“The child should love everything that he learns, for his mental and emotional growth are linked. Whatever is presented to him must be made beautiful and clear, striking his imagination. Once this love has been kindled, all problems confronting the educationalist will disappear.”

Maria Montessori

“Montessori education is a brain-based, developmental method that allows children to make creative choices in discovering people, places, and knowledge of the world. It is hands-on learning, self-expression, and collabor-ative play in a beautifully crafted environment of respect, peace, and joy. It is also about brain development. Montessori education is the original, and, I think, the best brain-based model of education.”

Dr. Steven Hughes, Pediatric Neuropsychologist and Assistant Professor, University of Minnesota Medical School

“The central idea of the Montessori Method, upon which everything rests, is a ‘full recognition of the fact that no human being can be educated by anyone else.’ Each must do it himself, whether he is three or thirty.”

Dorothy Canfield Fisher, author and mother

“Many of the key tenets of a Montessori education resonate with the principles of Motivation 3.0—that children naturally engage in self-directed learning and independent study; that teachers should act as observers and facilitators of that learning, and not as lecturers or commanders; and that children are naturally inclined to experience periods of intense focus, concentration, and flow that adults should do their best not to interrupt.”

Daniel H. Pink, author and business analyst, in Drive: The Surprising Truth About What Motivates Us, 2009

“We also believe that the most innovative entrepreneurs were very lucky to have been raised in an atmosphere where inquisitiveness was encouraged. We were struck by the stories they told about being sustained by people who cared about experimentation and exploration. A number of the innovative entrepreneurs also went to Montessori schools, where they learned to follow their curiosity.”

General Information

AGES: 6 through 14 years (first through eighth grades)

TUITION: See the accompanying page for rates. A non-refundable registration fee of $500 is required with the application. Annual, semi-annual, quarterly and monthly plans are available for tuition payments.

SCHOOL HOURS: 8:30 a.m.-3:30 p.m. A latchkey program is available for an additional fee. Building hours are 7 a.m.-6 p.m.

AFFILIATIONS & LICENSING:
We are affiliated with American Montessori Society, Michigan Montessori Society, and the Association of Independent Michigan Schools (AIMS). The school is approved by the Michigan Department of Education. The latchkey portion of the program is licensed by the Michigan Department of Human Services. DHMC is a 501(C)3 non-profit corporation, eligible for tax-deductible contributions.

STATEMENT OF NON-DISCRIMINATION:
Dearborn Heights Montessori Center does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in the administration of its educational or admissions policies.

CLASS STRUCTURE:
As in the Montessori preschool, the classes consist of multi-age groupings with approximately equal numbers of each age, and a balanced number of girls and boys. Each class has a Montessori-trained and college-educated head teacher, a trained assistant, and resource teachers for foreign language, music, art, physical education and technology. The staff: child ratio is approximately 1:8.

CURRICULUM:
The curriculum for elementary and middle school students includes:

Reading
Language Usage
Spelling
Composition
Creative Writing
Literature
Foreign Language
Mathematics
Geometry
Cultural Study
History
Geography
Practical Life
Music
Natural Science
Physical Science
Research Skills
Computer Skills
Art/Art Appreciation
Physical Education
Handwriting

Program Philosophy

Dearborn Heights Montessori Center is committed to the principles upon which our school was founded (in 1972) and still operates: respect for children, a strong commitment to non-violence, and a deep belief in the value of education. We trust the children in our school to succeed, and we work daily to provide a school climate in which they can prove us right.

As in the Montessori preschool, lessons are individually structured to keep pace with the child's developing skills and interests. A broad range of resources—manipulative materials, books, charts, collections of specimens, computers and the Internet, videos, practice sheets and workbooks, and the community itself—helps children increase their knowledge of the world in which they live.

Montessori students have the unique opportunity to become actively involved in their own learning—not just repeating information dictated by a teacher, but discovering, visualizing, and finally abstracting information from materials they have chosen. Learning is a joy rather than a job, and each child becomes a self-directed, independent, thinker and problem-solver.

The teacher structures the environment, presents key lessons, and acts as a resource person and facilitator. The school day is organized to include a balance of individual, large group, and small group activities.

The open classrooms, with interest areas, group work tables, and individual work stations, encourage social development and the sharing of information among children. The mixed age groups (Lower Elementary–grades 1-3, Upper Elementary–grades 4-6, Middle School–grades 7-8) offer many opportunities for leadership and peer teaching. The atmosphere is one of caring and cooperation.

Freedom also means responsibility. Academic standards are high. The children have daily requirements, and assigned work must be completed on a timely basis. Classroom and special subject groundrules set clear standards for behavior. Graduates transitioning into area high schools are well-prepared, both academically and socially, for the demands of traditional programs.

The Montessori classroom fosters the development of self-confidence and positive social values. And, as the children move from the concrete materials of the preschool years into the abstract concepts and community responsibilities of elementary and middle school, they continue to develop imagination, reasoning power, and organizational skills. They will carry all of these qualities into adolescence, and later into adulthood, becoming responsible, contributing members of society.
A Montessori classroom is designed to meet the developmental needs of children; it is child-oriented in size and scope. The children progress at their own pace, under the guidance of teachers who are sensitive to their interests and abilities. At the same time, they enjoy the company of other children, and learn to interact with them in a happy and natural way.

Our goal is the education of the whole child: social, emotional, physical, and intellectual. In the words of Maria Montessori, our aim is to “enable children to grow up with a healthy spirit, a strong character, and a clear intellect” to take their places as citizens of the world.

**OUR STUDENTS:**
- Community oriented
- Sensitive to the needs of others
- Enthusiastic
- Active learners
- Multi-racial
- Cross-cultural
- Wide ability ranges
- Varied economic backgrounds
- Learning through discovery
- Ecologically aware

**OUR STRUCTURE:**
- Non-profit corporation; established 1972
- School year and summer programs
- Extended hours or full day care available
- Flexible extra-hours scheduling
- Licensed by Michigan Department of Human Services
- Accredited by Nat’l. Assoc. for the Education of Young Children
- Elementary/Middle School approved by MI Dept. of Education
- Member of Association of Independent Michigan Schools
- Affiliated with American & Michigan Montessori Societies
- Non-sectarian & non-discriminatory

**OUR CURRICULUM:**

**For All Children:**
- Practical Life exercises
- Sensorial learning
- Language development
- Pre-reading & reading
- Mathematics
- Music & art
- Physical/biological/earth science
- Geography
- Outdoor and gym activities
- Foreign language

**For Elementary & Middle School Students:**
- Computer & technology skills
- Composition
- Creative writing
- Spelling
- Literature study
- Research skills
- History
- Cultural study
- Geometry
- Handwriting

**OUR OBJECTIVES:**
- Joy in learning
- Concentration
- Physical coordination
- Social skills
- Thinking/problem-solving skills
- Independence
- Inner discipline
- Self confidence
- Cooperation and collaboration
- Respect for others
- Responsibility
- Creativity
- Imagination
- Self-direction

**OUR CHARACTERISTICS:**
- Commitment to quality
- Respect for children
- Caring, dedicated staff
- Experienced, well-trained teachers
- Ongoing staff development a priority
- Low student: teacher ratios
- Multi-age groupings (18 mo.-3/ 3-6/6-9/ 9-12/ 12-14 yrs.)
- Hands-on curriculum
- Well-equipped classrooms
- Sequential, multi-sensory materials
- Individualized programs for children
- Field trips & in-house programs
- Multi-cultural emphasis
- Education for peace

*The secret of good teaching is to regard the child's intelligence as a fertile field in which seeds may be sown, to grow under the heat of flaming imagination.*

Maria Montessori
Why Choose Dearborn Heights Montessori Center?

A number of qualities characterize the programs at Dearborn Heights Montessori Center. Among them are...

**Experience**: Dearborn Heights Montessori Center has been offering high quality educational programs since 1972.

**Accreditation**: Dearborn Heights Montessori Center is accredited by the National Association for the Education of Young Children (NAEYC) under their new, rigorous standards. Only 8% of schools nationwide achieve this distinction.

**Authenticity**: The Montessori name is not patented, and can be used by anyone. In philosophy and practice, DHMC adheres to Montessori principles. Teachers are properly trained, classrooms are fully equipped, and the children experience a true Montessori program.

**Highly-trained staff**: Head teachers in all classrooms hold Montessori certification at the level they are teaching from the most respected training programs (American Montessori Society-AMS and Association Montessori Internationale-AMI). All teachers, assistant teachers, and support personnel participate in ongoing staff development programs.

**Low staff turnover**: Our extremely low teacher turnover rate results in an experienced and stable staff.

**Safety**: The highest priority is given to safety, and many policies and procedures are in place to ensure that all children are protected. All staff are CPR and First Aid certified.

**Values**: Kindness and consideration for others are taught and practiced. Respect and responsibility are operative concepts.

"**One stop shopping**": The single decision to enroll a child at DHMC will serve him or her through the toddler, preschool, elementary, and middle school years. Summer programs, athletic teams, before- and after-school care, after-school classes, and tutoring services are additional options offered on site.

**Educational excellence**: DHMC students excel academically, and collectively score well above grade level on standardized measures. Our graduates are consistently accepted to their high schools of choice, and thrive in those environments.

**More than the basics**: Specialists provide instruction in foreign language (French, Spanish), music, art, physical education, and technology. Numerous in-house presenters and field trips further enrich the children’s experience.

**Individualized programs**: A mastery-based curriculum enables each child to progress according to his or her own gifts.

**Cultural diversity**: Students and staff from a wide range of cultures thrive in an atmosphere of mutual respect.

And last, but certainly not least—

**A caring place**: DHMC is a community that nurtures children, welcomes parents, and provides an environment that supports open communication.
PROGRAM
Elementary/Middle School latchkey offers an interesting, enriching, before and after school program. Separate environments for lower elementary and upper elementary/Middle School are divided into areas that allow for a wide variety of activities: arts and crafts, board and card games, construction, puzzles, reading, housekeeping, blocks and accessories, listening to music, and more. There are group activities, projects and games, and daily use of the outdoors and/or gymnasium. Students are free to socialize, or to seek a quieter space for artwork or reading. After school, a monitored study hall in a separate room is an option for students who have homework. Our aim is to create a setting that is both enjoyable and beneficial for our students, and for the adults who work with them.

ADMISSION AND WITHDRAWAL
Students who are enrolled in Montessori elementary and Middle School are automatically admitted to the latchkey program. It is necessary only to let the school know if and when they will be attending. This can be done either by indicating full time or regularly scheduled use on the application for enrollment, or by notifying the office or classroom teachers at the time of use. If full-time users will be withdrawing from the latchkey portion of the program, the office must be notified so a billing adjustment can be made.

NOTIFICATION
The best way to notify the school that a student will be using latchkey is to write a note. These are posted, and the staff can refer to them easily. If a student is following a consistent pattern of use, even if that use is one or two days a week, only a single note is needed until the pattern changes. For occasional or inconsistent use, please send a note each time.

Notes should be SIGNED and DATED. It is helpful to staff and student if APPROXIMATE PICKUP TIME is indicated. A telephone call to the school is also an acceptable means of notification.

“GRACE PERIOD”
Five minutes “grace” is allowed at the end of the school day. After this, students are automatically taken to the latchkey rooms. The time used is billed from the stated pickup time (usually 3:30 p.m.).

SIGN-IN AND SIGN-OUT
Students are to be signed in upon arrival, either by the parent or staff person bringing him or her. They must be signed out when they leave. This is our control over each student’s whereabouts, and our basis for billing. Students not signed out will be charged until 6 p.m. on that day. Latchkey sign-in sheets are used only for students utilizing extra hours; attendance is taken in the classrooms for students who attend only for regular school hours.

BUILDING ENTRY AND DEPARTURE
Elementary, middle school, and latchkey students should use the main front doors near the office. Students coming into the building before the beginning of curbside drop-off (about 8:10 a.m.) must be escorted into the building by an adult and signed in. Please do not send students into the building unattended.

Students using latchkey must be called for by a parent or other authorized person. If someone whose name does not appear on the child information card is to pick up your child, be sure to notify staff members in advance, as a student will not be released to someone unknown to the staff. It is expected that students will leave the building immediately after they are signed out.

SNACKS
An afternoon snack, provided by the school, is served to all in attendance. Foods are selected with child appeal and nutrition in mind, and represent at least two major food groups. We emphasize whole or fresh foods and pure juices in planning snacks.
EARLY MORNING FOOD
We recognize that there may be days when there isn’t time for a peaceful breakfast at home. Students arriving at school prior to 8 a.m. may bring breakfast food. A table will be provided as a consistent eating space. Please send only finger foods (fruit, raisins, bagel slices, crackers and cheese, etc.). Please do not send snack foods or fast foods.

CLOTHING/OUTDOOR POLICY
Students using latchkey will be going outdoors daily throughout the year. Please be sure that they have weather-appropriate outer clothing. The latchkey program observes the school outdoor policy, which requires everyone to go outside with the group. Exceptions are made for students who provide the school with a doctor's letter outlining medical reasons for restricting outdoor play.

DISCIPLINE
Students are disciplined in a positive manner. We encourage the development of self-control, self-direction, self-esteem, and cooperation. The staff does not spank or otherwise physically punish students, and relies mostly upon verbal correction or withdrawal of privileges. However, in order to protect the security of the group, the school does reserve the right to exclude a student whose behavior is consistently inappropriate.

PERSONAL PROPERTY
Student’s personal property (coats, lunch boxes, etc.) should be brought to latchkey in the morning and after school.

Students occasionally choose to bring toys or other articles from home for use before or after school. This is usually an acceptable practice, but the latchkey staff reserves the right to restrict personal items if they feel those items are detrimental to the program in any way.

PAYMENT TERMS AND CONDITIONS
FLAT RATE latchkey charges are paid directly to the school on a yearly or monthly basis. The rate is specified at the beginning of each school year. A student enrolled in full-time latchkey is entitled to unlimited use of services between the hours of 7 and 8:30 a.m. and 3:30 to 6 p.m. on regular school days, and at other designated times throughout the year (staff in-service, shortened school days, etc.).

HOURLY latchkey charges are billed monthly. Charges are calculated on an as-used basis at the rate shown on the tuition schedule, and are prorated to the quarter hour. The following conditions apply:

1. Latchkey payments should not be included with tuition. Please write a separate check payable to DHMC, or put cash in a separate envelope. Indicate on the envelope the time covered, or simply attach the bill. Tuition is paid by mail through the FACTS program, and hourly day care is collected directly by the school; thus the need for separating the payments.

2. Payment is expected in a timely manner. Students whose accounts are not current will be denied use of latchkey services until the account is paid in full.

3. There is a $1 per minute late pickup charge after 6 p.m. These charges are included on hourly latchkey bills and paid to the school, but go in their entirety to the caregivers who stay late.

COMMUNICATION
Should questions arise, please ask! Latchkey staff, office staff, and administrators are all happy to help you, and should the appropriate person not be available, leave a message and you will be contacted as quickly as possible.
Technology

Technology is an important aspect of life, and its effective use is a crucial skill for students to develop. In addition to the various technology tools available in their classrooms, starting at first grade, students participate in 60-minute weekly technology lessons.

Lower elementary students begin with lessons on computer etiquette and gradually begin to work with programs and websites. Various software programs provide an engaging environment for students to learn necessary technological skills for their educational careers. Basic skills such as keyboarding and mouse manipulation, working with files, and using various programs are the foundation for more advanced learning. Students ultimately learn how to navigate a computer system, while also learning the basic commands for running various software programs.

As they reach upper elementary, students begin to make use of mobile technology. Community iPads and laptops are available for student use, along with the option of bringing in personal devices from home. Students are introduced to a wide variety of apps to aid research and creativity while using classroom iPads. Students also continue to make use of traditional technologies and websites with an emphasis on classroom learning and research.

Middle School students make use of technology tools in many facets of their day. Traditional computers, iPads, and multimedia tools such as camcorders and cameras are used across the curriculum. In addition, a LEGO robotics elective is available to the students.

Music

Music stimulates and uses the entire brain. Music is presented to our students from toddler through grade six twice weekly. In the spring, students in preschool through grade six perform in music programs.

Toddler students learn songs with simple rhythm instruments and have the opportunity to move their whole bodies.

Preschool-kindergarten students travel to the music classroom, where they enjoy rhythm instruments such as rhythm sticks, tone blocks, triangles, bells, and maracas, as well as many songs and simple dances. Students are introduced to the rhythmic notation of the quarter note, eighth note and quarter rest.

Grades 1-3 learn new songs and choreography. Dancing encourages whole body involvement with music and rhythm. Notes learned in preschool are reviewed, and the half note, whole note and rests are added. Students are introduced to playing simple rhythmic patterns on xylophones and glockenspiels, and they study a new composer or musician each month.

Grades 4-6 students learn more complex patterns on instruments to accompany singing. In addition, an extra music session is added at this level to study the recorder. Students work with tone chimes to introduce chordal structure and melodic reading. They learn more complex choreography that may include line dancing, square dancing, or circle dancing. Each month, students experience the work of a new composer or musician.

Middle School students may elect Music Appreciation where they meet once a week for 90 minutes to explore music history through written and listening lessons. Middle Ages through the Classical Era and Romantic through the Twentieth Century are two different classes offered. At the end of the study cycles in music, students present their research to their peers.
World Languages—French and Spanish

**French** is presented twice weekly to our students from preschool through the sixth grade. They are introduced to the culture, music, art, and literature of French-speaking countries, as well as to the language itself.

The process of acquiring a language exercises the higher-level skill areas of the brain. These are the same places where problem-solving, mathematics, and science discoveries develop. DHMC is unique in having world language exposure begin at an early age and progress continuously. The younger it starts, the more open the brain becomes for later acquisition of this language and others as well.

Learning about other cultures encourages tolerance and acceptance of people different than ourselves. French is spoken all over the world, offering a wide variety of explorations. Seeing what life is like for other children, families, cities, and countries opens students’ eyes to our wonderful world.

They are also a step ahead with the Michigan Merit goals presently in place.

**Spanish** is presented to students in first through eighth grade. The Spanish curriculum has three central goals. First, students develop confidence and beginning skills in Spanish. Second, students learn that language is an important means of understanding and appreciating another culture. Third, students learn that all languages have structure and sets of rules that are common.

Students in Spanish have opportunities to learn about Spanish and Latino history and culture through art, music, visiting speakers and pen pals. The content of the Spanish curriculum is integrated with classroom geography and social studies.

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**Physical Education**

Physical Education is a sequential, developmentally appropriate program that provides students with the knowledge, skills, fitness, and attitudes needed to live a healthy, productive life.

Physical Education helps students build and maintain healthy bones, muscles, and joints, strengthens the heart, enhances the immune system, improves blood flow, improves posture, gives more energy, increases self-confidence and self-esteem, and enables the student to meet new friends and develop fulfilling relationships.

**Extended Day** students visit once a week and are taught to show compassion, respect, self-responsibility, and best effort, all cornerstones of our PE program. Class activities include showing kindness toward others and group participation while incorporating locomotor skills to help enhance physical maturation.

**Grades 1-3** visit twice per week for forty minutes per class. Students learn components of the human body’s skeletal and muscular systems. First, second, and third levels learn the major muscle groups and mechanics of their bodies along with internal organs.

**Grades 4-8** work with their classmates to promote team building to achieve a common goal, a necessary trait to be a successful adult. Each student is given multiple opportunities to develop and practice his or her personal skills. Students are introduced to rules and strategies that help with understanding the concepts of each sport.

**Units include:** Soccer, Team Handball, Volleyball, Tennis, Floor Hockey, Basketball, Flag Football, Ultimate Frisbee, Kickball, and Track and Field.

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**Art Studio and Art History**

Art stimulates both sides of the brain, teaches children that there are multiple solutions to problems, and helps children develop self-confidence.

**Preschool:** Our 3-4 year olds have a weekly 20-minute art history lesson where they are introduced to the art of early humans, Roman architecture, the work of famous artists, and more through stories, pictures, and artifacts.

**Extended Day Kindergarten:** In addition to art history, kindergarten students enjoy 45-minute lessons in the art studio that introduce the elements and principles of art. They develop their skills in paper cutting, weaving, creating coiled pottery, crayon resist, and printmaking.

**Lower Elementary:** Grades 1-3 enjoy a 75-minute art studio class weekly. In true Montessori fashion, the art studio allows for choice and freedom of movement. Work includes architectural blocks, drawing lessons, puppet theater, print shop, mono prints, and computer lessons.

**Upper Elementary:** Grades 4-6 have a 75-minute art studio class weekly. Work becomes more challenging and requirements increase. Step-by-step drawings, symmetrical face drawings, wax sculpture, and clay are explored. Students study specific artists and may create op art, cityscapes, prints, or watercolor paintings.

**Middle School:** Grades 7-8 may elect Art Studio. The lesson begins with researching a theme or art style. The students create sketches, learn the process of transferring sketches to canvas, and learn painting techniques. Finally, they present their research and work to their peers.
Request for Student Records

Student Name:_________________________________________

Present School:________________________________________

Present School Address:_____________________________________________________________________

The above named student is being considered for enrollment at Dearborn Heights Montessori Center. Please forward *copies* of the following. This is not a request for the CA60.

1. Report Cards.
2. Results of standardized achievement and/or aptitude tests.
3. Attendance records.
4. Other pertinent records (including health evaluations, behavioral and/or psychological reports).

Please forward the above requested records to:

Admissions
Dearborn Heights Montessori Center
466 N. John Daly
Dearborn Heights, MI 48127-3703

I also authorize teachers to release information about my child which would identify apparent learning strengths or weaknesses and patterns of behavior.

____________________________________________
Signature of parent or legal guardian

____________________________________________
Relationship to child

____________________________________________
Date of request

Please submit this completed form to your child’s present school.
Student Evaluation Report

Student’s Name:_______________________________

Phone Number (_________): __________________________

Student’s Address:_______________________________________________

Dear ___________________________________,

The student named above is being considered for admission to Dearborn Heights Montessori Center. In order to have a congenial and workable group of children, it is important that we have your honest assessment of the student. We appreciate your time and help in completing this form, and request that this confidential evaluation be returned to us as soon as possible.

Please return to: Admissions, Dearborn Heights Montessori Center, 466 N. John Daly, Dearborn Heights, MI 48127-3703

I have known this student _____________________________

(years/months)
Please circle the most fitting response.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Consistently responsible</th>
<th>Generally responsible</th>
<th>Infrequently responsible</th>
<th>Irresponsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works to potential</td>
<td>Consistently</td>
<td>Generally</td>
<td>Sporadically</td>
<td>Rarely</td>
</tr>
<tr>
<td>Cooperation</td>
<td>Consistently cooperative</td>
<td>Generally cooperative</td>
<td>Only when serves self</td>
<td>Decidedly uncooperative</td>
</tr>
<tr>
<td>Relationship with peers</td>
<td>Interacts easily with peers</td>
<td>Accepted as part of group</td>
<td>Difficulty in peer relations</td>
<td>Relates poorly with peers</td>
</tr>
<tr>
<td>Appropriate use of language</td>
<td>Always appropriate</td>
<td>Usually appropriate</td>
<td>Needs reminding</td>
<td>Frequently uses improper language</td>
</tr>
<tr>
<td>Leadership</td>
<td>Positive influence as a leader</td>
<td>Leader at times</td>
<td>Cooperative with leader</td>
<td>Negative influence as leader</td>
</tr>
<tr>
<td>Participation in group discussion</td>
<td>Always involved</td>
<td>Occasionally participates</td>
<td>Seldom participates</td>
<td>Needs developing</td>
</tr>
<tr>
<td>Integrity</td>
<td>Always reliable and trustworthy</td>
<td>Normally dependable</td>
<td>Sometimes undependable</td>
<td>Unreliable</td>
</tr>
<tr>
<td>Emotional stability</td>
<td>Generally calm</td>
<td>Occasionally loses control</td>
<td>Frequently loses control</td>
<td>Testing recommended</td>
</tr>
<tr>
<td>Motivation</td>
<td>Independent worker</td>
<td>Needs occasional reminding</td>
<td>Inconsistent Needs</td>
<td>Constant direction</td>
</tr>
<tr>
<td>Ability to work independently</td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
</tr>
<tr>
<td>Ability to follow directions</td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
</tr>
<tr>
<td>Attention span</td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
</tr>
<tr>
<td>Completes homework</td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
</tr>
<tr>
<td>Parent support and involvement</td>
<td>Great</td>
<td>Helpful, but needs direction</td>
<td>Usually unable to help</td>
<td>Lack of interest</td>
</tr>
<tr>
<td>Completes classwork</td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
</tr>
</tbody>
</table>
Please answer the following questions to the best of your ability.

If your school is tuition-based, was tuition paid on time?

Is the student participating in any special programs? If so, what are they?

Was counseling or other intervention recommended for this student? If so, what type and for what reason?

Is there any additional information you feel would be helpful? Please explain.

Instructor’s Name:__________________________________________ Date:________________________

School Name:__________________________________________ Contact Phone:____________________

Please return to: Admissions, Dearborn Heights Montessori Center, 466 N. John Daly, Dearborn Heights, MI 48127-3703
**Visitor Release**

We are delighted to have your child as our guest today. As with our own students, our number one concern is your child's health and safety while under our care. While we never expect an emergency to arise, it is important for us to have the following information to allow us to respond to situations appropriately and promptly or to contact you, if necessary. A copy of this form will be shared with the administrative team today.

**Visitor Information**

Name:_________________________________________ Date of Birth:______________

Address:________________________________________________________________________

Visiting Grade:__________ Host Classroom:_________________ ___________________

**Emergency Contact Information**

Contact 1:__________________________ Relation to Visitor________________________

Phone:___________________________ Other Phone:______________________________

Contact 2:__________________________ Relation to Visitor________________________

Phone Number:________________________ Other Phone:__________________________

**Medical Information**

Physician:__________________________ Phone:______________________________

Allergy Information:___________________________________________________________

Medications:____________________________________________________________________

Any restrictions to your child's activities:___________________________________________

Does your child have any medical conditions of which the school should be aware? Please explain:___________________________________________________________

In case of emergency, I give qualified personnel permission to treat my child. I give further permission for health related information about my child to be shared with DHMC staff.

Signature of Parent/Guardian________________________________________ Date:____________
DEARBORN HEIGHTS MONTESSORI CENTER
EXTENDED DAY KINDERGARTEN/ELEMENTARY/MIDDLE SCHOOL
Application for Admission

Date____________________________________________

Child's Name________________________________________________________ (________________) Girl____ Boy____

last       first       middle         nickname

Date of Birth____________________________________________________  Age in September______________________

Address_____________________________________________________________________ Telephone_______________

number       street              city       zip             area code/number

Correspondence regarding this application should be  addressed to:

Name________________________________________________________(please indicate Mr., Mrs., Ms., Dr. etc.)

Complete Address_______________________________________________________________________________

number     street               city   zip

Child lives with (check all that apply):

Mother____   Father____   Stepfather____   Stepmother____   Other_________________________________________  relationship

Please check any that apply:

Parents married_____   separated____   divorced____   never married____   Mother deceased____   Father deceased____

Financial responsibility for child will be assumed by________________________________________________________

Parent/Guardian 1 (circle):                          Parent/Guardian 2 (circle):

_____________________________________     _____________________________________

Full Name                   Full Name

_____________________________________  _____________________________________

Home Address                  Home Address

_____________________________________  _____________________________________

Social Security #              Social Security #

_____________________________________  _____________________________________

Occupation/Title                Occupation/Title

_____________________________________  _____________________________________

Employer                   Employer

_____________________________________  _____________________________________

Business Address                  Business Address

_____________________________________  _____________________________________

Business Phone (area code/number)   Business Phone (area code/number)

_____________________________________  _____________________________________

Cell Phone (area code/number)       Cell Phone (area code/number)

_____________________________________  _____________________________________

E-mail Address (for internal use only)             E-mail Address (for internal use only)

School child is currently attending_____________________________________________________________Grade______

Previous schools or child care experiences and dates enrolled___________________________________________________

____________________________________________________________________________________________________

SESSION

PREFERENCE:            School only                  School + Extra hours

8:30 a.m.-3:30 p.m._____       7 a.m.-6 p.m._____

If extra hours are needed, indicate approximate arrival/departure times and days of use_____________________________________

______________________________________________________________________________________________________________
Names/ages of brothers & sisters

How did you learn about Dearborn Heights Montessori Center?

Medication(s) being taken (name and purpose)

Please list any special health problems

Are there any other problems or circumstances about which we should know?

Please list any allergies and/or foods which should not be eaten

ENROLLMENT CONTRACT

Dearborn Heights Montessori Center agrees to enroll __________________ for the 20___-20___ school year. In consideration of the acceptance of this Enrollment Contract by Dearborn Heights Montessori Center, the undersigned agrees to pay the required fees in accordance with the most recent tuition schedule, and as specified below:

A non-refundable registration fee in the amount of $500 is required by the application due date for enrolled students, and at the time of signing of this Enrollment Contract for new applicants.

Choose one option

Annual Payment

Semi-Annual Payments

Quarterly Payments

Monthly Payments

I understand that my obligation to pay the fees for the full academic year is unconditional and that no portion of fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from the school of the above student. I understand that children are enrolled for the full school year (or portion remaining), and that I am responsible for the full tuition balance from the date of acceptance. I agree to pay, when applicable, other fees. These may include, but are not limited to, registration or re-enrollment fees, hourly day care or latchkey fees, late payment or NSF fees, late pickup charges, or an occasional charge for a field trip or student-owned materials. I understand that my child will be denied admission to school and records will be held if tuition or fees are not paid in a timely manner. I further agree to pay DHMC’s reasonable costs of collection related to my account, including attorney fees.

In view of this obligation, I understand that the Tuition Refund Plan is being made available to me at this time to protect my yearly financial obligation under the terms of this Enrollment Contract. This program insures fees (prepaid and due) in the event of separation according to the terms of the policy. Participation in the Tuition Refund Plan is mandatory for those selecting the monthly payment plan and optional for all others.

PLEASE READ THE ENCLOSED TUITION INSURANCE LEAFLET CAREFULLY. Coverage for voluntary dismissal and/or withdrawal does not commence until the student has attended school for fourteen (14) calendar days.

PLEASE INITIAL BOX A OR B; OTHERWISE THIS CONTRACT CANNOT BE ACCEPTED.

A. MANDATORY WITH MONTHLY PAYMENT PLAN; optional with semi-annual and quarterly payment plans:

I/We wish to participate in the Tuition Refund Plan. I understand that the premium cost is to be included with the first tuition payment. The premium rate is 2.3% of the annual tuition. I authorize the school to process and collect any claim payment to which I am entitled under the Tuition Refund Plan and credit it to my account, paying any excess to me. I agree to pay the school whatever balance remains unpaid, if any, after payment by the Plan is credited to my account within 30 days after receipt of a final itemized bill.

B. I/We do not wish to participate in the Tuition Refund Plan. I understand that no refund or cancellation of the yearly fees will be made by the school for absence, withdrawal or dismissal before the end of the school year and herewith agree to assume full responsibility for the full annual fees.

I understand that in signing this Enrollment Contract for the coming academic year, I am agreeing to accept the policies and regulations of the school and the payment of fees as referred to above. Furthermore, I agree to the policy of the school that no student will be permitted to take examinations nor will student records be released until an account has been paid in full.
RELEASING AND STATEMENTS OF AGREEMENT

MEDICAL RELEASE
I hereby declare that I am the parent or legal guardian of the above-named child. I give my consent, in the event that all reasonable attempts to contact me or designated persons have been unsuccessful, for Dearborn Heights Montessori Center personnel to seek treatment by the preferred physician, or in the event the preferred practitioner is not available, by another licensed person. I hereby release and discharge Dearborn Heights Montessori Center, its agents, employees, and officers, from all claims, demands, actions or judgments which the undersigned ever had, now has or may have against the school, its successors or assigned, for all personal injuries or illness, which the child named above may suffer or incur as a result of the actions of Dearborn Heights Montessori Center or in procuring medical treatment.

I certify that the child named above is in good health and free from any communicable disease or illness.

MODEL/PUBLICITY RELEASE
I give permission for the above-named child's name, photograph, video or voice recording to be used for informational or publicity purposes in news stories, press releases, or similar items.

FIELD TRIP PERMISSION/RELEASE
I give permission for the above-named child to participate in field trips or outings with Dearborn Heights Montessori Center. Transportation, when necessary, will be provided by private car, with each child properly restrained, or by contracted bus. Supervision will be provided by DHMC staff and parents or other volunteers. On any field trip or outing, I understand that Dearborn Heights Montessori Center is not responsible for unavoidable accidents or the negligence or actions of persons not employed by or acting for DHMC.

LUNCH AGREEMENT
I agree to provide a lunch for my child on days when he or she will be at school during the lunch period.

DISMISSAL AGREEMENT
I acknowledge that Dearborn Heights Montessori Center will release my child to only those persons authorized on the Child Information Page. I further acknowledge agreement with DHMC’s standard procedures used at the release of children in special circumstances.

I understand that DHMC personnel are not trained to make assessments relating to intoxication or other impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up a child. DHMC assumes no responsibility for any injury or harm to a child who has been released to a person listed on the Child Information Page or who is authorized by a parent, either verbally or in writing, to pick up a child. DHMC staff respect each family’s privacy. However, where other questionable child release situations occur, they have a duty to maintain their role as the child’s advocate.

STATEMENT OF UNDERSTANDING
I have read the program description, policies and information, day care or latchkey policies and procedures, and tuition and fee schedule of Dearborn Heights Montessori Center. I understand and agree with the philosophy and policies, and accept the conditions and terms stated therein. Dearborn Heights Montessori Center reserves the right to modify the rules and policies at its sole discretion with written notice. Such notice requirements shall not be applicable in the event of emergencies or licensing mandates.

Enrollment, as specified within this Enrollment Contract, may be canceled by the parents or guardians in writing, without penalty (except forfeit of the Registration Fee) prior to May 10 of the year the child is to begin attending. If enrollment is canceled after May 10 of that year, parents or guardians financially responsible for the student are obligated to pay the full annual charges.

If any provision of this contract, program policies or procedures is held invalid or unenforceable, it should be ineffective only to the extent of the invalidity, without affecting or impairing the validity or enforceability of the remainder of the provision or the remaining provisions and intent of this contract. No waiver by DHMC of any right or remedy on one occasion shall be a waiver of that right or remedy on a future occasion.

This contract constitutes the entire agreement among the parties to it and supercedes any prior understandings or agreements. Each party acknowledges and states that no representation, inducement, or condition not set forth in this contract has been made or relied upon by either party.

This contract shall be interpreted in accordance with the laws of the State of Michigan.
My signature below affirms that I have read, understand and accept the terms and conditions of this contract.

Signatures of parents or guardians financially responsible for student:

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<th>Parent/Guardian Signature</th>
<th>Date Signed</th>
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For Dearborn Heights Montessori Center, Inc. Date Signed

Dearborn Heights Montessori Center does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, or disability in the administration of its educational or admissions policies.

A non-refundable registration fee of $500 must accompany this application.
Return to: DHMC, 466 N. John Daly, Dearborn Heights, MI 48127-3703