



# Parent Handbook

## Academic Year 2026–2027

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Children's House Christian Montessori School  
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This parent handbook outlines policies and procedures designed to support a safe, orderly, and mission-aligned learning environment. Children's House reserves the right to update policies as needed to remain compliant with Colorado regulations and to protect the school community.

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# 1. Welcome & School Overview

Welcome to Children’s House Christian Montessori School. We are a Christ-centered Montessori community serving children in the primary plane of development (approximately ages 3–6). Our aim is to cultivate academic competence, spiritual formation, and whole-child development in an orderly, prepared environment.

Children thrive when the adults around them provide consistency, clarity, and a respectful culture. This handbook establishes shared expectations for families and staff so that children experience continuity between home and school.

Children’s House is operated by Children’s House LLC, a wholly owned subsidiary of Christ Living Foundation (CLF). Scholarships and charitable giving are administered through CLF.

## 2. Mission, Vision & Christian Foundation

### Mission

To provide an authentic Montessori education rooted in historic Christian faith, forming disciplined minds, virtuous character, and joyful learners.

### Vision

To cultivate children who are academically prepared, internally disciplined, spiritually grounded, compassionate, and confident.

### Christian Formation in Daily Life

Christian formation is expressed through daily prayer, Scripture memory, virtue language, and gentle, consistent discipleship appropriate to early childhood. We teach children to love God and neighbor through habits of gratitude, truthfulness, courage, patience, self-control, and service.

### Statement of Faith

- We believe the Bible is the inspired and authoritative Word of God.
- We believe in one God, eternally existent in Father, Son, and Holy Spirit.
- We believe Jesus Christ is fully God and fully man; He lived sinlessly, died for our sins, rose bodily, and will return.
- We believe salvation is by grace through faith in Jesus Christ.
- We believe every human person is created in the image of God with inherent dignity and worth.
- We believe the Church is the body of Christ, called to worship, discipleship, and service.

### 3. Montessori Philosophy & Educational Practice

Children's House follows the educational method developed by Dr. Maria Montessori. Our program emphasizes independence, concentration, purposeful work, and respectful social life.

#### Key Montessori Structures

- Prepared environment with scientifically designed materials
- Mixed-age community (3–6) supporting peer learning and leadership
- Uninterrupted work cycle supporting deep concentration and normalization
- Freedom within limits, guided by clear ground rules and grace & courtesy
- Concrete-to-abstract progression for literacy, mathematics, and cultural studies
- Observation-driven instruction and individualized lesson sequencing

#### Curriculum Areas

- Practical Life: care of self, care of environment, movement, and grace & courtesy
- Sensorial: refinement of the senses and indirect preparation for academic work
- Language: oral language, phonemic awareness, writing, and reading
- Mathematics: quantity, numeral, operations, and mathematical reasoning
- Cultural Studies: geography, science, nature study, history, and the arts
- Christian Character: Scripture, prayer, virtue formation, and service

### 4. Governance & Organizational Structure

Children's House LLC is wholly owned by Christ Living Foundation (CLF), a federally recognized 501(c)(3) nonprofit organization. Operational leadership is vested in school administration under CLF's mission oversight.

Tuition payments are made to Children's House LLC and are not tax-deductible. Charitable contributions, scholarships, and designated gifts are processed through CLF as permitted by law.

### 5. Colorado Licensing & Regulatory Compliance

Children's House operates in compliance with Colorado Department of Early Childhood (CDEC) licensing requirements. The school maintains appropriate ratios, staff background checks, health and safety procedures, sanitation practices, and emergency preparedness plans.

#### Licensing Highlights

- All staff and volunteers comply with background check and screening requirements
- CPR/First Aid coverage is maintained as required

- Health and sanitation procedures are followed and documented
- Emergency drills are conducted in accordance with licensing guidance
- Required child records (immunizations, emergency contacts) are maintained

## 6. Admissions & Enrollment

Enrollment is offered to families who support the mission and whose child demonstrates readiness for the classroom community. Placement is based on age eligibility, classroom balance, developmental needs, and available space.

### Enrollment Steps

- Submit application and application fee
- Schedule family interview and school tour
- Complete child visit/readiness observation (as applicable)
- Receive enrollment decision and enrollment packet
- Submit signed enrollment agreement and required enrollment fees

## 7. Tuition, Fees & Financial Policies

Tuition is calculated on an annual basis and offered through a 10-month installment plan (August–May). The academic year runs mid-August through mid-June. Tuition is not prorated for absences, holidays, school closures, or weather-related closures.

### One-Time Enrollment Fees

Fee	Amount
Application Fee	\$150
Registration Fee	\$350
Enrollment Deposit (credited to tuition)	\$500
Materials & Supply Fee	\$250

Sibling discounts apply to tuition only and do not apply to one-time fees.

### Tuition Rates

Program	Annual Tuition	Monthly (10-Month)
Half-Day (8:30–12:00)	\$8,400	\$840
Half-Day Extended (8:30–1:30)	\$11,200	\$1,120
Full-Day (8:30–3:30)	\$15,800	\$1,580

Extended Care (8:00–4:00)	\$18,400	\$1,840
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\*Discounts: One-time annual tuition payments receive a 5% discount (by the published deadline). Additional enrolled siblings receive a 3% tuition discount (tuition only).

## Payment Terms

- The academic year runs from mid-August through mid-June.
- Tuition is not prorated for absences, holidays, school closures, or weather-related days.
- Automatic monthly payments beginning in August and concluding in May.
- Timely payment by the first of each month.
- A late fee is assessed after a 5-day grace period.
- The following non-refundable fees are required to secure enrollment:
  - Application Fee
  - Registration Fee
  - Enrollment Deposit (credited toward tuition)
  - Materials & Supply Fee
- The Enrollment Deposit is applied toward tuition but is non-refundable in the event of withdrawal.
- Optional summer programming may be offered based on enrollment and staffing capacity. Summer tuition is billed separately and is not included in the academic-year tuition contract.
- Monthly tuition installments are due on the 1st of each month (Aug–May).
- A grace period may apply as stated in the enrollment agreement; late fees may apply thereafter.
- Returned payments may incur bank and administrative fees.
- Accounts that become materially past due may result in suspension of services or dismissal, consistent with the enforcement addendum.

## Scholarships

Need-based scholarship assistance may be available through Christ Living Foundation (CLF) as funding permits. Scholarship applications are reviewed confidentially. Scholarship awards are not guaranteed and may be modified based on available funds and family circumstances.

## 8. Academic Calendar, Hours & Attendance

The school year typically runs from mid-August through mid-June. The annual calendar is published prior to the start of the school year and includes holidays, breaks, conference days, and professional development days.

### Attendance

Montessori education depends on continuity. Consistent attendance supports normalization, concentration, and social belonging. Families are asked to avoid extended vacations during the school year when possible.

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- Report absences to the school office as soon as possible.
- Arrive on time to protect the integrity of the work cycle.
- Frequent tardiness or chronic absenteeism may prompt a conference to support the child's success.

## 9. Daily Routines, Arrival & Dismissal

A predictable rhythm supports independence and emotional regulation. Families are expected to follow arrival and dismissal procedures to maintain safety and calm transitions.

### Program Hours

- Half-Day: 8:30 AM – 12:00 PM Half-Day Extended: 8:30 AM – 1:30 PM
- Full-Day: 8:30 AM – 3:30 PM
- Extended Care: 8:00 AM – 4:00 PM

### Arrival

- Children should arrive with sufficient time to transition calmly and begin work promptly.
- Parents should follow the school's drop-off procedure (carline/entry protocol) as communicated by administration.
- For safety and licensing compliance, children must be signed in/out as required.

### Dismissal

- Only authorized adults listed on the child's release form may pick up.
- Photo ID may be requested for any unfamiliar adult.
- Late pickup may incur fees as stated in the enrollment agreement.

## 10. Health, Illness & Medication Policy

Children must be well enough to participate fully in classroom and outdoor activities. To protect the community and comply with health guidance, the school applies clear exclusion criteria.

### Keep Your Child Home If...

- Fever of 100.4°F (38°C) or higher, or fever with behavior change
  - Vomiting within the last 24 hours
  - Diarrhea within the last 24 hours (or stools not contained/too frequent)
  - Persistent cough that interferes with normal activity or requires frequent medical intervention
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- Unexplained rash, open sores, or lesions that cannot be covered
- Eye discharge/pink eye symptoms (until treated or cleared)
- Severe sore throat, suspected strep, or confirmed strep until cleared per guidance
- Lethargy, unusual irritability, or inability to participate in routine activities
- Contagious illness as identified by a medical provider

### Return to School

- Fever-free for 24 hours without fever-reducing medication
- Vomiting-free for 24 hours
- Diarrhea-free for 24 hours and able to participate normally
- Any required exclusion period completed for communicable disease
- If needed, medical clearance provided

### Medication

Medication is administered only when absolutely necessary and only with required written authorization. Families must provide medication in the original container with the child's name and dosing instructions. The school may require a healthcare provider's authorization for certain medications.

The school does not administer the first dose of a medication that could cause an allergic reaction unless required by emergency medical plan.

## 11. Communicable Diseases & Exposure Protocol

Children's House follows applicable public health guidance for communicable disease control. When a communicable illness is reported, the school will notify families as appropriate while protecting confidentiality.

### Examples of Reportable/Notifiable Illnesses

- Influenza, COVID-19, RSV
- Strep throat
- Hand, Foot & Mouth disease
- Chickenpox (varicella)
- Measles, mumps, rubella
- Pertussis (whooping cough)
- Norovirus and other gastrointestinal outbreaks
- Pink eye when outbreak patterns emerge

### Exposure Notices

Exposure notifications may be sent via email or text (without identifying information).

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Notices may include symptom monitoring guidance, recommended exclusion windows, and any return-to-school requirements.

### Outbreak Management

- Enhanced cleaning and disinfection of high-touch areas
- Temporary cohorting or activity adjustments as needed
- Additional handwashing routines and reminders
- Potential temporary closure if directed by health authorities or if safety requires

## 12. Immunizations & Health Records

Families must provide current immunization records or valid Colorado exemption documentation as permitted by law. Records are maintained according to Colorado requirements and must be updated when vaccines are received.

## 13. Colorado Weather, Snow Days & Emergency Closures

Colorado weather can change rapidly. Children's House may close, delay opening, or dismiss early due to snow accumulation, ice, extreme cold, power outages, or unsafe road conditions.

### Closure Decisions

- Decisions are made based on local safety conditions, staffing ability, and facility access.
- Children's House may not mirror district closures; families should rely on school communications.
- Tuition is not refunded for weather closures.

### Notification

- Emergency text message (primary method)
- Email notification
- Website update / banner announcement

## 14. Emergency Communication & Text Messaging Enrollment

All families are required to enroll in the school's text messaging system for urgent notifications. This system is used for weather closures, emergency alerts, and time-sensitive health notices.

Families are responsible for maintaining updated phone numbers and email addresses. Failure to maintain current contact information may affect the school's ability to ensure child safety.

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## 15. Photo, Video & Media Release Policy

Families choose their media consent preference at enrollment. The school uses photos and videos to document learning, celebrate community life, and communicate mission-aligned programming.

### Consent Options

- Full consent: may be used on website, social media, print materials, and internal communications (no full names without additional written consent).
- Internal use only: classroom documentation, newsletters, and parent portal; not posted publicly.
- No release: the child will not be photographed or will be excluded from images used by the school to the greatest extent practical.

Families may update media preferences in writing. The school will make reasonable efforts to implement changes moving forward.

## 16. Parent Directory & Community Information Sharing

Children's House may provide an optional parent directory to support community connection. Participation is voluntary.

### Directory Options

- Opt-in: include parent/guardian names, phone numbers, and email addresses.
- Opt-out: no directory inclusion.

Directory information is for internal community use only and may not be used for solicitation or commercial purposes.

## 17. Family Partnership, Volunteering & Campus Expectations

Parents are partners in the child's formation. We ask families to support consistent routines, respectful communication, and mission alignment.

### Family Partnership Practices

- Attend parent conferences and scheduled meetings as requested
- Support the child's independence (self-care skills, punctuality, appropriate clothing)
- Maintain respectful communication with staff and families
- Follow campus policies for safety and classroom order

### Volunteering

Volunteer opportunities may be available for events or classroom support as permitted by licensing and school policy. Volunteers may be subject to screening requirements and

must follow confidentiality expectations.

## 18. Behavioral Guidance & Discipline

Discipline in the Montessori tradition aims at internal self-regulation rather than external control. We teach grace & courtesy, reinforce clear limits, and support children in repairing relationships.

### Guidance Practices

- Grace & Courtesy lessons taught proactively
- Redirection to purposeful work
- Natural and logical consequences
- Problem-solving conversations appropriate to the child's development
- Collaborative support plans when patterns persist

### Serious Incidents

If behavior endangers the child or others, the school may require immediate pick-up and may implement a behavior support plan. Continued safety concerns may result in suspension or dismissal.

Physical punishment, humiliation, and shaming are strictly prohibited.

## 19. Safety, Security & Emergency Preparedness

Children's House maintains emergency plans and conducts drills appropriate to early childhood settings. All staff adhere to mandatory reporting requirements and child protection laws.

### Emergency Preparedness

- Fire evacuation drills
- Shelter-in-place procedures
- Lockdown protocols as appropriate
- Emergency supplies and first aid readiness
- Emergency contact and authorized pick-up verification

## 20. Grievance Procedure & Conflict Resolution

Children's House is committed to respectful, solution-oriented communication. Families are encouraged to address concerns promptly and directly.

### Steps

- First, speak with the classroom guide and request a meeting.
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- If unresolved, meet with the Head of School/Administrator.
- If still unresolved, submit a written grievance for review; the school will respond within a reasonable timeframe.

The school may request that communication occur in writing when needed for clarity and documentation.

## 21. Summer Programs

Summer programming is optional and offered based on enrollment and staffing capacity. Summer rates are billed separately and are not included in the academic-year tuition contract.

Program	Weekly Rate
Summer Enrichment (8:30–12:30)	\$950 / week
Full Summer Program (8:00–4:00)	\$1,350 / week

## 22. Records, Confidentiality & Privacy

Student records, including health records and emergency contacts, are maintained confidentially and used only for legitimate educational and safety purposes.

Parents must promptly update contact information, authorized pick-up lists, and health updates. The school protects privacy and does not disclose personal information except as required by law or necessary for child safety.

## 23. Appendices

The appendices provide institutional addenda and templates that support consistent operations and clear family agreements.

### Appendix A. Enrollment Agreement (Contract Language)

This section provides standard contract language families may be asked to sign as part of enrollment. The final agreement may be updated annually.

#### Key Terms

- Enrollment constitutes a commitment for the full academic year, subject to the withdrawal notice provisions.
  - Tuition is due in 10 equal installments (Aug–May) and is not contingent on attendance.
  - Late payments may result in late fees, suspension of services, or dismissal as outlined in the enforcement addendum.
  - Families agree to comply with school policies, including health exclusions and communication requirements.
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- The school reserves the right to dismiss a student for safety, mission misalignment, or persistent disruption after reasonable interventions.

## Withdrawal Notice

Families must provide written notice of withdrawal at least 30 days in advance (or as specified in the signed agreement). Tuition obligations will extend through the notice period. Enrollment deposits are non-refundable unless otherwise stated in writing.

## Appendix B. Emergency Operations Appendix

Children's House maintains an Emergency Operations Plan (EOP). This appendix summarizes key protocols; the full EOP is maintained on-site.

## Emergency Categories

- Fire / evacuation
- Severe weather (snow, extreme cold, wind)
- Medical emergency
- Lockdown / security incident
- Utility failure (power, heat, water)

## Parent Reunification

In emergencies requiring reunification, parents will be directed to a designated reunification site. Children will be released only to authorized adults with valid identification.

## Appendix C. Staff Qualifications Appendix

Children's House seeks faculty who demonstrate professional competence, Montessori alignment, and Christian character. Staff qualifications are maintained in personnel files consistent with licensing requirements.

## Typical Requirements

- Background checks and required clearances
- CPR/First Aid (as required by role)
- Ongoing professional development
- Montessori training appropriate to role (e.g., Primary/3–6)
- Commitment to mission and code of conduct

## Appendix D. Financial Enforcement Addendum

To ensure operational stability and fairness, the following enforcement provisions may apply to past-due accounts.

- Late Fee: assessed after the grace period specified in the enrollment agreement.
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- Past Due Notice: written notice issued when an account becomes materially past due.
- Suspension: services may be suspended if an account remains unpaid after notice (consistent with law and safety considerations).
- Dismissal: the school may terminate enrollment for chronic nonpayment after reasonable notice and attempts to resolve.
- Collections: unpaid balances may be referred to collections or legal action as permitted by law; families may be responsible for associated fees.

The school may establish written payment plans at its discretion. Payment plans do not waive the school’s rights under the enrollment agreement.

## Appendix E. Governance Appendix

Children’s House LLC operates under the mission oversight of Christ Living Foundation (CLF). Governance aims to protect mission integrity, legal compliance, and financial stewardship.

### Governance Principles

- Mission alignment and doctrinal integrity
- Compliance with applicable laws and licensing requirements
- Financial stewardship and transparency
- Risk management and child safety
- Continuous improvement and professional excellence

Board-approved resolutions, bylaws, and governance policies are maintained by CLF and made available as appropriate.

## 24. Parent Acknowledgment

I acknowledge that I have received and reviewed the Children’s House Christian Montessori School Parent Handbook. I understand that policies may be updated as needed and agree to comply with the school’s policies and procedures.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_