Address: 3801 Alma Rd, McKinney, TX
75070 Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

Infant and Toddler Daily Activity Plan

7:00	To	8:00	Welcome – Free Play
8:00	To	8:15	Circle Time – Change Diapers
8:15	To	8:30	Exploration of Color, Size and Shape
8:30	To	8:45	Practical Tasks. Fine and Gross Motor Control
8:45	To	9:00	Reading Story – Picture Cards – Vocabulary
9:00	To	9:30	Morning Snack
9:30	To	10:00	Outdoor Playing
10:00	To	10:30	Enrichment Classes: Yoga, Music, Spanish, PE
10:30	To	11:00	Art & Craft Expression/ Changing Diapers
11:00	To	11:30	Singing Along/ Music and Rhythms
11:30	To	12:00	Washing Hands – Prepare for Lunch
12:00	To	12:30	Lunchtime – Grace and Courtesy
12:30	To	2:30	Rest Time / Afternoon Nap
2:30	To	2:45	Wake Up / Change Diapers / Quiet Playing
2:45	To	3:00	Afternoon Snack/ Dismissal Time
3:00	To	3:30	Circle Time and Group Playing
3:30	To	4:00	Multi-sensory room and Gross Motor Control
4:00	To	4:30	Practical Tasks: Fine Motor Control
4:30	To	5:00	Dinner / Changing Diapers
5:00	To	5:30	Indoor Playing / Legos and More
5:30	To	6:00	Fantastic Playing at the indoor Playground

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Visitation Pass – One Half Day Program

Child's full name: _____Date of Birth _____Boy _____Girl _____

Address _____City _____State _____Zip Code_____

Name of Mother: _____Cell Phone Number _____

Address_____Home Phone Number_____

Name of Father: _____Cell Phone Number_____

Address_____Home Phone Number_____

E-mail Address available for the school to communicate to you during the visit:

_____

Starting Date: _____

School Year attending: _____

Please choose the program you are visiting for:

_____Infant Program 6:30 to 6:00 _____Five Half Days 6:30 to 12:00 _____Three Half Days 6:30 to 12:00_____ Five School Days 6:30 to 3:00 _____Three School Days 6:30 to 3:00 _____Five Full Days 6:30to 6:00 _____Three Full Days 6:30 to 6:00 _____Before and After School Care _____night shift is also provided $15 per hour after 6:30 PM to midnight _____Drop-in will be accepted $50 per day after 6:30 PM.

How did you hear about Happy Flower Montessori? _____

Interested in the Summer Program?

_____

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Tuition Schedule **2023-2024 School**

Year Full Day Program	6:30 AM to 6:00 PM

Montessori Education Monday through Friday, 6:30 AM to 6:00 PM
Included in your tuition: Music, Spanish Classes, PE and Sports, Computer Lab, and Outdoor activities. Before and after-school care, including.
Breakfast, warm lunch/dinner with two snacks during the day.
The option to enroll in extracurricular activities at an extra cost: Ballet, Soccer, Sports, Robotics. Happy Flower Montessori follows the McKinney ISD calendar.
Summer Program is Optional. TUITION can PRORATED to four payments during a month.

School Day Program	6:30 AM to 3:00 PM

Montessori Education: Monday through Friday, 6:30 AM to 3:00 PM
Included in your tuition: Music, yoga, PE and sports, computer lab, Spanish & outdoor activities. Breakfast, two snacks, and a warm Lunch during the day are included in the tuition.
Extra-curricular activities are optional and at an extra cost: Ballet, piano, sports, and robotics. Days of Daycare Only are included. Happy Flower Montessori follows the School I.S.D calendar. Summer Program is Optional. TUITION can PRORATED to four payments during a month.

Half a day	6:30 AM to 12:30 PM

Montessori Education: Monday through Friday, 6:30 AM to 12:30 PM
Included in your tuition: Music, PE and Sports, Computer Lab, Spanish & Outdoor activities.
Breakfast, one snack, and a warm lunch during the day are included in the tuition.
Extra-curricular activities are optional and at an extra cost: Ballet, piano, soccer, sports, and robotics.
Days of Daycare Only are included. Happy Flower Montessori follows the School I.S.D calendar.
Summer Program is Optional. TUITION can PRORATED to four payments during a month.

INFANT PROGRAM 6w to 12m, $1100 Monthly	INFANT PROGRAM 12M -18m $1000
Monthly AFTER SCHOOL: $90 weekly	SUMMER SCHOOL ENROLLMENT = $200.00 Extra

Other Fees

Registration Fee	$30 Per Family
Supply Fee (August 1st. and January 1st.)	$100 per semester per child

Late Fee when tuition is not paid by the 2nd of each month (for monthly payer) or Tuesday morning (for weekly payer) $15.
NSF Fee will be added to your invoice when a return check takes place $35
I acknowledge this fee schedule.

Parents or Guardian/_____

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Date/Sign

Primary Program Daily Activity Plan

7:00	To	8:00	Breakfast Time
8:00	To	8:15	Circle Time – Initializing work time
8:15	To	8:30	Montessori Education-Sensorial Area
8:30	To	8:45	Montessori Education-Practical Tasks
8:45	To	9:00	Montessori Education-Phonetic Reading
9:00	To	9:30	Montessori Education-Mathematics
9:30	To	10:00	Outdoor playing-Morning snacks
10:00	To	10:30	Enrichment Classes, Music, Spanish, PE
10:30	To	11:00	Montessori Education-Cultural subjects
11:00	To	11:30	Montessori Education-Group Activities
11:30	To	12:00	Washing Hands – Prepare for Lunch
12:00	To	12:30	Lunchtime – Grace and Courtesy
12:30	To	2:30	Rest Time / Afternoon Nap
2:30	To	2:45	Wake Up / Quiet Playing
2:45	To	3:00	Afternoon Snack/ Dismissal Time
3:00	To	3:30	Circle Time and Group Playing
3:30	To	4:00	Outdoor Playing and Bicycling
4:00	To	4:30	Multi-sensory room and Gross Motor Control
4:30	To	5:00	Practical Tasks: Fine Motor Control
5:00	To	5:30	Dinner
5:30	To	6:00	Watching National Geography

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Welcome

Dear Parents,

With great pleasure, we welcome you to Happy Flower Montessori of McKinney. Our school offers full-time and part-time programs from 6:30 am to 6:00 pm. In addition to our Montessori Education, we offer extra-curricular activities that complement our programs, such as Ballet, Spanish, Music, P.E. and Soccer, Computer Lab for children three and older, and Outdoor and Indoor activities.

We also have tutoring for elementary classes if needed.

As a procedure for enrollment, your child is welcome to visit our school for one-half day (8:30 am to 12 p.m.) at no cost to you for your child to be evaluated and to determine his/her class placement. This is also an opportunity for you to confirm if this is the school of your choice.

It is our mission to provide every child with the opportunity to excel and become above-average students by applying the philosophy and method of Dr. Maria Montessori. In this way, Happy Flower Montessori contributes to forming individuals who are confident in character, academically successful, and socially adjusted. At Happy Flower Montessori, we instill a high regard for moral values, integrity, and respect for others, providing positive contributors to our society and the world.

Thank you very much for your interest in Happy Flower Montessori, and I look forward to welcoming you and your child and assisting you in the enrollment process

Mrs. Rozita
School
Director

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Release Authorization

Please provide us with the names, addresses, relationships, phone numbers, and driver's license details of anyone other than parents authorized to pick up your child from Happy Flower Montessori. This information is mandatory as per state regulations. If there are any changes to the designated pick-up person, please let us know via telegram and send a DM with a clear image of the driver's license at the time of pickup, even if you have already provided this information in the form.

Name: _____ **Phone Number:** _____

Address: _____

Relationship _____ **Driver's License No.** _____

Name: _____ **Phone Number:** _____

Address: _____

Relationship _____ **Driver's License No.** _____

Name: _____ **Phone Number:** _____

Address: _____

Relationship _____ **Driver's License No.** _____

PARENT 'sign/Date _____

I understand that the person bringing or picking up my child is to be sure that a staff member is aware of the child's (children) arrival or departure. A copy of the Driver's License will remain in my child's file for each person listed above.
My child will not be released if all the information above does not match with the individual asking for him/her.

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Parent Checklist

UPDATED YEARS: 2023-24 / 2024-25

I have received and completed all agreements and release forms needed. Please initial:

	APPLICATION FOR ADMISSION – SIGNED
	RELEASE AUTHORIZATION – SIGNED
	HEALTH STATEMENT – SIGNED BY PHYSICIAN
	PARENT TUITION AGREEMENT – SIGNED
	EMERGENCY MEDICAL AUTHORIZATION
	CURRENT IMMUNIZATION RECORD – SIGNED BY PHYSICIAN
	Acknowledgment receipt of Parent's Handbook Policy
	Acknowledgment of Tuition Express Authorization
	PHOTO RELEASE FORM -SIGNED
	ACKNOWLEDGEMENT OF EMERGENCY EVACUATION
	ACKNOWLEDGEMENT OF PEST CONTROL
	ACKNOWLEDGEMENT OF MEALS AND SNACKS POLICY
	ALEGRY LIST-SIGNED
	A FAMILY PHOTO PROVIDED
	Email PROVIDED FOR PROCARE PURPOSE (SIGN IN/OUT)

Please Sign Below:

_____

My child's enrollment at Happy Flower Montessori of McKinney is contingent upon completing all necessary forms and fulfilling initial financial obligations.

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Parent Agreement for 2023-2024

I am submitting this request for the admission of my child/children, whose names are.

_____, into Happy Flower Montessori for the entire academic school Year.

Please note that the Summer Program (June and July) is optional.
For those students who are already enrolled, Happy Flower can prorate the tuition each month for 4 or 5 weeks, depending on the month.

WITHDRAWAL: The obligation for full tuition payment continues until the day indicated by the parent or guardian as the withdrawal date. The parent/ guardian agrees to furnish Happy Flower Montessori with at least two weeks days' written notice of such a withdrawal date. Failure to do so will result in forfeiture of the tuition for the month of withdrawal. I understand that the month in which my child departs and gives notice of withdrawal is paid in full, regardless of departure date, is in the middle of the month.
ABSENCES: Tuition must be paid in full without deduction for absences of any duration or cause and without substituting other days of attendance as "make-up" days. This is necessary due to staffing and operational costs incurred based on fixed enrollment levels. Furthermore, if my child takes more than two weeks of absence, the Registration Fee changes to an Initial Registration Fee of $100. My child is considered a new student from this point on.
Tuition fees are invoiced weekly or monthly, as agreed upon initially, and should be paid by the 1st of each month. A late fee of $35 will be charged to your account if the balance remains unpaid after the 5th of the month. For those who pay weekly, a late fee of $15 will be charged if payment is not made by Tuesday morning before 9 am, and the tuition is not refundable.
No deduction or Prorated: Happy Flower Montessori reserves my child's placement in the school every day for the entire year. Therefore, I agree to pay the total amount each month, even though my child may not attend some days during the month due to sickness, vacation, or inclement weather. The only time tuition is prorated is the first month of initial enrollment or re-enrollment after withdrawal.
TERMINATION OF REGISTRATION: Happy Flower Montessori can withdraw a child from our program if tuition or other expenses are not paid on time. Additionally, Happy Flower may disenroll a child if necessary for the child's and other children's well-being in the class.
Supply Fee: Each semester, $70 of the $140 yearly supplies fee will be deducted on August 1st and January 2nd. This fee is non-refundable.

- **A $5.00 a minute late pick-up fee will be added to your invoice after 5 minutes of regular closing/pick-up time.**
- **I permit my address and phone number to be published in the school directory (if any). Yes____No_**
- **I permit my child to be photographed during school hours and functions. Also, for his/her artwork to be used on the school website, Telegram, Instagram, Facebook Yes _____No ____.**
- **I permit the school staff to send information via email to the email address provided in the application.**
- **Yes------No ---------- --.**
- **I acknowledge that I must communicate with the Director or staff via telegram conference calls or regular calls. YES--------N0----------**
  I acknowledge that I have read and agree to the terms of this agreement.

  Sign/Date ----------

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INITIAL INVOICE AT TIME OF ENROLLMENT

Student Name: _____

Program Enrolled: _____

Monthly Tuition: _____Starting Date: _____

	INITIAL FEES	AMOUNT
Enrollment Fee Deposit Supply Fee Summer Entertainment	_____ _ _____ _ _____	_____ _ _____ _ _____
Full-Time Program School Day Program Half Day Program Other	_ _____ _____ _ _____ _____ _____	_ _____ _____ _ _ _____ _ _____
Free T-Shirt T-Shirt Order	_____ _ _____	_____ _ _ _____
Total Fees Due	_ _____	_ _____

Please write a check to **INITIAL INVOICE AT THE TIME OF ENROLLMENT**

Student Name: _____

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HEALTH STATEMENT

Child's full name: _____ *Date of Birth:* _____

Address: _____ *City:* _____ *State:* _____ *Zip Code:* _____

Height: _____ *Weight:* _____

Health History and Doctor's Examination: _____

Special Needs..... YES _____ *NO* _____

Does your child need glasses? YES _____ *NO* _____

☐ *Current Immunization Record Enclosed*

☐ *Hearing and Vision Screening Enclosed*

Results for Hearing ___ Results for Vision___

*Test Date*_____

Does this child have any of the following allergies?

*1) Food*_____ *2) Medication* _____

*3) Insect Bites*_____ *4) Other*_____

5) Is the child on any long-term medication? _____

Licensed Health Care Statement: I have examined this child in the past calendar year and found that he/she can participate in the school program.

*Physician's Signature*_____ *Date:* _____

Behavior and Conduct Statement

*Is your child considered a special needs child? YES*_____ *NO*_____

Do you believe your child may have any attention difficulties or learning differences? _____

If so, please explain: _____

Do you believe your child may have behavioral differences? If yes, please explain.

_____

Sometimes, the number of children in a class contributes to an alteration of behavior, and the pressure of a clas s with more than ten children is a primary factor. Suppose this is the case, and if the school cannot meet your child's developmental n eeds (emotional and a cademic). In that case, Happy Flower Mon tessor i reserves the r ight to terminate your child's acceptance at any time. In this case, a 30-day notice and recommendations from other schools that might be more suitable for your child's needs are given.

*Parent of Guardian Signature*_____ *Date:* _____

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AUTHORIZATION FOR CHILD PICK-UP

I _____ give my authorization to have my child
(Parent's Name)

_____ picked up
by _____.
(Child's Name) (Person Picking Up Child)

☐ One Time Only ___(Date)____
☐ Keep on File Permanently

_____

_____
Parent's Signature Date of Authorization

DRIVER'S LICENSE INFORMATION

License #: _____ Expiration Date: _____

Date of Birth: _____

(Please Attach Copy of Driver's License)

_____Office Staff Signature_____

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Emergency Procedures for Childcare Safety

Dear Parents,

We prioritize the safety and well-being of your children above all else. In the unlikely event

That the Church across the street becomes inaccessible, and relocation is necessary;

We want you to know that our emergency procedures are designed to respond swiftly and effectively. Please familiarize yourself with the following protocols:

Immediate Evacuation:

1. Please go ahead and gather all the children under your care and lead them to the nearest safe exit.

2. Assemble outside the building along the walkway at the front of the premises.

3. For infants and children with mobility concerns, we'll ensure their safety by placing them

in Secure rolling cribs for a quick exit.

Relocation Due to Emergency:

In circumstances such as floating or other emergencies requiring relocation:

1-Retrieve the Emergency bag containing vital items:

- **Parent contact details**
- **Authorizations for emergency care**
- **Attendance records and tracking sheets.**
- **Staff guidelines for childcare during relocation**
- **Emergency infant formula and bottles**
- **Pre-made communication for parents in case of cell service disruption.**

2. Lead the children in your care safely out of the front door (if it is safe) and proceed to

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The designated meeting area is in front of the building, where the van can load some children, and the teachers can take others.

Please follow the fire escape maps to ensure every child is accounted for.

3. Our staff vehicles will transport the children to the pre-arranged temporary location at the

Redeemer Presbyterian Church section of the Public Church,

(7820 Silverado Trail, McKinney, TX 75075).

Upon arrival, we will account for each child and collaborate with Church staff to identify the optimal waiting area.

4. Each teacher will take responsibility for their students within the appropriate Childcare

Area. Children will be released only once we've ensured everyone is accounted for.

5. We will inform you about the relocation as soon as circumstances allow. If there's a

Disruption in cell service, we'll either stay at the Church or designate a responsible adult to

Guide parents to the temporary location.

6. As a precaution, please feel free to leave a sign on our center door or have a designated adult inform

Procedures for the relocation.

I want you to know that these procedures are in place to ensure the utmost safety and

security. For your children and our staff. We sincerely appreciate your cooperation and

understanding, During any such circumstances.

Thank you for your trust and partnership.

Sincerely,

Rozita/Happy Flower Montessori McKinney

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PHOTO RELEASE FORM

Dear Parents/Guardians,

We kindly inform you that throughout the day, your child may be photographed or videotaped for the purpose of sharing moments with you and other parents. These visuals may be distributed via text, the Telegram app, or added to our website/social media accounts.

By signing below, I grant permission to Happy Flower Montessori to utilize photographs and/or video footage of my child for the following purposes:

- Publications

- News releases

- Online platforms

- Other communications related to the mission of Happy Flower Montessori McKinney

Signature:
_____

Name: _____

Address: _____

Phone
(Day): _____

Phone (Evening):
_____

Email Address (Optional): _____

Thank you for your cooperation.

Sincerely,