's first day, you need to complete and return the necessary forms in your registration packet. These forms are:

- \*Star Valley Montessori Family Co-op Registration
- \*\$25 application fee
- \*Child's Record Form and Consent to Emergency Medical Care
- \*Fee Agreement
- \*Permission Authorization – photos of children and permission to transport
- \*Information Card with medical provider and parent contact information
- \*Policies and Procedures signed
- \* Additional Forest School paperwork and a \$50 Forest School fee are required for full-day school.

Each September the children's files will need to be updated by the parents. We will send home the current file with new forms to be filled out if any changes have occurred. The student files are kept in a file cabinet that is only accessible to qualified staff and state representatives. The files are kept for five years from the date of last attendance. *Every fall at the beginning of the school year, every family will need to pay the yearly registration and school materials fees.*

**Montessori Hours of Operation & Schedule** We are open for preschool from 7:30am - noon Monday through Friday. A typical day's schedule looks like this:

7:30 a.m. to 8:00 a.m.	Free playtime
8:00 a.m. to 12:00 a.m.	Scheduled school activities w/snack
11:00 a.m. to 11:30 a.m.	Outdoor/Indoor Recess
12:00 p.m.	Close for Montessori half-day students
12:00 p.m. - 12:45 p.m.	Lunch for full-day students
12:45 p.m. - 1:00 p.m.	Transport full-day and Forest School Students to Forest School location
1:00 p.m. - 4:00 p.m.	Forest School on site at daily location
4:00 p.m. - 4:30 p.m.	Return to school and school closes

**Typical Day's Meals and Snacks including Food Brought from Home**

Snack is provided for Montessori school-enrolled children each day. A typical day's menu is:

*Breakfast* – Brought from home

*Snack*– Apples with peanut butter

*Lunch* - Brought from home.

If your child has any food allergies you must notify us immediately and complete the Child Health Care Plan form. If there are multiple food allergies, it is sometimes easier for children to bring food from home for snacks and meals, and that is always an option. This food will be stored in the refrigerator or the child's box until mealtime.

**Outdoor Play and Recess** We have outdoor recess at 11:00am daily. Our facility does not have or use a swimming or wading pool. We do, however, use a sprinkler and will alert parents to planned water days so all children may bring water clothes and towel. When the weather turns cold we will advise parents to bring snow clothes, including snow pants, coat hats and gloves.

**Toys and Montessori Work** Please don't allow children to bring toys from home, except on Thursdays when we have show-n-tell. The Montessori environment is carefully crafted to allow children to learn through play, and all of the materials we provide allow children to learn particular skills that work towards their early development. Outside of recess, toys distract all the children from the Montessori experience.

**Lost, Stolen, or Broken Personal Items:** Star Valley Montessori & Forest School is not responsible for any child's possessions that may be lost, stolen or broken while attending Montessori or Forest School.

**Hand Washing Practices** All children and adults will be washing hands upon arrival, before and after preparing or consuming food, after playing outdoors, after using the toilet, whenever in contact with body fluids, and before leaving at the end of the day.

**Cleaning and Disinfecting** Disinfectant and cleaning solution for eating areas, toys, etc. is bleach water consisting of 1 tablespoon to a quart of water. We also use disinfectant wipes in bathrooms.

**Supplies Provided by Parents** Each child needs a personal backpack containing personal hygiene items and a change of clothes. We will send home any soiled clothes home in a plastic bag each day. If your child requires a nap, you must provide a nap blanket and it must be washed weekly. We strongly discourage bringing toys or items from home that can be misplaced or broken, unless it is Show and Tell Day. If a child brings something from home, it will be stored in his/her backpack or box.

**Diapering** For children in diapers, we use the stand-up diapering procedure. You are required to supply diapers, wipes and ointments. Our hand-washing procedures will be followed before and after diapering a child. The diapering surfaces are sanitized between each use. Diapers are discarded into the trash immediately.

**Child Guidance and Discipline** First we try to detect if a child is becoming ill before we use any discipline. Many times, a child's behavior is affected by the way he/she feels physically. We will use age appropriate redirection of behavior, logical consequences. If this does not help the situation, we will notify the parents with hope that the issue is resolved. Corporal punishment of any kind is not allowed on the premises and at no time will be used by staff. Parents will always be notified of any serious or consistent behavioral problems. Expulsion is rare but possible.

**De-escalation Policy:** If a child is emotionally distraught or having a tantrum, we will first invite them to relax in the Calm Down Corner. We have calming sensory activities for the children to do in a basket in the corner. If this does not calm them down or if they are screaming so loudly the class is distracted, then they can be taken outside by a mentor or Kathy. The child can be invited to walk around outside, and should be given opportunity to express their feelings while the adult closely monitors. When the child has calmed down and isn't as loud, they can come back into the school.

**Expulsion Policy** Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel a child from this center:

Parental Actions for Expulsion:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

Child's Actions for Expulsion:

- The child is at risk of causing serious injury to other children or him/herself.
- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the co-op and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the co-op finds that they can no longer accommodate the child, the parent will be

asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

**Illness** Sick children should be kept at home. We realize it is not always possible for a parent to stay home every time a child gets a sniffle. Please use your judgment in consultation with us in the case of sniffles, and non-contagious illness or injuries. In determining whether or not your child should attend, we will keep in mind his/her comfort, the time needed to care for your child and the wellbeing of the other children at school. The following conditions are prohibitive to attendance:

- Vomiting on two or more occasions during the past 24 hours
- Fever of more than 100\*
- Diarrhea of two or more watery stools in the past 24 hours
- Eye discharge or pink-eye
- Draining rash
- Lice or nits (It is important that you let us know if you see any signs in your child so that we can treat the house and advise other parents)

In the event that your child becomes ill while in attendance, we will separate him/her from the other children and try to make him/her comfortable until you arrive.

**Medical Emergency** In the case of a Medical emergency that requires medical assistance we will call 911 and then contact the parent or emergency contacts. In case of a minor medical emergency that may require medical assistance we will treat the child as necessary and within our ability, try to make him/her comfortable and phone you to discuss a plan of action such as transportation to a medical facility, etc. Each supporting parent and Kathy have had First Aid, Child CPR training.

**Medicine Administration** We do not administer medication to children. If your child requires any medications, you must make arrangements to be present to administer them.

**Communicable Disease Prevention, Management and Reporting** Hand washing, disinfecting and sanitizing procedures are strictly followed each day to prevent the spread of communicable disease and infections. However, if any mentors contract a reportable communicable disease in an infectious state as defined by the department of health, they will not be on duty and we will inform the parents and the local health department to receive approval for returning to teach. If a child contracts a communicable disease, all families will be informed immediately. A written statement by a medical provider is required for him/her to return to school/childcare.

**Injury Prevention** Star Valley Montessori takes precaution to prevent injury of your child and is routinely inspected for safety issues. However, accidents may occur. Any injury or incident will be documented, and a copy will be given to you when you pick your child up or you may receive a phone call or a verbal account of what occurred.

**No Smoking** Smoking is prohibited on the school premises or in motor vehicles transporting children during business hours.

**Disaster Response Plan and Evacuation** In the unlikely event of a local disaster of any kind that requires the school to evacuate, we will relocate to Star Valley Independent building across the parking lot, or the LDS Tabernacle on Jefferson Street. We will follow directions from local authorities as to where to go. Kathy will notify parents via telephone. In the event the ability to call locally is unavailable, my out of state contact is Nancy del Plain of Bellevue, Washington. Her phone number is Home, 425-747-2279, or cell 909-294-9897. I will contact her with any information that needs to be forwarded to parents and vice versa. You may want to keep this number on your person. If telephone communication is completely unavailable we will post a sign on our door informing parents where we have evacuated to. We will follow our safe release of children policy stated above.

**Procedure for Fire Drill** One hour before a fire drill call 307-887-5498 to let security know you will be having a fire drill. There is a two hour time window to complete the drill. The lead teacher will set off the alarm with the key. When turning off the alarm at the end of the drill, the 1,2,3,4 1 must be pressed twice.

Children are taught to line up at the main door. The assisting mentor grabs the emergency cards and the sign in the notebook and walks the children across the street to the sidewalk to the east. After all are safely across the street, the assistant takes roll. The head teacher checks to make sure the school is empty, grabs the first-aid kit and joins the class, ASAP.

In the event of an actual emergency and the school needs to be evacuated for a length of time, we will pull the fire drill and follow the above procedure. Teachers will have all the children hold hands in a chain and cross the parking lot to the SVI building and enter by the back door. If the door is locked the code is 7275. If safe, some adults will return to the building to retrieve the 72 hour kits if needed.

**Earthquake.** In the event of an actual Earthquake or earthquake drill, all children and adults will gather in the bathrooms. After quaking stops the lead teacher will inspect the building and decide if it is safe to return to normal activities or whether we will evacuate to the SVI building with emergency backpacks, emergency cards, roll book, and first aid kit. If we evacuate, 911 will be notified first and all parents will be called from the teacher's cell phones ASAP. If local phone service is not available, Nancy Del Plain, in Washington State, will be notified so that parents may call her for info.

**Infant and Toddler Accommodations** This facility does not provide care to non-walking infants and children and a parent will need to be present when their infant is at the facility.

**Transportation and Field Trips** Star Valley Montessori does not provide vehicular transportation unless it is an emergency and only with a signed permission to authorize transportation in your child's file. Transportation may be required for full-day children who are also enrolled in Forest School. Included in your registration packet is a permission slip for optional field trips. You will be notified in advance of the time, place and any other information regarding the trip. Field trip destinations will usually be within walking distance of the school, but parents will need to provide transportation if necessary. Children will be need accompanied by a parent or designated guardian during field trips.

**Liability Insurance** We carry liability insurance through Star Valley Insurance.

**Religious Activity/Non-Discrimination** We do not discriminate against any race, handicapping disability or religion. I am a member of the Church of Jesus Christ of Latter-day Saints. I will not teach any religious doctrine to your child. However, we do put on a Nativity Scene Program at Christmas, a Thanksgiving Feast for parents, various art projects and songs during other holidays, such as Easter, St. Patrick's Day, and Valentine's Day etc., and say grace at meals. These activities are optional. In the eye of the state of Wyoming we are considered a Christian school and teach the attributes of Christ and Christen values.

**Holidays and Vacation** When you pay your monthly fee, even though there may be some days we are not open because of holidays, you will pay the full month's fee. The following are paid vacations: Labor Day, Veteran's Day, Thanksgiving along with the Friday following, whatever time the public schools take off for Christmas break, Martin Luther King, Jr. Day (or the Friday before), Presidents' Day, the Thursday and Friday before Easter and the Monday following, Memorial Day, and the Week of July 4<sup>th</sup>. In addition, from time to time I will need to close the school for in-service days. You will be notified of each of these closings at the beginning of each month.

**Routine Communication with Parents** At the beginning of each school year and summer terms, you will receive a calendar of events and school closings. To remind you, we send out a monthly newsletter with all our "What's Happenings" during that month. Some official notices, such as variations and updates, will be emailed, sent by text message, and/or publicly posted by the front door of the facility.

**I have read and I accept the policies and procedures of Star Valley Montessori.**

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**Parent Signature**

**Date**





## Star Valley Montessori & Forest School Family Co-op

### Fee Agreement

Child's Name \_\_\_\_\_

My child will attend school during the following days and hours:

Days of the week      Monday      Tuesday      Wednesday      Thursday      Friday

Arrival time                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Departure time                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

**Agreed Monthly Tuition: \$\_\_\_\_\_ per month, due on the 1<sup>st</sup> day each month.**

#### **Montessori Rates:**

**Montessori Preschool & Kindergarten** 8:00 AM to Noon: \$440 per month, due on the 1st of each month. \*\*\*Montessori monthly tuition is due in its entirety every month, regardless of absences, holidays or child illness.

**Forest school:** \$18 per day from 1:00 PM - 4:00 PM. Prepaid monthly or paid daily.

**Lunch hour** 12:00 PM - 12:45 PM: \$5 per day.

**Full-time Montessori and Forest School** is \$660 per month, flat rate, including the lunch hour and transportation for Forest School. \*\*\*Full-time monthly tuition is due in its entirety every month, regardless of absences, holidays or child illness.

#### **Montessori & Forest School Summer Daily Rates:**

\$38 per day from 8:00 AM - 4:00 PM

\$20 per day from 8:00 AM - Noon

\$18 per day 1:00 PM to 4:00 PM

\$5 per day for lunch hour from 12:00 PM -12:45 PM

10% Discount for siblings

#### **Fees per Family:**

\$100 Annual Registration fee due at enrollment and each year thereafter at the beginning of the school year in September.

\$100 Materials fee due at enrollment and each year thereafter at the beginning of the school year in September.

\$25 Application fee one-time for new families.

\$50 Annual Forest School registration fee will be due on the 1st of June every year.

Parent late fee (after closing- 12:00 pm) is \$3.00 per minute, per child.

Late payment fee: 2% of the amount due, per each workday late.

This agreement is based upon the Policies and Procedures and Rate Sheet of **Star Valley Montessori & Forest School**. I have read and understand those Policies and Procedures including (but not limited to) operating hours, illness, holidays and vacation and payment policy. I agree to be fully responsible for and will comply with the terms of this agreement as stipulated.

The contract is in force from \_\_\_\_\_, enrollment date and may be terminated by either party at any time. I agree to promptly notify **Star Valley Montessori** of any changes in the above information.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Star Valley Montessori** agrees to provide Montessori Education and childcare according to the above plan and act in compliance with the **Star Valley Montessori** Policies and Procedures, Rates and Fee Agreement as outlined in the information to parents.

Kathryn Packer \_\_\_\_\_ Date \_\_\_\_\_



**Star Valley Montessori Family Co-op & Forest School**  
Montessori School and Child Record and Permission Form

Enrollment Date:\_\_\_\_\_

Child's Name:\_\_\_\_\_ Child's Birth date:\_\_\_\_\_

Address:\_\_\_\_\_

Mother's Name:\_\_\_\_\_

Address (if different from above):\_\_\_\_\_

Employer:\_\_\_\_\_ Email address:\_\_\_\_\_

Work  
Address:\_\_\_\_\_

Phone:\_\_\_\_\_ Work Phone:\_\_\_\_\_

Father's Name:\_\_\_\_\_

Address (if different from above):\_\_\_\_\_

Employer:\_\_\_\_\_ Email address: \_\_\_\_\_

Work Address:\_\_\_\_\_

Phone:\_\_\_\_\_ Work Phone:\_\_\_\_\_

In case of emergency,

Emergency contact:\_\_\_\_\_

Address:\_\_\_\_\_ Phone:\_\_\_\_\_

Out of State Emergency Contact :\_\_\_\_\_

Address:\_\_\_\_\_ Phone:\_\_\_\_\_

Other than the above parent/guardians, only the following person(s) may remove your child from care without previous notice. Photo ID will be required.

Name:

Relationship:

Phone:

**Medical Information**

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

PARENTS ARE RESPONSIBLE FOR ALL EMERGENCY MEDICAL TREATMENTS

If sudden illness or other serious medical emergency should occur and I cannot be reached, my signature below authorizes the person in charge to call my child's physician or dentist, take my child to the nearest emergency medical facility or call 911 for an ambulance to transport my child.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

### **Health Information**

List any frequent illnesses and/or hospitalizations: (ear infections, strep throat, seizures, etc.)

List any known allergies:

Is there any pertinent social information that we should know about?

Is there anyone who CANNOT pick up the child/children from Star Valley Montessori? (if possible please provide any court documents backing this up.)



**Star Valley Montessori & Forest School  
Family Co-op**

Montessori School Permission Authorization

Child Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

The teacher and assistants at Star Valley Montessori have my permission to transport my child in a motor vehicle to go:

- |   | Yes                      | No   |
|---|--------------------------|--|
| • | <input type="checkbox"/> | <input type="checkbox"/> to obtain medical care                              |
| • | <input type="checkbox"/> | <input type="checkbox"/> travel to and from the daily Forest School location |
| • | <input type="checkbox"/> | <input type="checkbox"/> other, specify _____                                |

\*This permission is granted on condition that the provider complies with the provision of  
Transportation laws in the state of Wyoming\*

The teacher and assistants at Star Valley Montessori & Forest School have my permission to:

- |   | Yes                      | No  |
|---|--------------------------|---|
| • | <input type="checkbox"/> | <input type="checkbox"/> take photos of my child for use in the class room and to send to you         |
| • | <input type="checkbox"/> | <input type="checkbox"/> take photos of my child for use on website and Facebook or other advertising |
| • | <input type="checkbox"/> | <input type="checkbox"/> give my telephone number for reference purposes                              |
| • | <input type="checkbox"/> | <input type="checkbox"/> other, specify _____   |

Parent/  
Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**Please review the following conditions carefully and sign below.**

1. An enrollment application must be completed in its entirety, including signature below in order to be considered for enrollment.
2. A parent manual will be provided once enrollment is approved. I agree to read and be responsible for knowing all the terms and conditions indicated in the parent manual.
3. Failure to abide by terms and conditions in the parent manual may result in your child's dismissal.
4. All children in the Montessori Program are expected to be in their classroom by start time. This is essential to promote a positive learning environment, free of distractions, for all the children.
5. I understand and agree that enrollment into Star Valley Montessori constitutes a legally binding financial agreement and I agree to pay all fees associated with my child's attendance in the program.
6. 2% late fees may be billed to me for failure to pay my financial obligations on time, and a \$25 charge for any check returned not paid by the bank.
7. A \$3 per minute late fee will be incurred for failing to pick up my child by closing time 12:00pm, unless approved arrangements are made with the Director ahead of time.
8. All financial obligations due to Star Valley Montessori are due immediately upon notification and considered late after 7 days. Delinquencies will result in the cessation of your child's enrollment at Star Valley Montessori.

By signing below, I request my application be considered for enrollment into Star Valley Montessori. I agree to all the terms and conditions noted above.

---

Parent or Guardian signature

---

Date





## **Star Valley Montessori Family Co-op & Forest School**

### Forest School Terms and Conditions & Waiver of Liability

Child Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

#### **Terms of Conditions and Waiver of liability**

Thank you for joining STAR VALLEY MONTESSORI FAMILY CO-OP & FOREST SCHOOL and our community of natural learners.

#### **1. Express Voluntary Assumption of Risk**

Participation in the activities at STAR VALLEY MONTESSORI FAMILY CO-OP & FOREST SCHOOL carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, and range from minor injuries such as scratches, bruises and sprains to major injuries as well as paralysis and death. I acknowledge the risks involved in the activities conducted at Star Valley Forest School remote locations on public land and at Star Valley Montessori. These risks or dangers may be caused by other participants, or by accidents, or by forces of nature or other causes. I acknowledge that it is my responsibility to ensure that my child participates only in those activities for which he/she has the required skills.

#### **2. Permission to receive first aid**

I understand that participation in activities can expose the named participant to risk and possible injuries. I understand that there is a qualified First Aid attendant on site and hereby consent to receive medical treatment, including transportation to a doctor or hospital, which may be deemed advisable in the event of injury, accident and/or illness during this activity.

#### **3. Appropriate clothing**

I understand that it is my responsibility to ensure that my child is dressed appropriately for each activity and acknowledge that I have been briefed on the recommended attire and supplies list.

#### **4. Inclement and dangerous weather**

Due to the location and nature of our forest learning sessions, the weather has the potential to impact participants' safety. I recognize that STAR VALLEY MONTESSORI FAMILY CO-OP &

FOREST SCHOOL reserves the right to cancel/implement alternative activities in the event of inclement and undesirable weather or other unforeseen circumstances.

**5. Responsibility for personal possessions**

I understand that I have the sole responsibility for my personal possessions before, during and after the program.

**7. Release of liability**

I release, waive, and fully discharge STAR VALLEY MONTESSORI FAMILY CO-OP & FOREST SCHOOL from any and all claims, demands, obligations and liabilities of any kind or nature whatsoever arising from or connected, directly or indirectly, with my participation in the outdoor activity program due to any cause whatsoever, including negligence, breach of contract, and breach of any statutory duty of other duty, and I accept that this release covers and includes, but is not limited to, all unknown and unforeseen claims, injuries, damages and losses, and any consequences thereof.

This release shall extend to and include STAR VALLEY MONTESSORI FAMILY CO-OP & FOREST SCHOOL and the event organizer, partners, managers, officers, agents, contractors, mentors and volunteers including medical and paramedical personnel appointed for the activities, the owners, licensees, and occupiers of land on which the activities or any part of it are conducted or which is involved directly or indirectly with the activities in any manner whatsoever. This release and indemnity continues forever and binds my heirs, executors, personal representative and assigns.

I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms and I understand that by initialing and signing this document I hereby release STAR VALLEY MONTESSORI FAMILY CO-OP & FOREST SCHOOL from any and all liability associated with the program my child is attending.

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_