



Free Horizon Montessori 2016-2017 Registration Guide

Student registration is an annual process required for **all students** within the Jeffco district school system. Please review the following guide for specific instruction on the online information and individual forms that must be updated and verified by FHM staff for the new school year at Free Horizon Montessori on **August 1st, 2016 between 7:30am-1pm or 3-5:30pm**. Please submit a FULLY COMPLETE registration packet in person on August 1st or by postal mail (postmarked by August 1st for timely delivery). **Incomplete packets will be declined and the student will be considered “not registered” until all materials are received.** There will be an in-person “Registration Make-Up” on August 12th from 1-6pm for completed packet check-in and class assignments only. Thank you!

Before you begin the registration process, gather information such as your Jeffco Connect login, emergency contact information, immunization documentation, etc. Having this readily available will make your registration process go much smoother and faster!

#	Requirement	Instruction/Explanation	Link
1	Jeffco Connect must be updated with student's/family's info	Review instructions for returning students here , or new students here . Please complete <u>all</u> fields in Jeffco Connect.	Login to Jeffco Connect
2	Jeffco's Directory Information Opt-Out (optional)	Jeffco has introduced new policy surrounding “Directory Information”. Directory Information does NOT include the CSN Student Directory. Opting-out may limit your child's ability to be in the yearbook and participate in certain activities.	<i>If you have forgotten your password go here and click on the “forgot password” link.</i>
3	Jeffco's Code of Conduct	Acknowledge that you (and your student) have reviewed the district's Conduct Code . Must be dated 7/27/16 or later.	<i>In your Jeffco Connect, select each student, navigate to “Agreements” and click box or “Sign” for all that apply.</i>
4	Jeffco's Bring Your Own Device	Free Horizon provides electronic devices as needed for student learning, and does not permit students to bring devices from home. Please select “no”. Must be dated 7/27/16 or later.	
5	FHM's & Jeffco's Internet and Technology Use Agreement	Acknowledge that you (and your student) have reviewed the district's and FHM's Internet & Technology Use Policies (FHM's form indicates agreement with both FHM's and Jeffco's policies). Only FHM's form is required.	2016-2017 FHM Internet and Technology Use Agreement
6	FHM Permission Form and supplemental contact info	Authorization for general school events, contact for medical providers, and persons approved for pick-ups.	2016-2017 FHM Permission and Release Form
7	FHM Student & Parent Handbook and Code of Conduct	These items are currently under review. Past versions of the Handbook and Code of Conduct are available on our website. Agreement forms will be released at a later date.	<i>No action needed at this time.</i>
8	Immunization Records	Provide an updated copy of immunizations, signed and dated by a licensed healthcare provider, or a current signed waiver.	Immunization records form

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10	Child's Annual Statement of Health (or opt-out)	Required by CDHS, FHM must maintain a current, physician-verified record of each student's baseline health status in addition to immunization records for all students participating in child care programs. In addition, FHM requires this form for all students participating in athletic programs.	Child Annual Health Form OR Health Form Opt-Out
11	Dietary Needs, Health Care and Medication Plans (if applicable)	If your child requires a health care plan or medication while at school, please submit the following to your child's physician for completion. The Jeffco Nurse Consultant will review the plan and communicate it to the Clinic Aide and classroom staff. Please also enter this info on the "Health" tab in Jeffco Connect. Students with dietary needs or restrictions should also enter this info into Jeffco Connect in the box on the "Health" tab. Please bring medication with completed forms to Registration Day or Registration Make-up Day.	Login to Jeffco Connect and enter info in box on "Health" tab <ul style="list-style-type: none"> • Asthma Care Plan • Allergy Care Plan • Medication Permission Form For all other needs, please contact Savanna Cordova, Clinic Aide, at SCordova@JeffcoSchools.us
12	Payment of Student Fees & tuition (if applicable)	See the 2016-2017 Fee Schedule . Check and credit card payments may also be made at school, but payment via Jeffco Connect is the <u>much preferred method</u> .	Stay logged into Jeffco Connect and go to the Student Fee Payment link. Find additional information about on-line fee payment here .
13	Free and Reduced Lunch Application (optional, please complete if qualified)	This application can also be used to apply for waivers for school fees, and our total percentage of qualified students affects FHM's ability to secure grant funding. On-line applications will be processed faster and are preferred over paper-based.	Complete using the on-line form (preferred and faster method) or using the hard-copy form at FHM
14	Student ID & Yearbook Photos	Student ID and Yearbook photos will be taken by Lifetouch on Registration Day. There will be a makeup date on Tuesday, October 18 th , but many parents prefer to be present to ensure quality photos.	MyLifetouch to preorder Picture Day ID: CG886169Y0
15	CSN Student Directory and Facebook Group (optional)	Join the FHM CSN Facebook closed Facebook group for information about what's happening at FHM, carpools, questions for other parents, play dates, etc. The CSN Student Directory is optional and separate from "school directory information". To sign up for the CSN Student Directory, classroom placement info is needed.	CSN Student Directory signup CSN Guide with links to Facebook group and LOTS of other info!
16	Before and After Care Enrollment (optional)	Before and After Care Enrollment took place in April. Limited space may be available starting September 6 th . Enrollment in these spaces will be in order of applications received. Applicants will be contacted to confirm placement or wait list in late August.	Before and After Care Enrollment form

If your student is new to Jeffco Schools (and you haven't already provided these at enrollment), you will also need to bring [these documents](#) to the school: a copy of the student's birth certificate, proof of residency, and contact information for the last school attended and/or a copy of all previous school records.



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Additional Information

- [School Supply Lists](#) are linked on the main page of the FHM Website. If purchasing through Amazon, please use Amazon Smile for the Free Horizon Montessori Foundation – as a non-profit organization, the FHM Foundation receives a percentage of every purchase.
- [Revolution Foods](#) is our school lunch provider
- Back to School Events:
 - BUFFALO BILL DAYS PARADE - This Saturday, July 30th from 9:00 - 11:00 am - We invite your entire family to walk with us in the parade while passing out seed packets to families along the parade route. Bikes and non-motorized scooters are welcome as long as helmets are worn and fastened. Wear your FHM fox logo gear if you have it, otherwise fun colors will do. Ferdinand the Fox will be riding in the Tesla Roadster again this year. Please let us know if you plan to attend by completing the Sign-Up Genius [here](#) and join us at 9th and Washington in downtown Golden to queue up for the parade. We hope to see you there!
 - MEET YOUR TEACHER OPEN HOUSE will take place on Thursday, August 11th from 4:30 - 5:00 pm. This is the time for you to bring your child to meet their teacher, find their cubby/locker, and explore the school with you before school begins. Our teachers are excited to meet students who are new to their classroom as well as welcome back those who are returning.
 - BACK-TO-SCHOOL NIGHT - Thursday, August 11th from 5:00 - 7:00 pm. This is the time when teachers will provide an overview of what to expect this year as well as information about communications, homework, volunteer opportunities, and more. Teachers will send any paper handouts home via Thursday Folders the first week of school for any families unable to attend. Watch your email for additional details.
 - CSN FAMILY PICNIC – Friday, August 26th – FHM families will gather for a picnic on the evening of August 26th for community building and to watch Star Wars: The Force Awakens! More info coming soon.
- FIRST DAY OF SCHOOL is Monday, August 15th. Note that we start a few days earlier than most other Jeffco schools. Please see the school calendar for complete information.
- [6th Grade Outdoor Lab Info](#) is linked on the main page of the FHM Website
- School Calendar
 - [Simple Version](#)
 - [Full Version](#)