



Garden Oaks Elementary

“A Place Where Children Flourish!”

901 Sue Barnett • Houston, TX 77018

(713) 696-2930 • (713) 696-2932

Lindsey Pollock, Principal Moses Diaz, Assistant Principal

Dear Prospective Montessori Parent,

Thank you for your interest in the Montessori Program at Garden Oaks Elementary! Notifications will be mailed on February 26th of your application status for the program. This letter is to inform you of some key information as you complete the application process.

- **Attendance at one parent orientation is mandatory for your application to be considered for the lottery. You MUST attend an orientation or your application will not be eligible.** You may choose one of the following dates: Thursday, January 28th, at 6:30pm or Saturday, February 6th at 9:30 a.m. The orientation on February 6th is during the 16th Annual Garden Oaks Chapter of the Friends of Montessori Community Pancake Breakfast! The purpose of the orientation meeting is for you to learn more about the Montessori method of education and to clarify the commitments of your family’s potential participation in the program should you be accepted.
- The Montessori Program at Garden Oaks Elementary is a *tuition-based* Pre-K program for three and four year olds with priority given to children zoned to the school. In addition to tuition and HISD board approved funds, the program is supported by the fundraising efforts of the non-profit parent organization, Friends of Montessori as well as by contributions made to the program.
- In Houston Independent School District, the fee for all tuition-based programs is based on state funding formulas. This annual amount for the 2009-10 school year was \$4,290.00. We anticipate a 3-5% increase in tuition for the 2010-11 school year. **Should you be accepted to the program, you must submit your written notice of acceptance by March 12, 2010 followed by a non-refundable deposit of \$450 (check or money order made to Garden Oaks Elementary), must be received in the Garden Oaks Elementary office by April 9, 2010. Should Garden Oaks not receive this deposit, you will forfeit your space and it will be offered to the first family on the waiting list.**
- As a part of the district-required enrollment documents, all students who are 3 and 4 years old must complete the enclosed HISD Pre-Kindergarten Application form. You will be asked to complete this form again when school begins per district requirements which stipulate that the form must be updated within 30 days of the start of the school. Should you qualify for subsidized PK, you may be eligible for scholarship consideration for the Montessori program. Scholarships are underwritten by the Friends of Montessori and require additional documentation.
- If you are interested in applying to the program on a scholarship basis, you must include documentation at this time. This consists of copies of current W-2 and a copy of the past year’s income tax return. Should you fail to provide these documents, you will not be considered for a scholarship. ***Garden Oaks also offers traditional PK programs free of charge for all families who qualify. Families enroll in the traditional program by completing the HISD Pre-Kindergarten Application form which is also available at this time at the school office.***
- Complete the enclosed Evaluation Form (and Teacher Evaluation for Transfer Students). This information helps us better match students and teachers. Your thoughtful consideration is appreciated.
- If you are not zoned to Garden Oaks Elementary School, complete the enclosed Transfer Agreement as well.

Your application is considered ready for consideration once the items below have been successfully completed and received in the school office at 901 Sue Barnett, Houston, Texas 77018. Please feel free to call 713-696-2930 if you have any questions. Thank you for your interest in our program. We look forward to working with your family for many years to come!

Best wishes,

Lindsey Pollock

Lindsey Pollock, Principal
Garden Oaks Elementary

_____ Application Form	_____ Parent and Teacher Observation Forms
_____ HISD Pre-Kindergarten Application Form	_____ HISD Transfer Agreement, (if applicable)
_____ Attendance at Parent orientation Please circle which one you will attend: Jan 28 at 6:30pm Feb 6 at 9:30am	

Garden Oaks Elementary School Montessori Program

2010-2011 APPLICATION FOR MONTESSORI PROGRAM

Due January 15, 2010

You must also attend a parent orientation either Jan 28th or Feb 6th

Student Name:

Last First MI

Grade and Age for 2010-2011: _____
Grade Level Age

Date of Birth: ____/____/____

Name and Addresses for Parents/Guardians:

Name	Address	City, State, Zip Code
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Telephone Numbers:

Mother: _____
Home Work Cellular

Father: _____
Home Work Cellular

*Please list an e-mail address: _____

Has your child ever attended another school? YES / NO

If yes, please indicate school and teacher: _____

School currently attending: _____ **Grade Level:** _____

Does child have/had a sibling in the Garden Oaks Montessori Program? YES / NO

If yes, sibling's name and grade: _____

Was an application submitted in the prior year? YES / NO Are you on the waiting list? YES / NO

Would you like to apply for needs-based scholarship/financial assistance for the tuition requirement for your 3 or 4 year old? YES / NO

(If so, you will be required to provide a completed Scholarship Application and supporting documents in addition to this form. See Scholarship Application)

I understand that I may be asked to come to the school with my child for brief interview with the teacher as part of the application process.

I would like more information about Montessori Education, please have a program parent or board member contact me. YES / NO

My signature below indicates that all information on this form is true.

Parent Signature

Date

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Garden Oaks Elementary School Montessori Program

2010-2011 APPLICATION FOR MONTESSORI PROGRAM

You must also attend a parent orientation either Jan 28th or Feb 6th

Due January 15, 2010

PLEASE NOTE:

- Applications will be accepted beginning November 16, 2009 and must be postmarked on or before January 15, 2010. Applications will then be subject to lottery drawing if the number of applicants exceeds the number of available spaces. Applications received after these deadlines will be considered for addition to the waiting list. Return completed applications to: Garden Oaks Elementary School, 901 Sue Barnett, Houston, TX 77018
- Priority is given to children zoned to Garden Oaks Elementary School.
- Transfers into the program are accepted, as space is available. You must complete the Garden Oaks Transfer Agreement. You must agree to abide by the terms of the Transfer Agreement.
- A limited number of scholarships are available. An additional scholarship application is required should your application be drawn in the lottery.

POLICY AND GUIDELINES FOR MONTESSORI APPLICATION PROCESS

Eligibility:

1. Children must be 3 years old by September 1, 2010 for Pre-Primary and 6 years old by September 1, 2010 for Lower Elementary.
2. Applications will be accepted starting **November 16, 2009** and must be postmarked on or before **January 15, 2010**. Applications received after these deadlines will be considered if space is still available.
3. Parent involvement is essential to Montessori philosophy at Garden Oaks Elementary. Attendance at an orientation session is **required**. Choose from Thursday, **January 28th at 6:30pm** or Saturday, **February 6th at 9:30pm**
4. A waiting list will be established when all spaces are filled.
5. Students on the waiting list and not accepted by September 1, 2010 may be listed on the Priority Waiting List for the following school year. Parents must notify the school's registrar, Ms Luna, (713-696-2930,) by December 7, 2009 to stay on the waiting list. An updated application is required.
6. Priority is given to siblings of currently enrolled Montessori students or those who have graduated from the Garden Oaks Montessori Program.
7. The Principal has the final discretion on resolving any issues on admissions.
8. The Principal and teachers will determine each student's classroom assignment.
9. Notification of acceptance into the program will be mailed by **February 26, 2010**.
10. Parents must notify the school by **March 12, 2010** with intent to attend. If you choose not to notify the school by this date, your name will be removed from the list.
11. Upon acceptance, a **non-refundable** deposit of \$450.00, must be received in the office by April 9, 2010.
12. 3 year olds beginning the program will be observed by the teacher and remain on a six (6) week probationary period to determine school readiness.
13. Attendance for the Montessori Program is the same as a traditional school program. Students must arrive on time to school and remain at school for the entire day. The school day is 7:45am – 3pm.
14. As agreed by teacher and administrator, parents of 3 year olds may request consideration for a shortened day.

Agreement for Parent Involvement:

- Parents of children accepted into the Garden Oaks Montessori Program agree to observe at least one class each semester and conference with the teacher whenever necessary. Parents agree to support the program through fundraising, volunteering, or other activities. Parents agree to attend and support school functions during the year.
- In rare cases, a student may be asked to leave the Montessori Program. In such cases, the child may be considered for the traditional Pre-K program at Garden Oaks Elementary should space be available.

Tuition for 3 and 4 year old students:

The Montessori Program at Garden Oaks is a tuition-based program. Thanks to the financial support by the Friends of Montessori, a limited number of 3 and 4 year old scholarships available Tuition is approximately \$4300/year.

I support the above policy and agree to fulfill my obligations for Parent Involvement as indicated above.

Parent/Guardian

Date

Parent/Guardian

Date

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Garden Oaks Elementary School Montessori Program

Parent Evaluation Form

Parents, please respond to the statements below. We realize the skills listed below are developing skills in all children. You are your child's first teacher. Please help us get to know your child better. Please submit this form with your application package. You may call Lindsey Pollock, Principal, at 713-696-2930, or email her at lpollock@houstonisd.org with any questions. Thank you in advance for your thoughtful consideration.

ALL APPLICANTS:

My child is encouraged to and asks to "do it by myself". never seldom sometimes usually

My child displays persistence with tasks assigned. never seldom sometimes usually

My child is given a choice in selection of activities. never seldom sometimes usually

My child is familiar with limits of behavior in the home. never seldom sometimes usually

My child has a role in care of the home/belongings. never seldom sometimes usually

My child is encouraged to work with others in a respectful, non-competitive manner. never seldom sometimes usually

It is more important that my child understand not just what he/she knows, but why and how he/she arrived at what is known. never seldom sometimes usually

I will be an active participant in my child's education. never seldom sometimes usually

It is more important that the needs of my child be met, rather than expecting him/her to be compared with others. never seldom sometimes usually

I read to my child every day. never seldom sometimes usually

THREE YEAR OLDS:

My child is independent in the bathroom, able to wipe and re-dress his/her-self never seldom sometimes usually

My child is comfortable with other children. never seldom sometimes usually

My child is able to respond to direction. never seldom sometimes usually

My child is comfortable with other adults and can be consoled when separated from parent. never seldom sometimes usually

My child is able to move and sit with some control. never seldom sometimes usually

Garden Oaks Elementary School Montessori Program

FOUR YEAR OLD:

My child's language includes at least 3 word sentences.	never	seldom	sometimes	usually
My child has a language specialist's involvement.	never	seldom	sometimes	usually
My child can control impulses most of the time.	never	seldom	sometimes	usually
My child can achieve a 3-finger grasp when modeled.	never	seldom	sometimes	usually
My child recognizes some colors.	never	seldom	sometimes	usually
My child can count to 5.	never	seldom	sometimes	usually
My child is encouraged to display respectful behavior.	never	seldom	sometimes	usually

FIVE YEAR OLD:

My child is comfortable in a group setting.	never	seldom	sometimes	usually
My child can consistently control impulses	never	seldom	sometimes	usually
My child is able to respond to questions.	never	seldom	sometimes	usually
My child can speak in complete sentences.	never	seldom	sometimes	usually
My child is independent in care of self.	never	seldom	sometimes	usually
My child can recognize own name.	never	seldom	sometimes	usually
My child can manipulate writing instruments.	never	seldom	sometimes	usually

Child's Name: _____ Parent Signature: _____

Date: _____

Garden Oaks Elementary School Montessori Program

CHILDREN TRANSFERRING FROM ANOTHER PROGRAM:

I _____, give my child's teacher permission to share his/her evaluation of my child, as it pertains to his/her experience in the classroom.

Teacher's Contact Information:

Teacher's name: _____ Grade level: _____

School: _____

Telephone number: _____ Email Address: _____

Student's Name: _____

Child asks to "do it by myself". never seldom sometimes usually

Child displays persistence with tasks assigned. never seldom sometimes usually

Child is given a choice in selection of activities. never seldom sometimes usually

Child is familiar with limits of behavior. never seldom sometimes usually

Child works with others in a respectful, non-competitive manner never seldom sometimes usually

Child understands not just what he/she knows, but why and how he/she arrived at what is known. never seldom sometimes usually

Child takes responsibility for homework and other papers sent home never seldom sometimes usually

Child works well with a group never seldom sometimes usually

Child initiates projects or tasks never seldom sometimes usually

Child works well independently never seldom sometimes usually

Child uses words for problem solving in social situations never seldom sometimes usually

Parent is active participant in the child's education. never seldom sometimes usually

Please feel free to add additional pages for comments.

Teacher's Signature: _____ Date: _____

Garden Oaks Elementary School Montessori Program

Tuition Assistance Application 2010-11

The Montessori Program at Garden Oaks Elementary School is a tuition-based program for Pre-Kindergarten 3 and 4 year olds. We realize that not all families interested in Montessori education can pay the annual tuition. Friends of Montessori offers limited tuition assistance for 3 and 4 year olds to attend the Montessori Program at Garden Oaks Elementary School. Assistance will be limited by tuition assistance fund constraints. If you are interested in applying for tuition assistance, please review and complete the information below and submit with your application for the Montessori Program.

Eligibility Requirements apply to Scholarship applicants. Please see Application for details.

Student:

Last	_____	First	_____	MI	_____
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Grade and Age for 2010-2011: _____ / _____ / _____
Grade Level Age Date of Birth

Name and Addresses for Parents/Guardians:

Name	Address	City, State, Zip Code
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Telephone Numbers:

Mother: _____

Father:	Home	Work	Cellular
	_____	_____	_____
	Home	Work	Cellular
	_____	_____	_____

Tuition Assistance Policy

- Families of all students seeking admission to or re-enrollment in the Garden Oaks Elementary School Montessori Children's House are eligible to apply for tuition assistance.
- Limited Tuition assistance will be made available without regard to race, color, national or ethnic origin of the student or student's family.
- Applications will be accepted beginning November 16, 2009 and must be postmarked on or before January 15, 2010. Applications will then be subject to lottery drawing, after review of Scholarship application. All applications received after these deadlines will be considered for addition to the waiting list. Return completed applications to Garden Oaks Elementary School, 901 Sue Barnett, Houston, TX 77018
- Priority is given to siblings and children zoned to Garden Oaks Elementary School.
- Transfers into the program are accepted, as space is available. You must complete the Garden Oaks Transfer Agreement. In addition to other conditions, you must agree to arrive to school on time and stay at school the entire day. Failure to fulfill the transfer agreement obligations will invalidate the transfer to Garden Oaks Elementary.
- It is understood that should financial circumstances change and tuition assistance no longer be required by the family, it is required that the family notify the school immediately so another family might benefit from the scholarship award.

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- A completed HISD Pre-Kindergarten Application Form, 2007 W-2 form and the family's 2008 IRS Form 1040 must be submitted. Please provide 2009 documentation by April 1st. Should you choose not to provide these documents by January 15, 2010, your scholarship application will be not be considered. *Garden Oaks also offers traditional PK programs free of charge for all families who qualify. Families enroll in the traditional program by completing the HISD Pre-Kindergarten Application form.*
- If your application is chosen in the lottery for acceptance to the program, you agree to the following obligations:
 - Attend Required Parent Orientation, January 28th 6:30 p.m. or February 6th 9:30 p.m.
 - 40 Volunteer hours of service during the 2010-2011 school year. Regular check in with the office and teacher will ensure your documented hours. See Parent Pledge for specific examples of service. If hours are not completed, the student will be placed on probation and considered for removal from the Program.
 - Regular daily attendance, which is required and is the same as a traditional school program. Students must arrive on time to school and remain at school for the entire day. The school day is 7:45am – 3pm. If attendance is not regular, tuition assistance students may be placed on probation and considered for removal from the program.
 - To sign a Parent Pledge
 - To sign a Commitment Covenant. This agreement is your promise to continue in the Montessori Program at least through the full three year cycle, 3-6 yr. Children’s House Class, with the understanding that the program is ideally that in which the child continues through 6th grade.
- Tuition assistance will be granted for a period of one year. Reapplication will be required and strongly considered by the Scholarship and Tuition Assistance Review Board. This Review makes final decisions on Tuition Assistance issues. The Review Board is comprised of the Principal, Asst. Principal and three Friends of Montessori Garden Oaks Elementary Chapter Board Members.
- Preference will be given first to re-enrolling students who have received tuition assistance in the past, and then to re-enrolling students who demonstrate financial need. A current teacher recommendation for the student and family should accompany re-application
- Tuition assistance funds will be dispersed from the Friends of Montessori fund directly to the school.
- 3 year-olds beginning the program will be observed by the teacher and remain on a six (6) week probationary period to determine school readiness.
- A waiting list will be established when all spaces are filled.
- Notification of acceptance into the program will be mailed by **February 26th, 2010**.
- Parents must notify the school by **March 12, 2010** with written intent to attend.

I support the above policy and agree to fulfill my obligations for Parent Involvement as indicated above. Further, I give my commitment to stay in the Montessori Program for the full three year cycle as the Montessori Method requires in the Children’s House Classroom for ages 3-6 year olds, including Kindergarten. I understand the maximum educational value of the program is realized through enrollment through 6th Grade. My signature below indicates that all information on this form is true as are the submitted documents.

Parent/Guardian	Date	Parent/Guardian	Date
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Please include:

- ___ Complete HISD Pre-Kindergarten Application Form
- ___ 2009 W-2 and a copy of the 2009 IRS Form 1040.
- ___ Teacher Recommendation Letter (if applicable)