

# WIMBERLEY MONTESSORI SCHOOL

## ELEMENTARY ENROLLMENT CONTRACT 2022 - 2023

This agreement is entered into by and between Wimberley Montessori School and the parent or guardian whose signature appears below. PLEASE READ THIS AGREEMENT CAREFULLY BEFORE SIGNING. IT IS A LEGALLY BINDING CONTRACT. The parties hereto accept the following. This agreement is entered into by and between Wimberley Montessori School and the parent or terms and conditions governing the child's enrollment at Wimberley Montessori School.

1. The parent agrees to enroll (Student) \_\_\_\_\_ in the Elementary Class for the 2022-2023 school year, first class date: Wednesday, August 24, 2022

### **Basic Tuition**

Elementary Full Day, 5 Days a week (8:00am – 3:00pm)

Tuition total for the period Aug 2022 to May 2023 is **\$7000.00**. Monthly tuition will be **\$700.00**

**Important Notice about Potential School Closings due to COVID-19** - Basic Tuition will be paid when the school is in session and we are allowed to teach in person, on school grounds. In the event that a governmental agency orders schools to be closed due to COVID-19 concerns, or closure is deemed necessary by the Wimberley Montessori School Administration Team, the school will be closed. The school will remain open for families that are required to work as essential workers if allowed by the government and deemed financially feasible and safe for the staff. If the school is closed, and parents are not essential workers, the students will have the option to transition to online learning or opt out of online learning. Online learning tuition will be decreased to 75% of the Basic Tuition on the first day that online learning begins. For students that opt out of online learning, tuition will decrease to 25% of the Basic Tuition. When the school is allowed to reopen onsite tuition will be reset to the full amount. Families are asked to choose only one of the options so that the transition is seamless. Credit will be given to accounts to pro-rate partial months or for those families who have paid annual tuition in advance.

**Special Circumstances Regarding Confirmed Instances of COVID-19 in the Building:** All recommendations by the State of Texas licensing board for COVID-19 precautions will be met in efforts to create a safer environment for all students; however, carriers of COVID-19 can remain asymptomatic for several days. Due to the nature of the COVID-19 virus and since we cannot control environments outside the school, we cannot guarantee a COVID-19 free environment. In the event that a child or staff member is diagnosed with COVID-19 in one of our classes, the following procedures will be followed:

- a. The local health official and State Licensing Agency will be contacted and together they will help us decide whether or not the school can remain open.
- b. If these agencies decide that the school is safe to stay open, Basic Tuition will be charged regardless of whether a family may decide that they want to remove their child from the premises. Individual circumstances will be taken into account if/when this situation arises.

2. The Parent agrees to submit signed notification of re-enrollment intent with payment of the Annual Re-enrollment Fee of \$175 each Spring when requested. The Enrollment Packet follows shortly thereafter with an enrollment contract and all other required paperwork (Student Admission forms, Parent Policies and Procedures, etc.) All paperwork and required signatures must be received no later than Wednesday, May 25, 2022 (last day of school) for returning students and five business days before the first day of school for new students. **Class attendance will not be allowed until all required paperwork is received by the school administration – No Exceptions Will Be Made.**

3. The Parent agrees to pay tuition and all fees on time for the class in which the Student is enrolled in accordance with the announced rates.

**Tuition stipulations:** Invoices will be sent out by Email as a reminder that payment is due (See Payment Acceptance Procedures); however, failure to receive an invoice does not relieve the Payor of the amount due. Annual tuition is due in full on August 26, 2022, or it can be divided into 10 equal installments that begin in August and end in May. **Please be aware that this means payments are due both in August and September even though classes start late in August.** The Fall Supply fee in the amount of **\$175.00** is due August 26, 2022. The Spring Supply fee in the amount of **\$175.00** is due January 6, 2023. Each remaining tuition installment is due on the 1<sup>st</sup> of the month and will be considered past due and delinquent after the 20<sup>th</sup> of the month. Past due tuition payments will be charged a late fee of \$20.00 for each month that is late. A fee of \$35.00 will be charged for each check that is returned from the bank due to insufficient funds.

**Fee stipulations:** Fees are due on the 1<sup>st</sup> of the month unless otherwise stated and are past due and delinquent after the 20<sup>th</sup> of the month. Past due accounts will be charged a late fee of \$20.00 for each month that is late.

4. The Parent agrees that if payment of tuition or fees is delinquent in excess of 30 days, the School shall have the right to refuse to admit the Student to class and to take legal action to collect the unpaid balance.

5. The Parent is responsible for paying the annual tuition in its entirety for the term of this contract (2022-2023 School Year). Should the student withdraw from the class, the Parent will continue paying installments until a qualified replacement is enrolled in the class and has assumed payment of the remaining tuition. If a replacement is not found, the Parent is responsible for paying the tuition in full. The Parent must provide 30 days written notice to the School when withdrawing the Student. Due to the financial obligations of Wimberley Montessori School, no tuition payments or parts thereof will be refunded because of a Student's prolonged absences or withdrawals (except as stated above).

6. In the event a student is dismissed due to non-adherence to proper school protocol and/or policies set forth in the Parent Handbook, no tuition payments or parts thereof will be refunded (See Parent Handbook, revised March 2022, Sections Entitled *Expulsion* and *Discipline*).

7. The Parent and Student agree to follow and adhere to the policies set forth in the current Parent Handbook, revised March 2022.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature of Parent 1/ Guardian  
**(Both parents in 2-parent family must sign.)**

\_\_\_\_\_  
Printed Name Parent 1/Guardian

\_\_\_\_\_  
Signature of Parent 2/ Guardian

\_\_\_\_\_  
Printed Name Parent 2/Guardian

\_\_\_\_\_  
Authorized Signature of Wimberley Montessori School

## COVID-19 REQUIREMENTS:

Parents,

Please carefully review this document with the new COVID-19 recommendations from our licensing agency that Wimberley Montessori School will strictly adhere to during the 2022-23 school year, until such time as the licensing agency revises their protocol. Written notice will be provided to all families if the protocol is changed. The following are direct excerpts from our licensing agency with their recommendations.

“COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking, and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19.

Parents or guardians should monitor the health of their child and not send them to school if they are displaying any symptom of COVID. Parents or guardians should seek COVID testing promptly and report results to the school given the implications for other children, families, and staff.

We will send home any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

We will not allow employees or children with the new or worsening signs or symptoms listed above to return to school until:

At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms have first appeared; or

-in the case of an employee [or a child] who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and they may not return to school until they have completed the same three-step criteria listed above; or

-If the employee [or child] has symptoms that could be COVID-19 and wants to return to school before completing the above self-isolation period, they must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

We cannot allow a child with known close contact to a person who is lab-confirmed to have COVID-19 to return to school until the end of the 14 day self-quarantine period from the last date of exposure.

If a parent believes that they or their child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19."

Wimberley Montessori School asks that you NOT give your child fever reducing medication before attending school. PLEASE keep your child home if they have a fever.

Wimberley Montessori School asks that you get a doctor's note confirming seasonal allergies especially if your child is exhibiting a runny nose, cough, headache, difficult breathing, or appears generally unwell. We reserve the right to ask you not to bring your child to school if they are exhibiting these symptoms without a proper diagnosis to ensure greater health and safety of the school environment.

COVID-19 has done an excellent job of showing how we are all connected. Each person who is in our school during the school day in essence brings with them ALL the people they have previously been in contact with. This list includes but is not limited to relatives, friends, grocery store employees, restaurant employees, health care workers, shop merchants and customers, and basically every public venue and its customers. It will take all of us working together to put the health and safety of ALL the families and the staff at Wimberley Montessori School first.

Thank you for your cooperation with and commitment to making the Wimberley Montessori School as healthy as possible during the COVID-19 pandemic.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Wimberley Montessori School**  
**45 La Buena Vista Dr. – 512-847-6055**  
**2022 – 2023 Tuition and Fees**

**TUITION**

Caterpillar Full Day (8:30 to 2:30) \$6,750 annually or \$675 per installment

Caterpillar 3 Consecutive Days (8:30 to 2:30) or Caterpillar 5 day - ½ days (8:30 – 11:30) - \$5,750 annually or \$575 per installment

Caterpillar 4 Consecutive Days (8:30 to 2:30) - \$6,250 annually or \$625 per installment

Primary Full Day (8:00 to 2:45) \$6,750 annually or \$675 per installment

Primary 3 Consecutive Days (8:00 to 2:45) or Primary 5 day - ½ days (8:00 – 11:30) - \$5,750 annually or \$575 per installment (The Primary part-time programs are only available to children 4 years old or younger)

Primary 4 Consecutive Days (8:00 to 2:45) - \$6,250 annually or \$625 per installment (The Primary part-time programs are only available to children 4 years old or younger)

Elementary (8:00 to 3:00) - \$7,000 annually or \$700 per installment

**SUPPLY FEE**

**Caterpillar: \$300** – Fall Supply Fee of \$150 due August 26 and Spring Supply Fee of \$150 due January 6  
**Primary, Lower, and Upper Elementary: \$350** – Fall Supply Fee of \$175 due August 26 and Spring Supply Fee of \$175 due January 6.

**AFTERSCHOOL PROGRAM** – (2:30 – 4:30 for Caterpillar and 3:00 – 5:00 for all other classes) Monday – Friday - \$15.00 daily fee – *Late pickup fee of \$1.00 per minute payable in cash on the day of late pickup (after 4:30 pm for Caterpillar and 5:00 pm for other classes).*

**ANNUAL ENROLLMENT FEE** - \$175 per student, per year, non-refundable  
*This fee is due in the spring when enrolling for the coming fall or at time of enrollment.*

**WAIT LIST FEE** - \$75.00

**LATE TUITION/FEE PAYMENT FEE** - \$20.00 after the 20th of the month that payment is due

**NFS (returned check) FEE** - \$35.00

**TUITION INSTALLMENTS** – ***Please note that if you elect to pay tuition using the installment plan the annual tuition due is divided into 10 equal installment payments due in each of the months of August through May. Please make sure that you understand that installment payments are due in both August and September each year even though school starts late in the month of August.***

**2022 – 2023 Tuition Installment Schedule**

August 26, 2022 1 <sup>st</sup> tuition & supply fee due	January 6, 2023 6 <sup>th</sup> tuition & supply fee due
September 1, 2022 2 <sup>nd</sup> tuition due	February 1, 2023 7 <sup>th</sup> tuition due
October 1, 2022 3 <sup>rd</sup> tuition due	March 1, 2023 8 <sup>th</sup> tuition due
November 1, 2022 4 <sup>th</sup> tuition due	April 1, 2023 9 <sup>th</sup> tuition due
December 1, 2022 5 <sup>th</sup> tuition due	May 1, 2023 10 <sup>th</sup> tuition due



## Wimberley Montessori School Payment Acceptance Policy

The Wimberley Montessori School accepts payments for tuition and fees by check, money order, cash, bank transfer, or credit card. The school allows online payments via invoicing thru QuickBooks.

Tuition and afternoon enrichment payments are due on the 1<sup>st</sup> of each month. Payments received after the 20<sup>th</sup> of the month will be assessed a \$20 late fee.

Checks or Money Orders: A drop box or deposit slot will be located outside the school to drop off payments. Please place checks or money orders in the slot on the top of the box. Please be sure the student's name is noted on them – ***an envelope is not necessary for payment by check or money order but must be used for cash.*** Checks and Money Orders may also be mailed to the school.

Cash: Place cash in a sealed envelope with the student's name on it and drop it in the slot on top of the drop box described above. *When paying with cash WMS requests the exact amount to be paid.* We do not have petty cash on hand and documenting over and under payments increases our operating costs. Thank you for your understanding.

Online Credit Card and Bank Transfer Payments: Wimberley Montessori School allows online payments through QuickBooks invoicing **without charging** a credit card or bank transfer processing fee. All invoices will be set up to allow the flexibility for payment by credit card or bank transfer.

Recurring Payments: The Montessori School cannot, at this time, set up recurring payments through QuickBooks. To be able to setup a recurring payment we would need a signed authorization form with all credit card information. At this time, we do not have an adequate security system set up to store that type of information. We apologize for any inconvenience this may cause.

Tuition and Fee Payment Using Your Own Bank: Most banks offer a free bill payment option for their customers. In this instance you would simply set up the Wimberley Montessori School at 45 La Buena Vista Dr, Wimberley, TX 78676 as the Payee and a check will be mailed to the school on your behalf. This option normally does not involve any fees by the bank.

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Signature of Parent or Legal Guardian

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Date

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Printed Name of Legal Guardian

# Wimberley Montessori School Calendar

## 2022-2023

### 2022

<i>Wednesday, May 25</i>	<b><i>All Signed Contracts and Paperwork Due for Returning Students</i></b>
<i>Wednesday, August 24</i>	<b><i>First Day of School - Elementary, Caterpillar &amp; New Primary Students</i></b>
<i>Thursday, August 25</i>	<b><i>First Day of School - Returning Primary Students</i></b>
<i>Friday, August 26</i>	<b><i>Fall Supply Fees Due</i></b>
<i>Monday, September 5</i>	Labor Day (Student & Staff Holiday)
<i>Friday, October 7</i>	Student & Staff Holiday
<i>Monday, October 10</i>	Indigenous People's Day (Student Holiday - Staff Development Day)
<i>Friday, November 4</i>	Parent Conference Day (Student Holiday)
<i>Friday, November 18</i>	11:00 am Thanksgiving Potluck & Autumn Celebration <b><i>(12:00 pm Early Release - no Afternoon Enrichment)</i></b>
<i>Mon.-Fri., November 21-25</i>	Thanksgiving Break
<i>Friday, December 16</i>	Holiday Celebration/Last Day of Semester <b><i>(12:00 pm Early Release - no Afternoon Enrichment)</i></b>

### 2023

<i>Wednesday, January 4</i>	Student Holiday (Staff Development Day)
<i>Thursday, January 5</i>	<b><i>School Resumes &amp; Spring Supply Fees Are Due</i></b>
<i>Monday, January 16</i>	Martin Luther King Day (Student & Staff Holiday)
<i>Friday, February 17</i>	Student & Staff Holiday
<i>Monday, February 20</i>	President's Day (Student & Staff Holiday)
<i>Mon-Fri, March 13-17</i>	Spring Break
<i>Friday, March 24</i>	Parent Conference Day (Student Holiday)
<i>Mon &amp; Fri, April 7 &amp; 10</i>	Easter Break (Student & Staff Holiday)
<i>Mon-Thurs, April 18-21</i>	Upper Elementary - IOWA Testing - <i>Tentative Dates</i>
<i>Friday, April 28</i>	Student and Staff Holiday
<i>Wednesday, May 25</i>	<b><i>Last Day of Class - 12:00 pm Early Release - No Afternoon Enrichment</i></b>

# **Wimberley Montessori School Calendar 2022-2023**

## **Summer School for Caterpillar and Primary Students:**

June 5 - June 29 (Mon-Thurs)

July 3 - July 27 (Mon-Thurs) - No school on July 4th.



**Wimberley Montessori School – Student Admission Form**  
45 La Buena Vista, Wimberley, TX 78676      (512) 847-6055

My child \_\_\_\_\_ is enrolled at Wimberley Montessori School for the academic year 2022-2023.

The following student information is required for enrollment and all forms must be completed and received before your child may enter the classroom.

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Child lives with:    Both Parents    Mother    Father

Mother's (or Guardian's name) \_\_\_\_\_

Mother's Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Mother's City/State/Zip Code \_\_\_\_\_ Cell Phone \_\_\_\_\_

Business or Profession \_\_\_\_\_ Name of Firm \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Father's (or Guardian's name) \_\_\_\_\_

Father's Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Father's City/State/Zip Code \_\_\_\_\_ Cell Phone \_\_\_\_\_

Business or Profession \_\_\_\_\_ Name of Firm \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Email address: Mother: \_\_\_\_\_

Email address: Father: \_\_\_\_\_

Who may care for the child in parents' absence? Name \_\_\_\_\_

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

Child's Doctor \_\_\_\_\_

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

Child's Dentist \_\_\_\_\_

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

**Do we have permission to:**

Contact your doctor or dentist if necessary?    Yes    No

Contact another doctor or dentist if yours is unavailable?    Yes    No

Provide emergency care through a clinic, hospital or private doctor if necessary?    Yes    No

SIGNATURE OF PARENT OR GUARDIAN \_\_\_\_\_ (Date) \_\_\_\_\_

## STUDENT ADMISSION FORM EMERGENCY CONTACTS

In an emergency, if a parent or guardian cannot be contacted, Wimberley Montessori School may contact the following in the order given:

1. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

2. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

3. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

## RELEASE OF STUDENTS

Wimberley Montessori School has my permission to release my child to the persons listed below. I understand that a photo I.D. will be requested if the person is unknown to the School Staff.

1. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

2. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

3. \_\_\_\_\_ Telephone # \_\_\_\_\_

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

## PERMISSION TO BE GRANTED

Wimberley Montessori School requires parents' permission for a child to be included in field trips and water activities.

**Field Trips:** I hereby give do not give my consent for my child to be transported and supervised by Wimberley Montessori School staff on field trips.

**Water Play:** I hereby give do not give my consent for my child to participate in water activities which include: splashing and wading pools, sprinklers, swimming pools and rivers.

Additional comments concerning these activities:

SIGNATURE OF PARENT OR GUARDIAN \_\_\_\_\_ (Date) \_\_\_\_\_

**STUDENT ADMISSION FORM – PARENTAL QUESTIONNAIRE**

1. What is the position of this child in the family?    Only child    Oldest    Youngest    Other

2. Please list names and ages of other siblings:

3. Is this child toilet trained: (Primary & Caterpillar Only):            completely            partially

4. Has the child or other members of the family been tested or diagnosed with any learning disabilities (dyslexia, A.D.D., sensory integration disorder etc.)?    Yes    No

If yes, please provide details:

5. Has the child or family experienced any special problems or circumstances?    Yes    No

If Yes, please provide details:

6. Please describe any physical limitations your child may have:

7. Please note any allergies your child has (food or other):

**Optional Questions:**

8. Why have you chosen Wimberley Montessori School for this child?

          Location            Size            Philosophy            Curriculum            Other

9. Have you read any books by or about Maria Montessori?

If yes, which ones?

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

\_\_\_\_\_  
Date Signed

## PERMISSION FOR PUBLICATION OF PHOTOGRAPHS

Please indicate below whether you give permission to post pictures of your child on our school webpage, as well as an occasional post on Facebook, or in our monthly Newsletter. Your child's safety is always a major priority for us so therefore names will not be included in any postings. Today, social media is such a dynamic way of letting others know what magic happens at our school, we would like to take better advantage of this vehicle.

Please check each situation that represents your decision about release of photographs of your child.

I give permission for my child to be represented in photo form on our School's Website.

I **do not** give permission for my child to be represented in photo form on our School's Website.

I give permission for my child to be represented in photo form in our School's Newsletter.

I **do not** give permission for my child to be represented in photo form in our School's Newsletter.

I give permission for my child to be represented on the School's private social media forum.

I **do not** give permission for my child to be represented in photo form on the School's private social media forum.

## GENERAL INFORMATION

Wimberley Montessori School does not discriminate on the basis of race, nation of origin, or religion. We do not screen children based on academic testing. We are interested in serving children whose parents support our goals.

Staff Curriculum Days, vacations, and holidays will generally coincide with the Wimberley ISD calendar. In the event of inclement weather, we will follow the Wimberley school closing procedures. This information is broadcast on local radio and television stations.

Observation of classes and conferences can be scheduled with the classroom teacher during the months of October through April. Conferences are recommended twice a year or as needed.

**When a child under the age of six years is brought to school, he or she must be left in the presence of a staff member.**

I have read and understand the above information.

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Parent or Guardian Signature

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Date Signed

# Wimberley Montessori School 2022-2023

## Child's Immunizations, Vision/Hearing Screening, and Health Statement

**This form must be completed and returned to the office before your child will be admitted to class in August, 2022.**

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

### Immunizations:

Texas Administrative Code (TAC) §97.63(2)(A) states "Children enrolled in child-care facilities, pre-kindergarten, or early childhood programs shall be immunized against: diphtheria, pertussis, tetanus, poliomyelitis, Haemophilus influenzae type b (Hib), measles, mumps, rubella, hepatitis B, hepatitis A, invasive pneumococcal, and varicella diseases."

Please provide a copy of your child's immunization records

or  
an Affidavit of Exemption from Immunizations for Reasons of Conscience. This affidavit may be requested at the following website: <https://co-request.dshs.texas.gov/>

### Health Statement from a Health-Care Professional:

TAC §746.611 requires the school to maintain records of a written statement, from a health-care professional who has examined the child within the past year, indicating the child is able to take part in the child-care program.

Please have a health-care professional who has examined the child sign the statement below:

**Wellness Check: I have examined the above-named child this current school year and find that he/she is physically able to take part in a day-care/school program.**

Date of examination: \_\_\_\_\_

\_\_\_\_\_  
HEALTH-CARE PROFESSIONAL'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HEALTH-CARE PROFESSIONAL'S NAME

\_\_\_\_\_  
HEALTH-CARE PROFESSIONAL'S ADDRESS

or provide a separate written statement from the health-care professional stating that the child is able to participate in the school program

or provide a notarized affidavit stating that a health statement conflicts with the tenets and practices of a recognized religious organization (see Affidavit on the following page)

**AFFIDAVIT REGARDING THE SIGNED HEALTH STATEMENT AND  
CONFLICTS OF INTEREST**

I, \_\_\_\_\_, sign this Affidavit to document that medical  
(printed name)

diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which I am an adherent or a member.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in Hays County, Texas.

\_\_\_\_\_  
(signature of parent/guardian)

STATE OF TEXAS        §

COUNTY OF HAYS       §

This document was acknowledged before me on \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(signature of notarial officer)

Printed Name:

\_\_\_\_\_

My commission expires: \_\_\_\_\_

# Discipline and Guidance Policy for Wimberley Montessori School

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following;

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

*Texas Administrative, Code, Title40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*

Student Name: \_\_\_\_\_

**My signature verifies I have read and received a copy of this discipline and guidance policy.**

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Date**

## **Wimberley Montessori School – 2022 – 2023 Parent Handbook Policies & Procedures**

**I have read the Parent Handbook for the 2022/2023 school year (revised March 2022) and I accept and agree to follow all the policies and procedures set forth by Wimberley Montessori School.**

**The Parent Handbook is located on our website at:**

**<https://wimberleymontessori.com/enrollment>**

**By scrolling to the bottom of the page to the Enrollment Forms you will see an option to download the Parent Handbook.**

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**Student's Name**

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**Signature of Parent/Guardian**

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**Printed Parent/Guardian Name**

**Date**