



An American Montessori Society Accredited School

921 Ocean Avenue

Ocean Springs, MS 39564

228-990-4160

www.treehousemontessorios.com

2023-2024

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Welcome

Welcome to Treehouse Montessori Christian School of Ocean Springs!

During the school year, please make sure to read the email and written communications we will send to you. We also have a parent **Facebook** page as well as a **Remind** app for quick communications. Never hesitate to ask a question. It is vital to us that you feel comfortable at your school and that you are a valued member of the school community.

Contact Information

Treehouse Montessori Christian School
921 Ocean Avenue
Ocean Springs, MS 39564
228-990-4160

General questions: treehousemontessorios@gmail.com

Website: www.treehousemontessorios.com

Facebook: facebook.com/montessorichristianos

Parent Facebook: Treehouse Montessori Parents Connection
(search and ask to join closed group)

Instagram: Instagram.com/treehousemontessorios

Stay in touch!



Staff

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Mission

Treehouse, in partnership with parents and the community, works to develop a child's skills essential to academic success. We use the Montessori Method to provide individualized learning that nurtures mind, body, and spirit in a Christian environment.

Treehouse Montessori Christian School is accredited with American Montessori Society.

Benefits of AMS Accreditation

- Affirms that a school meets a standard of excellence recognized within the Montessori community and by educators worldwide.
- Provides assurance to families that their child's school is a quality one, and that it is accountable to a larger body,
- It is increasingly recognized by state policymakers, granting AMS-accredited schools significant advantages, such as recognition within their state's quality rating and improvement system ("QRIS") or exemption from particular state licensing requirements.
- Because AMS is accredited by the National Council for Private School Accreditation, schools that are AMS-accredited also gain accreditation by the NCPA.

Vision

The vision of Treehouse Montessori Christian School is to be a Christian-infused environment of teachers, staff, and parents in which a child's personality and potential may unfold using the Montessori methods.

Organizational Agreements

- Treehouse Montessori Christian School consists of parents, students, community members and representatives of First Presbyterian Church. The health and growth of our school depends on the strength of these relationships.
- The Montessori School Board under the authority of the church Session, has the responsibility to provide oversight of the administration in accomplishment of the school's mission.
- The board, administration, community members, and parents hold responsibility for making the mission of the school a reality.
- Parents entrust teachers and administration with the responsibility of bringing an authentic, elementary and adolescent Montessori program to their students. To accomplish this, teachers and administration expect parents to support the Mission and Vision of Treehouse Montessori Christian School. The complementary viewpoints of parents and teachers are essential to understanding and guiding the development of each student.
- The organizational and operational affairs of the school are carried out by the administration in service of the mission of the school.
- The faculty and administration decide matters of pedagogical principle.
- The administration team will bring all matters of principle arising from the day-to-day school operations to the staff for consideration and input.

- Treehouse Montessori Christian School will partner with First Presbyterian Church to provide Christian programming and guidance on a routine basis.

Administration

The school's administration is responsible for the leadership of the school and for the actualization of the school's mission. The administration is responsible for:

- Adhering to our mission, vision, values, and priorities.
- Curriculum development and program changes.
- Decisions about the hiring and dismissal of teachers.
- Teacher mentoring and evaluation.
- Student retention and matriculation.
- Strategic planning and implementation.

Admission

For our 2023-2024 school year, Treehouse Montessori Christian School admits students for 1st – 12th grades. Parents desiring to register their student for enrollment are to complete an application and pay an enrollment fee. Treehouse Montessori Christian School reserves the right to dismiss a student who does not follow school policies and standards or whose parents do not.

The following forms must be on file for each student before attending school:

- Student Information Release
- Emergency Contact List
- Immunization Record
- Model Release
- Handbook Review Form
- Tuition Contract

Admission Agreement

- Students will participate in a Montessori education program.
- Treehouse Montessori Christian School will assume responsibility for students once they are brought to school.
- Students will be given assistance with personal care when needed.
- Students will be given appropriate first aid when needed. Minor accidents that occur at school will be promptly treated by the staff and the parents will be notified either by phone or written communication. In the event of an emergency medical situation, students will be transported by staff to the nearest hospital or emergency vehicles will be called.
- Sick students will be isolated and given appropriate care until they are picked up by parent, guardian, or designated provider.

- Treehouse Montessori Christian School will administer physician-prescribed medication only with written authorization from the student's physician. The medication must be labeled with the medication's name, the student's name, and the time at which the medication must be taken. Medication must be hand-delivered to a teacher; medication may not be sent to school in a school bag or lunch box. A physician authorization form will be provided by administration upon request.
- Treehouse Montessori Christian School will notify parents or guardians of suspected exposure to a communicable disease.
- By state statute, Treehouse Montessori Christian School will report to Child Protective Services any suspicion of abuse, neglect, or endangerment of which it becomes aware.

Student Records

Individual files are kept for each student and access to these files are limited to administration, the student's parents and teachers. Student records will not be released if there is a balance owed on the account. Student files will be kept for 3 years after a student has departed from Treehouse Montessori Christian School.

Parent/Guardian Obligations

- Parents/guardians will submit all requested medical/emergency information within one week of enrollment
- Parents/guardians will notify Treehouse Montessori Christian School if someone other than those listed on the release authorization will be picking up the student.
- Parents/guardians will provide a nutritious lunch.
- Parents/guardians will notify the school by 9 am when a student is absent.
- Parents/guardians will come to school for conferences when requested.
- Parents/guardians will notify the school about any changes that occur that could affect the student (information will be kept confidential).
- Parents/guardians will attend educational events provided by the school (typically two per year).
- Parents/guardians will comply with the school dress code.
- Parents/guardians will give one month notice or forfeit one month of tuition in case of withdrawal from the school.
- Parents/guardians will stay current with tuition payments unless an arrangement is made with the Head of School.

Medication

Any student who is required to take medication, whether prescribed or over-the-counter, during regular school hours must comply with school regulations.

1. Written permission is to be provided by the parent/guardian requesting that the school comply with the physician's order for all prescribed medication. The medication permission request form is to be filled out stating: name of medication, dosage to be given, time medication is to be given, number of days to be given, and any other special instruction.

2. Medication is to be brought to school staff by the parent/guardian or adult designated by the parent/guardian in a container appropriately labeled by the pharmacy or physician. The same procedure should be followed for over-the-counter medication. **Under no circumstances are students allowed to bring medication to school or take medication home from school.**
3. The teacher/designee will administer the prescribed or over-the-counter medicine to the student. The person designated to administer the medication will document on the medicine log each time the medicine is given.
4. Prescription medication will be kept in the office in a locked container.
5. Communication between the parent, school personnel, and physician regarding the effectiveness of the medication administered during school hours is encouraged.
6. The teacher/school designee will notify the parent/guardian as quickly as possible when the student taking the prescribed or over-the-counter medication shows signs of having an adverse reaction to the medication. (The parent's current telephone number(s) must be available on the student's contact information on file with the school.)
7. In the event emergency medical treatment is required for any student and the school is unable to contact the parent/guardian by telephone within a reasonable period of time, the parent/guardian consents to and gives authority to school officials to secure the required treatment for the student/ward. The statement for emergency medical treatment by the parent/guardian also includes a statement of understanding that the parent/guardian accepts sole responsibility for payment of such medical costs incurred.
8. *Non-prescription medications (i.e., aspirin, Tylenol, cold medicine, cough drops, etc.) will not be given to a student by school personnel without prior written permission from a physician. Non-prescription medication must be provided by the parent/guardian as indicated in item #3 above.*
9. The school recognizes that some students have medical conditions which require that the student possess certain medical supplies in order to immediately treat their condition. Therefore, students shall be allowed to possess items such as inhalers, epi-pens, medical supplies, and medication if the student presents to the school a written statement from a licensed physician which documents the need for the student to possess the medical supply and/or medication as well as verification that the student has been directed on its use. In addition to the physician's statement, the student's parents shall execute the medication permission request form.

Parent Leadership Program

It is our hope that all parents will commit to using personal time and skills to benefit their student's classroom. Opportunities for leadership and modeling services may include: assisting teachers with classroom and outdoor projects, coordinating food and charity drives, PE, music, or art instruction, and field trip supervision.

Termination of Contract

If a student's conduct is deemed dangerous or harmful to others, he/she may be sent home. If the behavior continues to be detrimental to the welfare of others, Treehouse Montessori Christian School reserves the right to terminate the student's contract.

Tuition and Fees

Tuition may be paid in full annually, per semester, or monthly. Tuition is based on a ten-month school year. The first monthly payment is due August 1, and the last monthly payment is due May 1. There is no tuition reduction for holidays, school breaks, sicknesses, absences, natural disasters, or pandemic. Tuition remains the same each month. Monthly tuition is due and payable on the first day of each month. Tuition may be paid in cash, by check, or by credit card (fees may apply for credit card). A need-based scholarship fund is available for students. Contact the Head of School or see the website for more information. Tuition is discounted 5% for siblings of an enrolled student.

Tuition

- | | |
|---|----------|
| • Elementary and Secondary I (Grades 1 – 9) Enrollment Paid in Full | \$5,250 |
| • Enrollment Paid Monthly | \$525 |
| • Secondary II (Grades 10 – 12) Enrollment Paid in Full | \$6095 |
| • Enrollment Paid Monthly | \$609.50 |

Fees

- | | |
|--|--|
| • Non-refundable Enrollment | \$150 (due when application is submitted) |
| • Trip fee (elementary) | average \$75; varies annually (due August) |
| • Supply Fee (elementary) | average \$50 |
| • Middle and High School Field Exploration | \$250 (due August) |
| • Activity Fee (payable to Parent Group) | \$40 per family |

Late Payments

If payment is not received by the 5th of each month, an additional late charge of \$15 will be added to tuition. If payment has not been received by the 15th of the month, an additional 25% fee will be added to the monthly tuition. Failure to pay tuition and fees in a timely manner will jeopardize your student's enrollment. Treehouse Montessori Christian School reserves the right to revoke the monthly tuition payment option in cases of repeated late monthly payments.

School Hours

School hours for elementary students are from 8:00 am – 2:45 pm, and parents should have students in the building between 7:45 am – 8:00 am. Dismissal is between 2:45 and 3:00 pm. Extended care is not available therefore students must be picked up on time. Work begins as soon as students arrive. Tardiness negatively impacts the day for your student and potentially the community. **Please be on time. The doors are locked at 8 am for security purposes.** All teachers and students are busy after 8 am and must halt activity to allow latecomers.

School hours for secondary students are from 8:00 am – 3:00 pm. Class starts promptly at 8 am, so please have your students at school prior to that time. Dismissal is at 3:00 pm.

Messages may be left for staff by text or voicemail at **228-990-4160**. Staff will generally not be available to answer texts or calls during school hours. Messages will be checked once during school hours in the event of an emergency. General questions may be sent to treehousemontessorios@gmail.com.

After School Care

At this time, Treehouse Montessori Christian School does not offer before or after school care.

Arrival and Departure

Students arriving after 8:00 am will be considered tardy and must be signed in by a parent/guardian upon entering the school. Excessive tardiness is detrimental to the student's success and will result in a conference. Teachers must interrupt class time to return to the door for admittance. Please be on time! Five unexcused tardies will be counted as a full day absence.

Work begins as soon as students arrive. Tardiness negatively impacts the day for your student and potentially the community. **Please be on time. The doors are locked at 8 am for security purposes.** All teachers and students are busy after 8 am and must halt work to allow latecomers. If a student is tardy, you may be required to wait for a teacher or administrator to be available during a break in the morning routine to allow access. Please be patient.

Students must be picked up by 3:15 pm. Please be considerate of your student and the school faculty as we often schedule appointments or meetings after school hours.

Attendance

Students are required to attend school between the hours of 8:00 am – 2:45 (elementary) or 3:00 pm (secondary) unless arrangements are made with the Head of School or a teacher. In the event of doctor appointments, students must come to school with a physician's note. Please try to schedule any appointments for after school hours as it is disruptive to the student and community if the regular schedule is interrupted.

Attendance is very important for students to self-develop and self-educate. Students work collaboratively forming different work and study groups that change for various projects. Great waves of activity rise up, overtake the students, and then recede. We encourage parents to make every attempt to schedule trips within the designated school holidays.

The guide gives presentations to the students in groups. If a student is absent, he/she will miss the presentation and be unable to participate with the group and may feel out of sorts and at odds with the community. If a student misses the first presentation, the guide, the community, and the student will be called upon to make a great effort to overcome the difficulty.

When a student is absent the group is incomplete, and the role played by the absent student leaves a gap. If a student is absent often, the other students may feel they cannot count on that person. They may be inclined to select other students as work partners upon whom they can count on to be present. A student who is perceived in this manner may feel disengaged and out of step with his/her community. His/her learning and development can be affected. For this reason, we ask that you avoid absences when at all possible.

Communications Policy

For classroom matters, please contact the teacher via email and write questions or concerns. A phone call may be scheduled for follow up if a simple response will not suffice. If satisfaction is not forthcoming after the first teacher contact, a follow up conference may be scheduled at which time the Head of School may be present. Staff are expected to maintain confidentiality for these discussions; it is important that any issues be discussed directly with staff and not other parents as this creates confusion and disharmony in our school community.

Drop Off and Pick Up

Student drop-off and pick-up is by carline under the drive overhang of the education building. We ask parents not to linger at the doors so that we may keep the line moving quickly. Please text any notes or necessary information for that day to the school phone. All other notes should be emailed to the classroom teacher or head of school. Doors will open promptly at 7:45 am.

Emergency Closing

Severe weather warnings may warrant the closing of the school. Treehouse Montessori Christian School will follow the Ocean Springs School District closing schedule to all extent practicable. If severe weather, unforeseeable event, or emergency takes place during school hours, parents/guardians must be prepared to pick up their student or make immediate arrangements to have the student picked up.

Dress Code

The dress code is intended to create a safe, non-competitive, commercial-free school atmosphere. In addition, the student attire described will facilitate comfort and ease of movement for students while completing school assignments that can vary from outside activities to lying or sitting on the classroom floor. Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within the school. We believe that every student has genuine worth, based upon who he or she is and not merely what he or she wears. Treehouse Montessori Christian School desires to create an environment in which each student can develop those innate qualities, focus on learning, develop an awareness of others, develop character and good citizenship skills, and instill respect and self-discipline. Parents are asked to exercise control

and good judgment over the clothing students wear to school and to support the school's Dress Code in any decisions made regarding clothing.

Clothing

All clothing worn by students must be modest, free from profanity, gang symbolism, culturally insensitive images and other images, words or designs generally understood by the current society to be offensive.

- Polo shirts, collared dress shirts, V or crew neck shirts and blouses in solid colors, stripes or patterns are acceptable. No offensive language or characters on clothing will be acceptable.
- Jeans, chinos, and dress pants are acceptable.
- Shorts, skirts and dresses must be no shorter than fingertips when arms are placed at sides.
- Athletic or dress shoes with rubber soles that are comfortable for physical education and recess are recommended; NO ROLLERS, WHISTLES, SQUEAKS OR LIGHTS. NO FLIP FLOPS. NO HEELS.

Dress and Grooming

- Clothing must be fitted so as to cover the student's mid-section at all times.
- If a student's clothing or appearance is a distraction to the classroom learning environment he/she will be asked to change the clothing or appearance or the student's parent/guardian will be called to pick up the student or arrange to have a change of clothing brought to the school before the student is permitted to return to class.
- Clothing must fully conceal a student's undergarments.
- Shorts or leggings must be worn under skirts or dresses.
- Students and their clothing should be clean and neat.
- No makeup, including body glitter, should be worn by elementary students.
- Earrings must be small and safe for physical activities.
- No excessive jewelry.
- No tattoos or body piercing except for pierced ears (earrings must meet guidelines).
- Hats and sunglasses are suggested to be worn outside.
- It is recommended that students wear sunscreen daily.
- Articles that are problematic may be confiscated by Head of School or Teacher.

Special Conditions and Exceptions

If a student has a condition that requires an exception to the dress code, please contact the school to schedule a meeting. If a parent/guardian has a concern about the dress code or difficulty in following any of its requirements, please contact the school to discuss the issue. Arrangements to accommodate concerns may be made at the discretion of the school staff.

Snacks and Lunches

Parents/guardians must send lunch from home every day. Lunches must be healthy choices. Heavily processed foods such as Lunchables are discouraged. Candy and sugary drinks are not allowed. Students may bring water or white milk. Students have access to a bottle filler/water cooler. Hot foods should be

sent in a thermos; cold foods should be sent with an ice pack. A healthy snack choice should also be provided each day. Good nutrition is essential to growing bodies and developing minds. A list of healthy food options is available if needed.

Discipline

It is our goal to help instill peace, respect, and healthy conflict resolution in the students. It is important that students are made accountable for their actions and to understand how their behavior affects others. Treehouse Montessori Christian School assists students in meeting appropriate behavioral standards by first establishing clear rules and expectations. The students are made aware of class policies, and the teachers are consistent in their enforcement of them. Positive phrasing and reinforcement as well as natural consequences best help students see the direct correlation between their behavior and result of their behavior. In this way, they quickly learn to consistently make good choices. When a student's behavior is not appropriate (violence, inappropriate language, misuse of the materials, etc.) teachers handle in a firm yet respectful manner. They may briefly explain why the behavior is undesirable, help the student identify the reason for the behavior (frustration, anger, etc.), then offer an appropriate response for the student to execute in the future. Teachers may also relocate the student to another area of the building to do some other type of work or to simply take a break. If classroom materials are being misused or damaged, a teacher may prevent the student from using them until he/she demonstrates self regulation. Students work with their teachers to create a class set of rules and consequences, and the students will be expected to adhere to all rules and consequences. Corporal punishment is never used at Treehouse Montessori Christian School. Minor behavioral issues are handled in the classroom. Students are taught conflict resolution when conflict arises among students. This process is critical for maintaining classroom rules and community. If undesirable behavior becomes consistent or becomes a danger to the welfare of others, parent conferences will be held to determine suitable interventions. Parents are expected to cooperate with the school on meeting the student's behavioral needs. Failure to do so may jeopardize the student's enrollment.

It is important to make the school aware of any significant changes in the home that may affect the student's behavior. All information will remain confidential. Some common causes of distress in students include loved ones being away from home for any amount of time, illnesses of loved ones in the home, an accident or death in the family, or death of a pet. Communicating these situations to the school will assist teachers in understanding the student's behavior and in disciplining the student.

Assessment Policy

No letter grades will be given to students. Instead, Montessori teachers carefully observe their students at work. They give their students informal, oral, and written exams for formative assessment either individually or in small groups. The teachers also have the students demonstrate what they have learned by either teaching a lesson to another student or by giving a formal presentation. As part of taking responsibility for their own learning, students are encouraged to prepare and administer to peers as well as create their own assessments. Montessori students are encouraged to regard these as opportunities to show what they have learned. Students are normally working toward mastery rather than a standard letter grade scheme.

Standardized Tests and Other Assessment Measures

Montessori believes in individually paced academic progress; we do not assign letter grades or rank students within each class according to their achievement. Student progress, however, is measured in different ways, which may include:

- **Student Self-Evaluation:** At the elementary and secondary school levels, students will often prepare a self-evaluation of their work over a given time: what they accomplished, what they enjoyed the most, what they found most difficult, and what they would like to learn over the next given time period. When completed, the students will meet with the teachers, who will review it and add their comments and observations.
- **Portfolios/Albums of Student Work:** Each student contributes completed work to a portfolio/album. Parents may access these portfolios during conferences, by appointment, or during other school events.
- **Student/Parent/Teacher Conferences:** A family conference will be held two times a year to review the student's progress. A separate Parent/Teacher conference will be offered for the elementary program in the spring and provided upon request for individual secondary students.
- **Narrative Progress Reports:** Teachers may also prepare a written narrative report discussing each student's work, social development, and mastery of fundamental skills.

Cell Phone/Communication Device Policy

Students may not use personal communication devices while on school property. This includes watches, phones, or other communication pieces. If it is necessary for a student to have a device for events after school, the student must leave the device in the personal cubby or it may be placed in the office for safekeeping.

MS School Immunization Laws

In order to enroll in any public or private kindergarten, elementary, or secondary school in Mississippi, a student must provide the school with:

- Certificate of Immunization Compliance (Form 121) – MUST be signed by a physician, or a nurse.
OR
- Certificate of Medical Exemption (Form 122) – is not computer generated. This form **MUST** be signed by the District Health Officer (refer to the Medical Exemption section for specific information.)

The list of immunizations required is specified by the State Health Officer and is promulgated at least annually as directed by state statute. All vaccines are to be given at the appropriate age and intervals according to ACIP recommendations. The required vaccines are listed below.

MS School Entry Immunization Requirements 2012-2013a

Vaccine/antigen	No. of doses
Diphtheria, Tetanus, Pertussis (DTaP)0	5c
Polio (IPV)	40
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2e
V-Varicella (chickenpox)	2'
Tdap	1g

a – All children entering a Mississippi school (any grade) for the first time will be required to have the above listed immunizations. This includes Pre-K 4 year olds – 12th grade.

b – Children entering a Mississippi school after their 7th birthday, who do not meet the above DTaP requirements, will need at least 3 total doses of diphtheria/tetanus containing vaccine (Td). Tdap should be used as one of the three diphtheria/tetanus containing vaccines (preferably as the first of the 3 doses) for children age 10 years and older. Refer to the Advisory Committee on Immunizations Practices (ACIP) catch up schedule at <http://www.cdc.gov.vaccines/pubs/pinkbook/default.htm>

e – MMR vaccine may only be waived if there is a documented physician's diagnosis of previous infection with measles, mumps and rubella disease or a serological confirmation of immunity to measles, mumps and rubella.

f – Varicella vaccine will be waived for evidence of past infection, including past history of chickenpox or a serological confirmation of immunity to chickenpox.

g – Beginning 2012-2013 school year all students entering, advancing to 7th grade, transferring into 7th grade will need proof of an adolescent whooping cough (pertussis) booster, Tdap immunization, before entry into school in the fall. Tdap vaccine given on or after the _____ birthday meets the new school requirement.

Sick Policy

- Students should remain home and be fever-free for 24 hours after having a fever of 100 degrees or higher.
- Students must be free of diarrhea or vomiting for 24 hours before returning to school.
- Students with head lice must be nit-free and checked back into school through the office.
- Discolored (yellow or green) nasal discharge indicates a sinus infection, sickness, or allergies and requires a doctor's note to return to school. This is a policy recommended by the State Health Department.
- Students exhibiting persistent cough must be seen by a physician, and a note stating the student is not contagious is needed in order to return to school.
- Students exhibiting pink eye or any eye discharge must be seen by a physician and will require a doctor's note to return to school.

Students will be sent home if any of the above conditions are evident or if students display any outward signs of illness. Please do not send your student to school if he or she is sick or if it is questionable. Treehouse Montessori Christian School staff will not administer medication unless an official school medication form (form available upon request) is signed by a parent/guardian in regard to a doctor's prescription. No medication should be sent to school in schoolbags or lunch boxes. Parents may come to school to administer medication to their students if necessary.

By my signature on the Handbook Signature page, I understand that if my student is sick or exhibits any signs of the above symptoms, he or she will not be able to return to school until all of the above conditions are met.

Authorization for Emergency Medical Treatment

With my signature on the Handbook Signature page, I authorize Treehouse Montessori Christian School to secure **emergency** medical treatment if necessary as determined by staff for my student.

Media Release for Minors

With my signature on the Handbook Signature Page, I grant Treehouse Montessori Christian School of Ocean Springs the right to publish or otherwise replicate pictures of him/her or pictures in which he/she may appear in whole or in part, for purpose of art, advertising, or any other lawful purpose (advertisements or announcements).

Non-Vehicular Excursion Authorization

With my signature on the Handbook Signature page, my student has my permission to participate in off-site activities when the students are walking and accompanied by staff/volunteers of the Treehouse. This authorization is valid for one year. Examples of this type of excursion would be a nature walk around the neighborhood, walking to the library, walking to the beach etc.

School Roster Information

Unless otherwise noted, with my signature on the Handbook Signature page, I agree to share the following listed information with other school parents:

- Name and Age of student
- Parents' Names
- Home Address
- Phone Numbers (cell)
- Email Address

Enrollment and Tuition Agreement

1. A registration fee of _\$150_ is due upon enrollment. Receipt of these fees constitutes a contract that the student will attend Treehouse Montessori Christian School of Ocean Springs for the year noted above. The registration fee is nonrefundable.

2. It is understood that tuition may be paid in full annually or per semester with cash, check, automatic bank draft, debit card or credit card or tuition may be paid monthly with automatic bank draft, debit card or credit card. Parents will be responsible for any card surcharges or fees. Siblings receive a discount of 5% off the annual tuition costs.

3. In accepting this Agreement, the undersigned accepts the responsibility for tuition for the full ten-month school year. There is no tuition reduction for holidays, school breaks, sicknesses, absences, or natural disasters. Tuition remains the same each month. The undersigned also understands that if payment is not received by the 5th of each month, an additional late charge of \$15 will be added to tuition. If monthly payment has not been received by the 15th of the month, an additional 25% fee will be added to tuition. Treehouse Montessori Christian School of Ocean Springs reserves the right to terminate the student's enrollment without further notice if payments are not made by the agreed upon due dates. The school reserves the right to revoke the monthly tuition payment option in cases of repeated late monthly payments. Furthermore, in cases where tuition is past due, the school will reserve the right to withhold records or transcripts. In cases of failure to pay, the parent or guardian who is responsible for payment agrees to pay, to the extent permitted by law, the school's expenses of enforcement and collection, including attorney's fees and costs. Parents/guardians will give one month notice or forfeit one month of tuition in case of withdrawal from the school.

4. Treehouse Montessori Christian School of Ocean Springs reserves the right to terminate this contract if the student's behavior or lack of cooperation is deemed unacceptable, or if tuition payments are overdue. If the school exercises its right to terminate this contract, appropriate tuition rebates will be determined on a case-by-case basis.

It is further understood by the parents/guardians and Treehouse Montessori Christian School of Ocean Springs that upon payment of the registration fee and the acceptance of the student into enrollment by Treehouse Montessori Christian School of Ocean Springs that this contract will be binding to the parents/guardians.



CONTRACT FOR A SUCCESSFUL YEAR

2023-2024

Print, Sign, and Return

STUDENT

My responsibility with our contract is:

1. To respect myself, others and the school environment
2. To ask for assistance when needed
3. To complete daily, weekly, and monthly assignments to the best of my ability
4. To master required work at each level
5. To develop good character

Student Signature

Date

PARENT

My responsibility with our contract is:

1. To have the student at school on time
2. To attend scheduled student/parents/teacher conferences and meetings
3. To contact the teachers during school hours if there is a need
4. To provide the student with learning opportunities at home to increase independence
5. To provide an opportunity for the student to practice decision making, time management and organizational skills

Parent Signature

Date

TEACHER

My responsibility with our contract is:

1. To create an environment for learning, and to provide a curriculum to challenge each student
2. To prepare daily, weekly, and monthly assignments
3. To meet with the student on a regular basis to discuss progress and concerns
4. To let parents know in a timely manner about concerns regarding their student's progress
5. To encourage students to take pride in becoming respectful and well-mannered
6. To guide students in becoming self-motivated, responsible and focused on challenging goals

Teacher Signature

Date

2023 – 2024 Handbook Signature Page

Student's Name (print) _____

Parent/Guardian's Name (print) _____

Please read and sign this page where indicated and return to school by the start date.

I have read the handbook and I understand and agree that it is my responsibility to follow these policies and procedures during the time that my student is enrolled as a student at Treehouse Montessori Christian School of Ocean Springs.

Parent/Guardian Signature

Date

Please initial the following:

_____ I agree to pay tuition and fees as noted in the Tuition Agreement.

_____ I understand that if my student is sick or exhibits any signs of the above symptoms, he or she will not be able to return to school until all of the above conditions are met.

_____ I authorize Treehouse Montessori Christian School to secure **emergency** medical treatment if needed as determined by staff for my student.

_____ I grant Treehouse Montessori Christian School of Ocean Springs the right to publish or otherwise replicate pictures of him/her or pictures in which he/she may appear in whole or in part, for purpose of art, advertising, or any other lawful purpose (advertisements or announcements).

_____ My student has my permission to participate in off-site activities when the students are walking and accompanied by staff/volunteers of the Treehouse.

_____ Unless otherwise noted, I agree to share the following listed information with other school parents:

- Name and Age of Student
- Parents' Names
- Home Address
- Phone Numbers (cell)
- Email Address (please print) _____