



Free Horizon Montessori PK-8

15920 W. 10th Ave. • Golden, CO 80401
 303.982.0275 Telephone 303.982.0274 Facsimile
www.FreeHorizonMontessori.org

Dear Parents and Guardians of New FHM Students,

Welcome to Free Horizon Montessori! We are excited to welcome your child and family to our community. This letter contains important information about completing your child’s enrollment and registration at Free Horizon Montessori for the 2019-20 school year. **If at any time in the coming months you change your mind about enrollment at Free Horizon Montessori, please let us know right away** so that we can offer the space reserved for your child to another student on our wait list.

Once the Enrollment Paperwork is complete and submitted to our front office, your child will be officially enrolled at FHM for the 2019-20 school year.

In addition, the following information contains other important items that must be completed and/or submitted prior to the start of school:

Task/Event	Date	Details
<p>Complete Information In Jeffco Connect</p>	<p>Due Immediately</p>	<p>Tips when completing Jeffco Connect:</p> <ul style="list-style-type: none"> • Select Free Horizon Montessori as the school with which to share information on the Enrollment page. • Remember to complete information under all three tabs for each contact, click “save” on each page, and click “submit” once all fields on all pages from the left side menu have been completed. • It is important that you properly complete the Contact Preferences while creating or updating your account. I have included screen captures to help walk you through the Contact Preferences portion. All school communication is sent according to the information provided in this section.
<p>Return Enrollment Paperwork in person to FHM Office</p>	<p>April 15th & 19th 7-11 am April 16th & 18th 2:30-6:30 pm</p>	<ul style="list-style-type: none"> • FHM Enrollment Confirmation Form • Copy of Child’s Birth Certificate • Copy of Parent/Guardian Driver’s License or Passport • Copy of Utility or Phone Bill for Proof of Jefferson County Residency
<p>Preschool, Pre-K & Kindergarten Applicants ONLY: Complete, sign, and return Tuition Agreement along with deposit.</p>	<p>Due by Wednesday May 15th, 2019</p>	<ul style="list-style-type: none"> • Return Tuition Agreements for Preschool, Pre-K, and Kindergarten students along with a check made out to Free Horizon Montessori (a non-refundable deposit towards annual tuition). • Remaining payments are due on the first of each month from September through May through Jeffco Connect. • View Confirmation Form, Tuition & Student Fees, then download the Tuition Agreement, complete and sign. • If you have any questions about these documents or submitting your payment please email our Financial Secretary Karen Clough at kclough@jeffcoschools.us.

<p>NEW Incoming 1st - 8th Grade Student Visitation</p>	<p>Monday May 13th, 2019 8:45 - 10:30 am</p>	<p><u>Sign up:</u> Please RSVP by completing our Sign-Up Genius. RSVP for both a student and guardian.</p> <p><u>Agenda:</u> 8:45 - 8:55 am Arrival and Check-In</p> <p>9 - 10:15 am Students spend time in classroom while parent/guardian attends information session</p> <p>10:15 - 10:30 am Closing and Departure</p>
<p>NEW Incoming Preschool, Pre-K & Kindergarten Visitation with Parent/Guardian</p>	<p>Tuesday May 14th, 2019 3:45 - 4:45 pm</p>	<p><u>Sign up:</u> Please RSVP by completing our Sign-Up Genius. RSVP for both a student and one guardian.</p> <p><u>Agenda:</u> 3:45 - 3:55 pm Arrival and Check-In</p> <p>4:00 – 4:35 pm Students and parent/guardian visit in Primary classrooms together</p> <p>4:35 – 4:45 pm Closing and Departure</p>
<p>Before & After School (BAC) Enrollment Forms</p>	<p>Due by Wednesday May 15th, 2019</p>	<p>The Before & After School Care (BAC) Enrollment & Financial Agreement form is attached to this email. The BAC Form must be received by May 15th for start of year placement. A \$35 enrollment fee PAYABLE BY CHECK must accompany the completed form.</p>
<p>FHM Summer Camp</p>	<p>June 3rd – August 2nd</p>	<p>FHM offers 9 weeks of summer camp throughout the summer. Visit the Summer Camp tab on the Clubs & Programs page of our website to learn about ages served, weekly themes and more. Summer Camp Information on FreeHorizonMontessori.org</p>
<p>Annual Registration Paperwork Due (required for all)</p>	<p>July 24th – 31st</p>	<p>Watch your email in early June for date and links to registration forms – completing forms in advance will save you time!</p>
<p>Meet Your Teacher Open House and Back- to-School Night</p>	<p>Tuesday August 13th, 2019</p>	<p>This is a great opportunity to meet your child’s teach and other members of the FHM community. Information about after school clubs and enrichment programs will be shared as well.</p>
<p>First Day of School</p>	<p>Thursday August 15th, 2019</p>	<p>See Full School Calendar HERE <i>Please note each Wednesday is a 2pm dismissal</i></p>

If you have questions, please contact us at 303.982.0126 or via email at dfields@jeffcoschools.us.

Best,

Danae Fields
Enrollment and Attendance Coordinator