



**Free Horizon Montessori PK-8**  
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www.FreeHorizonMontessori.org

July 20, 2017

Hello, Free Horizon Montessori Families!

On behalf of the entire faculty and our Board of Directors, welcome to the 2017-18 school year! Whether you are new or have been part of the Free Horizon Montessori (FHM) community for years, we recognize you made a choice to be here, and we are honored that you did!

We hope you have enjoyed the summer and are ready to join us in preparing for the upcoming school year. Below you will find a list of to-do items and important calendar reminders to support your back-to-school planning.

**☐ SUBMIT ANNUAL REGISTRATION FORMS AND COMPLETE REGISTRATION BY AUGUST 3, 2017**

Student registration is an annual process required for all students attending Jeffco schools. Families should make every effort to attend Registration Day on Monday, July 31, 2017, during one of the two sessions outlined below. FHM's annual Registration Day is designed to answer your back-to-school questions and support you in completing the registration process for your student/s by submitting required paperwork, paying student fees, and receiving class placement information.

	DATE	TIME
<b>1. ANNUAL REGISTRATION DAY</b>	<b>Monday, July 31, 2017</b>	<b>Session 1: 7:30 am – 1 pm</b>
<ul style="list-style-type: none"><li>• We strongly encourage all families attend.</li><li>• One parent or guardian of all new FHM families must attend one of the two New Parent/Guardian Orientations provided that day</li><li>• Completing forms ahead of time will save you time, a link to forms and a checklist can be found <a href="#">here</a>.</li><li>• Let us help you create and/or update your information in JeffcoConnect</li><li>• No RSVP Necessary</li><li>• Your children may accompany you, though no special activities for them are planned</li><li>• School pictures will <u>not</u> be taken on this day</li></ul>		<b>9:00 – 10:30 am New Parent/Guardian Orientation</b>
		<b>Session 2: 3 pm - 5:30 pm</b>
		<b>4:00 – 5:30 pm New Parent/Guardian Orientation</b>
<b>2. REGISTRATION MAKE UP TIME</b>	<b>Thursday, August 3, 2017</b>	<b>2:00- 4:00 pm</b>
If you are unable to attend Registration Day, we ask that you bring your completed forms for submission during the make-up time.		

<b>3. MAIL FORMS AND COMPLETE REGISTRATION</b>	<b>Due by Thursday, August 3, 2017</b>	<b>Close of Business</b>
Families unable to attend either of the registration activities listed above may submit completed packets by postal mail to FHM. Please do not email or fax your child's records.		

**ATTEND BACK TO SCHOOL EVENT ON THURSDAY, AUGUST 10, 2017, FROM 4:30pm – 7pm**

Join us and get briefed on all things back-to-school including an opportunity for your student/s to meet their teacher in their classroom.

	<b>DATE</b>	<b>TIME</b>
<b>MEET YOUR TEACHER OPEN HOUSE</b>	<b>Thursday, August 10, 2017</b>	<b>4:30 – 5 pm</b>
<ul style="list-style-type: none"> <li>• We encourage you to attend, especially those students moving up or new to FHM</li> <li>• This is the perfect time for students to come with their parents to meet their teachers, find their cubby or locker, and drop off any school supplies.</li> <li>• You will receive classroom placement information at Annual Registration Day</li> <li>• While teachers will be available for introductions and brief conversations, please schedule a time to meet with the teacher during office hours if you have specific concerns you wish to discuss.</li> </ul>		
<b>BACK TO SCHOOL NIGHT</b>	<b>Thursday, August 10, 2017</b>	<b>5:00 – 7pm</b>
<ul style="list-style-type: none"> <li>• Upper Elementary &amp; Middle School students (4<sup>th</sup> – 8<sup>th</sup> grade) attend all events with their parents</li> <li>• Parents of Primary and Lower Elementary (Preschool – 3<sup>rd</sup> grade) attend without their children</li> <li>• Limited childcare is available for FHM enrolled students via <a href="#">Sign-Up Genius</a></li> </ul>		

**FIRST DAY OF SCHOOL IS MONDAY, AUGUST 14, 2017**

Please note the start and end times for all programs:

- **Before Care:** 7:00 am until the start of school
- **Full Day Preschool, Pre-K, & Kindergarten Students:** 8:30 am – 3:20 pm\*
- **Half Day Morning Preschool, Pre-K, & Kindergarten Students:** 8:30 am – 11:30 am
- **Lunch Bunch (if Half Day students are enrolled):** 11:30 am – 12:15 pm
- **Half Day Afternoon Preschool & Pre-K Students:** 12:30 pm – 3:20 pm, Monday, Tuesday & Thursday Only
- **1<sup>st</sup> – 6<sup>th</sup> Grade Students:** 8:15 am – 3:20 pm\*
- **7<sup>th</sup> & 8<sup>th</sup> Grade Students:** 8:00 am – 3:30 pm\*
- **After Care:** end of school until 6:00 pm

*\*All students are dismissed at 2:00 pm every Wednesday during the school year.*

## ☐ BEFORE AND AFTER CARE INFORMATION

We have experienced amazing interest in our before and after care programs. Spots are filling each day and we ask that you complete the registration [form](#) and submit your non-refundable deposit of \$35 as soon as possible so we can make every effort to assure space for all who wish to enroll. We will confirm your status in Before and After Care (BAC) in person at our Annual Registration Day on Monday, July 31, 2017. BAC begins the first day of school on Monday, August 14<sup>th</sup>. Before Care opens at 7:00 am and goes until the start of school and After Care begins at dismissal, closing at 6:00 pm daily. Please contact Millie Lippert, our Childcare Director and Program Coordinator, at [Millicent.Lippert@jeffco.k12.co.us](mailto:Millicent.Lippert@jeffco.k12.co.us) for information.

## ☐ EARLY RELEASE WEDNESDAYS

Remember that all students are released early every Wednesday so that our faculty has the opportunity for collaborative planning time, professional development, and other meetings. *All full-day students in all grade levels are dismissed at 2:00 pm every Wednesday throughout the school year.* After Care begins at dismissal time every day, including Wednesdays, for those students who are enrolled.

I hope this information helps you prepare for the 2017-2018 school year and know that as your new Enrollment and Communications Coordinator I commit to doing the very best I can to get you accurate information in a timely manner. Please continue to monitor our website at [www.FreeHorizonMontessori.org](http://www.FreeHorizonMontessori.org) for additional information, a sneak peek at our faculty as we add their profiles, and of course, our school's master calendar (click "Calendar" on the left side menu).

We can't wait to see you and welcome the children into their classrooms and I can't wait to meet all of you.

Kind Regards,

Jill Fricker  
Enrollment and Communications Coordinator

*"Free the child's potential, and you will transform him into the world."  
Maria Montessori*