



195 Jackson Street, Newnan, GA 30263
(770) 253-2135, www.cbms.net

January 25, 2008

Dear Parents,

Thank you for your interest in Carolyn Barron Montessori School. Accredited by the Association Montessori International (AMI), CBMS is a non-denominational, independent Montessori school, located 45 minutes south of Atlanta. We serve students from 18 months to 14 years. We are happy to share information about our program and the Montessori Approach to Learning. The Montessori Method aims for the development of the whole child, ultimately preparing him or her for life's many experiences.

If this will be your child's first experience in a Montessori classroom, we suggest a prospective family first gain a basic understanding of this exciting methodology for learning. We present informational parent education meetings throughout the year and literature and videos are available for your use. We also encourage you to schedule an appointment to observe our classes and tour the CBMS campus.

Enclosed in this admission package:

- Program Information
- Tuition and Fee Schedule
- Application
- Brief description of Montessori philosophy
- Enrollment Advisement
- 2008-2009 School calendar

When the decision to apply is made, complete the enclosed application form, and return it to CBMS with the \$25.00 application fee as soon as possible. Applications are reviewed in the order in which they are received.

Admissions decisions are made by our administration and teaching staff. These decisions are based on an evaluation of the child's visit, school transcripts, and the needs of existing classes with regard to a balance of age, sex, and ethnic diversity. Siblings and children with prior Montessori experience receive priority. If we have an opening, we will schedule a time for your child to visit with a teacher. If a position is offered to your child at this time, the enrollment contract and tuition deposit will be due.

If a place is not immediately available, your child will be placed on our waiting list. We occasionally have families withdraw during the summer months, creating openings. Therefore, we urge parents to remain on the waiting list.

Applications are valid for one year. Families must reapply for acceptance the following year. The application fee is a one-time fee; you will not be charged for updating your application.

Thank you for considering Carolyn Barron Montessori School. Please contact us if you have additional questions.

Joe Wagstaff, CEO



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Program Information

Our programs are meant to aide children in developing their unique capabilities, to foster an enthusiasm for learning, to support the courage to tackle challenging tasks, and to build a respect and compassion for all living things. To that end, CBMS provides the following environments:

Toddler I, II and All Day: Three schedules are available:
For **Toddler I** (18 to 24 months), 3 days per week, (Tuesday/Wednesday/ Thursday) from 8:30 to 11:45. For **Toddler II** (24- 36 months), 5 days per week is offered, with classes from 8:30 to 11:45 (half day) or from 8:30 to 4:00pm (**All Day**).*

Primary I, II and All Day: For children 3 to 6 years old.
Classes are Monday through Friday. Children at this level must be independent in the restroom. **Primary I:** from 8:30 to 12:00; **Primary II:** from 8:30 to 3:00; **All Day Primary:** from 8:30 – 4:00*.

Elementary: For either of our 6 to 12 years old class or our 6 to 9 years old class. Classes are Monday through Friday from 8:30 to 3:00.

Middle School: For students 12 to 14 years old. Classes are Monday through Friday from 8:30 to 3:15.

Note: We value the individual development of each child. Our teaching staff observes and monitors the progress of every student. Teachers will communicate with parents when children are ready to advance to the next program level. Children are moved when they exhibit the social, emotional, intellectual and physical readiness to do so.

Early Bird Care: Childcare is available from 7:30 – 8:30 am.

* Early Bird may be provided in the All Day Toddler/Primary communities starting at 7:30 am depending on enrollment.

After School Enrichment: For ages 3 and up. Our after school program is designed to allow your child to enjoy art, music, cooking and dance. The children learn from a variety of guest speakers and other special events. The children also enjoy free playtime and outdoor activities. Children who end their classroom time at 12:00 noon may bring their lunch. We provide a quiet time for children who require naps. The current charge for ASE is \$4.00 per hour. During the four week billing cycle, accounts with more than 50 hours will be charged \$3.75/hour. Accounts with more than 100 hours will be charged \$3.25/hour. ASE charges are billed on your monthly statement.



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Tuition and Fees Schedule

2008 – 2009 School Year

Program Level	Approximate Age	Hours	Monthly Tuition
Toddler I	18-24 months	Tu/ W/ Th	\$225
Toddler II	24-36 months	8:30-11:45 M-F	\$375
Toddler II All Day	24-36 months	8:30- 4:00	\$750 *
			Annually
Primary I	3 to 5 years	8:30 - 12:00	\$5540
Primary II	4 to 6 years	8:30 - 3:00	\$6865
All Day Primary	3 to 6 years	8:30 – 4:00	\$7500
Elementary	6 to 9 years	8:30 - 3:00	\$7680
Elementary	6 to 12 years	8:30 - 3:00	\$7680
Middle School	12 to 14 years	8:30 - 3:00	\$8900

Tuition Policy

Upon acceptance to Carolyn Barron Montessori School, you will receive a Reservation and Enrollment Contract outlining tuition payments and requesting the required deposit: **\$100.00 for Toddler, \$500.00 for Primary, Elementary and Middle School.** A completed Reservation and Enrollment Contract, plus the Tuition Deposit, must be received by February 25, 2008 for re-enrollment and by March 28, 2008 for new enrollment to ensure a place for the 2008-2009 school term. Primary, Elementary and Middle School payment options are as follows: Option I: pay in full by July 1, 2008; a 6% discount will be deducted from the total tuition due after the tuition deposit and any sibling discounts. Payment option II: monthly payments; to be made in 10 monthly installments from July 1, 2008 to April 1, 2009 which will incur 1% monthly interest, on the balance due. Toddler tuition payments are paid monthly for ten months July-April. A late fee of \$25.00, or 1.5%, whichever is greater, will be assessed on all payments not received by the 10th of the month. Tuition is not refunded after the school year commences. (If your child enters CBMS during the school term, tuition and tuition deposit will be prorated). Children who transition to the next class level during the 2008-2009 school term will be charged the monthly rate at their new level (less any pre-paid tuition) and a prorated amount of the tuition deposit if moving up from the Toddler level. Families with two children enrolled in the Primary, Elementary or Middle School classes receive a 10% discount on the youngest child's tuition, after the tuition deposit. Families with three or more children enrolled in the Primary, Elementary, or Middle School classes receive a 10% discount on the second oldest child's tuition and 30% discount on the third/fourth youngest child/ children's tuition, after the tuition deposit. *limited availability

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APPLICATION

Date Received _____

Program Level: Toddler All-Day Toddler Primary All-Day Primary Elementary Middle School

CHILD

First Middle Last Name Called

Date of birth _____
months

Age on Sept. 1, 2009 _____ years _____

Male Female

Advocate

Family _____

Mother/Guardian

Father/Guardian

Home address City, Zip

Home address (if different) City, Zip

Home phone E-Mail

Home phone

Occupation

Occupation

Business name and address

Business name and address

Cell phone Business phone

Cell phone

Child Resides with _____ (if other than both parents)

Grandparents

Grandparents

Address

Address

City, State, Zip

City, State, Zip

Please list siblings' names, ages and current school:

Please list any allergies and/or medical conditions:

Is your child taking regular medication(s) on a daily basis?

Does your child have any special needs that we should be aware of (temperament, anxieties, motor difficulties, developmental delay, physical restrictions, etc.?) _____

If so, have you and your child been working with professionals/therapists?

Admissions and Application

Children are evaluated on the basis of readiness for school and potential for success in a Montessori classroom. It is equally important to determine whether the parents' educational philosophy is compatible with that of CBMS. The admissions process consists of submission of an application form and non-refundable registration fee of \$25.00, a child-teacher meeting and a parent observation visit. Older children may be asked to spend time in the classroom. CBMS considers the records of all individual students to be confidential information available to a child's parents or guardians upon request. Records will only be released to other schools or agencies upon signed request from a parent or guardian and only after all accounts are paid in full. The Carolyn Barron Montessori School has a non-discriminatory policy relative to race, color and national origin with respect to the admission of students. I hereby apply for admission to the Carolyn Barron Montessori School and agree to abide by the rules and regulations thereof.

Child's Name

Program level

Start date requested

Signature Guardian/Parent

Date

Please see reverse→

CBMS Admissions Package 2009-2010
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In order to prepare an environment that will meet the individual needs of your child, please supply the following information:

Has your child been enrolled in another Montessori program? Please list school and dates attended:

Preschools/Other schools attended and dates: _____

Reason for choosing Montessori for your child: _____

What are your goals for your child? _____

If under age 5, what are your plans for Kindergarten? _____

Child's special interests: _____

Primary language spoken at home: _____ Other Language(s) _____

Observance of holidays and religious background: _____

Is child cared for by anyone other than parents? _____

Please list name(s): _____

Child's daily schedule: _____

Diet restrictions: _____

Are you interested in before or after school care?

Early Bird – 7:30 – 8:30am

After School Enrichment 12:00 – 6:00pm

Days and times anticipated: _____

_____ nap required (1pm)

CBMS is reliant upon the involvement of its families to create a strong community for our students.

Do you plan to become involved with the school and with parent activities? _____

What hobbies or skills would you be interested in sharing? _____

What is Montessori?

If you have ever driven past 195 Jackson Street and seen the Carolyn Barron Montessori School sign in front, you may have wondered, "What *is* Montessori?" Hard to pronounce (correctly said mahn-tuh-sore-ee) this unique educational method can be off-putting for parents seeking an excellent education for their children. Montessori education, however, is an amazing experience for both child and parent. The Montessori theory drastically differs from mainstream public, and even private, education. One day of observation in such a setting will leave you impressed and surprised by the learning process so willingly and actively pursued by children in an appropriately prepared classroom.

One of the noticeable distinctions observed in the Montessori classroom is the multi-aged grouping of the children. Children are grouped in three-year spans, based on their ages, and enjoy the same community for this entire period. The philosophy explored and developed by Maria Montessori is to empower children, to develop independence, self-control, and self-discovery, as well as to encourage their desire to learn at their own individual pace. In some children these qualities lie dormant if they are ignored, misunderstood, or poorly trained and utilized. In Montessori classrooms, a child is always learning something that is ultimately preparing him to learn something else, making education continual and joyful. Children are encouraged to move freely about the classroom to pursue their interests, with no time constraints or other external limitations.

Also unlike other classrooms, there are no formal textbooks, and almost no corporate lectures or lessons. Children learn primarily from one another and from the prepared environment. The teacher follows the child's individual interests, and aids investigation on a certain topic or interest, as well as provides an intimate approach to learning as she works with each child individually. She is trained to scientifically observe and record the student's progress, which is not marked by grades or standardized tests. Periodic conferences between parents and teacher mark the student's ongoing progress. A child is successful if he enjoys learning, is happy and kind, and if he is mature and self-controlled.

The Carolyn Barron Montessori School maintains the philosophical and educational components of Maria Montessori's radical yet successful mode of education. The school was founded in Newnan in 1992. There are 165 children enrolled in our Toddler, Primary, Elementary, and Middle School classes. Our children exude the love of learning in a setting that fosters independence and self- and world-discovery. Literature, mathematics, science, history, physical health, art, music, cooking, and nature are interwoven to supply ample hands-on learning opportunities. There is also a focus on community harmony and social responsibility, which develops simultaneously with the child's learning experience.

If you are seeking an excellent education for your child, consider observing one of our classes to discover how your child can realize his or her full potential and enjoy a lifelong love of learning. Visit us at www.cbms.net

**ADVISEMENTS TO PARENT/GUARDIAN
OF APPLICANT FOR ENROLLMENT**

School Organization

The Carolyn Barron Montessori School, Inc. is a private, non-profit, tax-exempt educational institution, organized and incorporated under the laws of the State of Georgia. It is governed by a Board of Trustees who oversee the mission and operation of the School, as well as supporting its qualified staff. The Board establishes official policies and procedures for the School. The Staff is responsible for admissions, placement, supervision and the overall management of the school.

Equal Opportunity Admissions

The School is an equal opportunity institution that values diversity in its student body and administrative and educational staff. Students of any race, color, national and ethnic origin, religion, or disability are admitted to all the rights, privileges, programs, and activities generally accorded to students at the School. The School does not discriminate on basis of race, color, national and ethnic origin, religion, or disability in its admissions policies and practices.

Enrollment and Placement

Due to limited enrollment opportunities, the Carolyn Barron Montessori School is not able to enroll all applicants. Openings at the Primary and Elementary levels are generally, although not exclusively, filled by re-enrolling students on a "rolling" basis. As openings occur, at any level, which are not filled by re-enrolling students, children with applications on file with the School are invited to enroll in the following order: (1) siblings of presently enrolled students, (2) children with previous Montessori schooling, (3) siblings of formerly enrolled students, (4) other applicants on the waiting list. Enrollment and placement are at the discretion of the School. The School reserves the right to prioritize applicants on the waiting list in order to achieve a balanced gender and chronological age distribution in classes, or for other educational reasons. Acceptance criteria may be subjective in nature: chronological age, developmental maturity, academic progress, and family environment and commitment to the Montessori Method are all considered by the School when reviewing applications for enrollment. Each applicant, regardless of background, however, is considered according to his or her individuality.

Probationary Admissions

Montessori is a unique educational environment. Children new to the School are enrolled as probationary students who are evaluated for a period of six (6) weeks in the Montessori environment. If during or at the completion of the six weeks probationary period, the School determines that the student may be better served beyond the School's Montessori environment, a decision may be made by the School to terminate the probationary student's enrollment. CBMS will prorate and refund any pre-paid tuition. The tuition deposit will not be refunded.

Reservation of Rights

As a private institution dedicated to the pursuit of excellence in the education of all of its enrolled students, the School reserves the rights to discipline, suspend, dismiss, or expel any enrolled student who does not adhere to the standards of the School. The School reserves the right to withdraw a student, if the School determines that such action is in the best interest of the operations of the School, or for the safety and well being of its faculty, staff, employees or students.

Student Records

The School respects the privacy of enrolled students, and to the extent possible will not release records of current or former students without the express written permission of the student's parent/guardian. Records will not be released until all accounts are paid in full.

Submission for Consideration

After having carefully read all of the above information, as the legal guardian of _____ (name of child), who is an applicant for admission to the Carolyn Barron Montessori School, I submit my child's name for consideration for enrollment in the School. I acknowledge that applicants must meet with the approval of the School prior to enrollment, and that if my child should be accepted for enrollment, the timely payment of tuition deposit is a condition of continued enrollment of my child in the School.

Parent/Guardian of Applicant Child

Date

Carolyn Barron Montessori School

2008-2009 School Calendar

Parent Orientation

Wednesday, August 6

Toddler 5:00pm

Primary 5:30pm

Elementary 6:30pm

Student Orientation- New Primary,

New Elementary Students

Thursday, August 7 and Friday, August 8

All Primary, Elementary, and Middle School Students

Monday, August 11 - 8:30am, full day, ASE starts

Toddler "Drop-In Days"

Tuesday, August 12 – Thursday, Aug. 14

Toddler classes will follow an abbreviated schedule for the first week of school. Your teacher will issue a class schedule with the exact time for your child. The second week of school, August 18-22, will have staggered start times as directed by your teacher.

New Parent Gathering

Thursday, August 14th 6:00- 8:30 pm

Holiday (Labor Day) - Monday, September 1

After School Staff Meeting

Wednesday, September 10, **No ASE after 3:00**

Back to School Picnic

Friday, September 12th 6:00-7:30 pm

Parent Education and MPO Meeting

Tuesday, September 16, 7pm

Parent Advisory Board will meet at 6pm

Peace Day - Friday, September 19

Picture Days - TBD

Adult Social - CBMSfest

Saturday, October 4th

Teacher In-Service Day

Friday, October 10, No school

After School Staff Meeting

Wednesday, October 22, **No ASE after 3:00**

Parent Education and MPO Meeting

Thursday, October 23, 7pm -

Parent Advisory Board will meet at 6pm

Journey and Discovery – Parent Ed

Saturday, November 8

Grandparent Day – Parent Ed

Tuesday, November 25, Noon Dismissal

Holidays (Thanksgiving)

Wednesday, November 26 - Friday, November 28

Holidays (Winter)

Friday, Dec 22, 2008 – Friday, Jan 2, 2009

School Resumes Mon. Jan. 5, 2009

After School Staff Meeting

Wednesday, January 14, **No ASE after 3:00**

Parent Education and MPO Meeting

Thursday, January 15, 7pm -

Parent Advisory Board will meet at 6pm

Holiday (MLK Birthday) - Monday, January 19

Primary Parent Night - Tuesday, January 27

Introduction to Montessori - Parent Education and MPO Meeting

Tuesday, February 3, 7pm

Parent Advisory Board will meet at 6pm

Winter Holiday (President's Day)

Monday, February 16 - Friday, February 20

After School Staff Meeting

Wednesday, February 25, **No ASE after 3:00**

Parent Education and MPO Meeting

Tuesday, March 10, 7pm -

Parent Advisory Board will meet at 6pm

Teacher In-Service Day

Friday, March 20, **School Closed**

Spring Fling

Saturday, March 28, 2:00 – 5:00pm

Holidays (Spring Break)

Monday, April 6 – Friday, April 10

Earth Day - Friday, April 17

After School Staff Meeting

Wednesday, May 13

No ASE after 3:00

Last Day of ASE - Wednesday, May 20

Last Day of School

Friday, May 22, Noon Dismissal