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# **Imago Montessori Academy**

## **Christian Montessori School**

### **Parent Handbook**

Academic Year 2026–2027

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# 1. Welcome & Institutional Overview

Welcome to Children's House Christian Montessori School.

Children's House is a Christ-centered Montessori learning community serving children ages 3–6. We are committed to academic excellence, spiritual formation, and whole-child development in alignment with Montessori pedagogy and Christian truth.

Children's House LLC is a wholly owned subsidiary of Christ Living Foundation (CLF), a federally recognized 501(c)(3) nonprofit organization.

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## 2. Mission, Vision & Christian Foundation

### Mission

To provide authentic Montessori education rooted in historic Christian faith, forming disciplined minds, virtuous character, and joyful learners.

### Vision

To cultivate children who are:

- Academically strong
- Internally disciplined
- Spiritually grounded
- Compassionate and confident

### Statement of Faith (Summary)

We affirm:

- The Bible as the inspired Word of God
- One God eternally existent in Father, Son, and Holy Spirit
- Jesus Christ as Lord and Savior
- The inherent dignity of every child as created in the image of God

Faith is integrated daily through prayer, Scripture, virtue formation, and Christ-centered character instruction.

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## **3. Montessori Philosophy & Educational Practice**

Children's House follows the pedagogical principles established by Dr. Maria Montessori:

- Mixed-age classroom (3–6 years)
- Uninterrupted 3-hour morning work cycle
- Concrete-to-abstract academic progression
- Developmentally appropriate self-directed learning
- Carefully prepared environment

Curriculum areas include:

- Practical Life
- Sensorial
- Mathematics
- Language
- Cultural Studies
- Grace & Courtesy
- Christian Character Formation

Teachers are trained in Montessori methodology and observe children continuously to guide individualized lesson progression.

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## **4. Governance & Organizational Structure**

Children's House LLC operates under the mission and oversight of Christ Living Foundation (CLF).

Tuition is paid to Children's House LLC.

Scholarships and donations are administered through Christ Living Foundation (501(c)(3)).

The school maintains operational autonomy while remaining aligned with CLF's mission and standards.

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## **5. Colorado Licensing & Regulatory Compliance**

Children's House operates in compliance with Colorado Department of Early Childhood (CDEC) licensing regulations.

We maintain:

- Required teacher-child ratios
- Background checks for all staff
- CPR/First Aid certified personnel
- Emergency preparedness plans
- Health and sanitation compliance
- Mandatory reporting compliance

- Required immunization record maintenance

Licensing inspection reports are available upon request.

## 6. Admissions & Enrollment

Enrollment requires:

- Completed application
- Application fee (\$150)
- Family interview
- Student readiness review

Enrollment is secured upon:

- Signed enrollment agreement
- Payment of registration fee
- Payment of enrollment deposit

Children must meet age and developmental criteria for program placement.

## 7. Tuition & Financial Policies

### Annual Tuition

<b>Program</b>	<b>Annual Monthly (10-Month Plan)</b>	
Half-Day (8:30–12:00)	\$8,400	\$840
Half-Day Extended (8:30–1:30)	\$11,200	\$1,120
Full-Day (8:30–3:30)	\$15,800	\$1,580
Extended Care (8:00–4:00)	\$18,400	\$1,840

### One-Time Fees

<b>Fee</b>	<b>Amount</b>
Application Fee	\$150
Registration Fee	\$350
Enrollment Deposit	\$500
Materials & Supply Fee	\$250

## Discounts

- 5% discount for one-time annual tuition payment
- 3% sibling tuition discount (tuition only)

Sibling discounts do not apply to one-time fees.

## Payment Policies

- Tuition due on the 1st of each month (Aug–May)
- 3-day grace period
- Late fee may apply
- Tuition is not prorated for illness, holidays, or absences
- Returned payments incur bank fees

Failure to remain current may result in suspension or dismissal.

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# 8. Academic Calendar & Attendance

Academic Year: Mid-August – Mid-June

Consistent attendance supports normalization and learning progression.

Extended absences may interrupt developmental continuity.

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# 9. Health, Illness & Communicable Disease Policy

Children must remain home if experiencing:

- Fever (100.4°F or higher)
- Vomiting within previous 24 hours
- Diarrhea within previous 24 hours
- Persistent cough interfering with activity
- Unexplained rash
- Conjunctivitis (pink eye)
- Lethargy or inability to participate

Children must be:

- Fever-free for 24 hours without medication
- Vomit/diarrhea-free for 24 hours before return

# Communicable Disease Exposure

In case of exposure to:

- Chickenpox
- Measles
- Influenza
- COVID-19
- Strep throat
- Hand, Foot & Mouth
- RSV
- Whooping cough

Parents will be notified via email or text message (no identifying information disclosed).

Return to school may require:

- Physician clearance
- Completion of recommended exclusion period

The school follows Colorado Department of Public Health guidelines. Not all communicable diseases are listed above. A detailed list is available upon request.

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## 10. Immunizations

Families must provide:

- Current immunization records  
OR
- Valid medical/religious exemption documentation

Records are maintained per Colorado law.

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## 11. Colorado Weather & Snow Day Policy

Due to Colorado weather variability:

The school may close or delay opening due to:

- Snow accumulation
- Icy conditions
- Extreme cold
- Unsafe road conditions

Notification process:

1. Text message alert
2. Email notification
3. Website update (if needed)

Weather closures follow local safety conditions and may not always mirror district decisions.

Tuition is not refunded for weather closures.

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## **12. Emergency Communication & Text Messaging Enrollment**

All families must enroll in the school's emergency text messaging system. Details will be provided upon enrollment.

Text alerts are used for:

- Weather closures
- Emergency notifications
- Urgent health alerts

Parents are responsible for updating contact information.

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## **13. Photo & Video Consent**

Upon enrollment, parents will select one of the following:

- Consent to school use of child photos/videos for website and social media
- Consent for internal classroom use only
- No photo/video release

Images are used for educational and promotional purposes aligned with the school's mission.

No full names are published publicly without written consent. Upon enrollment, a separate link online will also be provided to list your preference.

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## 14. Parent Directory Policy

Families may opt into:

- Inclusion in school parent directory (name, phone, email)
- No inclusion

The directory is for internal community use only. Upon enrollment, a separate link online will also be provided to list your preference.

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## 15. Behavioral Guidance & Discipline

Children's House uses Montessori-based discipline:

- Grace & Courtesy instruction
- Redirection
- Natural consequences
- Collaborative problem-solving

Physical punishment or humiliation is strictly prohibited.

Serious or repeated behavioral concerns may require:

- Parent conference
  - Behavioral support plan
  - Possible dismissal if safety is compromised
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## 16. Safety & Emergency Preparedness

The school maintains:

- Emergency evacuation plan
- Fire drills
- Lockdown procedures
- First aid supplies
- Emergency contact protocols

Mandatory reporters follow Colorado child protection laws.

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## 17. Withdrawal Policy

Written notice required (minimum 30 days).

Tuition obligations remain during notice period.

Enrollment deposit may be forfeited per agreement terms.

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## 18. Grievance Procedure

Concerns should follow this process:

1. Schedule meeting with classroom guide
2. If unresolved, meet with Head of School
3. If necessary, submit written grievance for review

All concerns are handled respectfully and confidentially.

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## 19. Summer Programs

Summer offerings may include (depending on community needs, enrollment and staffing availability):

<b>Program</b>	<b>Weekly Rate</b>
Summer Enrichment	\$950
Full Summer Program	\$1,350

Summer tuition billed separately.

**\* Please Note: All tuition, dues, fees, and summer program availability are subject to change with a 30-day notice. \***

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## 20. Parent Acknowledgment

I acknowledge that I have read and understand the Children's House Parent Handbook and agree to comply with its policies.

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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