



A FREE RESOURCE FOR SCHOOL LEADERS

The Montessori School Planning Calendar

*A month-by-month map of the administrative year —
the visible deadlines, and the hidden ones that come first.*

CLEVER EDUCATION SOLUTIONS

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How to Use This Calendar

The school year is not unpredictable. The same seasons produce the same pressures every year: the opening sprint, the enrollment winter, the spring pile-up, the June closure. What ambushes school leaders is never the deadline itself.

It is the hidden deadline that sits three to six weeks in front of it.

Re-enrollment does not begin the day packets go out. It begins weeks earlier, when tuition must be set, agreements updated, and last spring's policy questions finally decided. Progress reports do not begin in November. They begin in September, with the first observation record. This calendar pairs each month's visible deadlines — the events families see — with the hidden deadlines: the leadership work that must be finished first.

Three habits make it work:

- Put the hidden deadlines on your real calendar. “Finalize tuition” belongs on a December or January date the same way a board meeting does. A planning insight that lives in a document changes nothing.
- Give every deadline an owner. A date without a name is a wish.
- Review one season ahead, monthly. The first Monday of each month, ten minutes, next season's page. That single habit is most of the value.

The dates here reflect a typical August-opening Montessori school. Your rhythm may differ. Then, shift the cycles, keep the principle. Space is left in each month for your school's own dates.



JULY

Strategic preparation — the month that decides the year.

VISIBLE DEADLINES

- In-service and opening planning
- Facility and classroom projects
- Summer communication to families

PREPARE NOW — THE HIDDEN DEADLINES

- Run the summer systems audit while the building is quiet
- Build or refresh this planning calendar for the year ahead
- Document systems and workflows for new-staff onboarding
- Confirm enrollment, billing, and records are clean before opening

Your school's dates:

AUGUST

Confident opening — the environment is prepared before the children arrive.

VISIBLE DEADLINES

- In-service week
- Classroom preparation
- First day of school

PREPARE NOW — THE HIDDEN DEADLINES

- Finalize back-to-school night materials and communication norms (due September)
- Walk new staff through real systems — attendance, communication, records
- Verify emergency, allergy, and pickup records are complete before day one

Your school's dates:



SEPTEMBER

The opening sprint — protect routines while they form.

VISIBLE DEADLINES

- Back-to-school night
- New family transitions
- Classroom routines established

PREPARE NOW — THE HIDDEN DEADLINES

- Begin consistent observation records now — they become November's reports
- Schedule fall conferences and open sign-ups
- Set the budget calendar with the board while the year is young

Your school's dates:

OCTOBER

The first fatigue season — schedule lightly, on purpose.

VISIBLE DEADLINES

- Fall conferences approach
- First stretch without a break

PREPARE NOW — THE HIDDEN DEADLINES

- Complete and standardize observation records for progress reports
- Begin tuition research for next year's decision
- Keep new initiatives out of this month — that is a decision, not an accident

Your school's dates:



NOVEMBER

Reports and conferences — the visible harvest of September's records.

VISIBLE DEADLINES

- Progress reports go home
- Family conferences

PREPARE NOW — THE HIDDEN DEADLINES

- Draft winter break communication before the rush
- Gather enrollment and cost data for January's tuition decision
- List every re-enrollment policy question that must be decided before packets are sent

Your school's dates:

DECEMBER

Close the term — January is the hidden deadline for February.

VISIBLE DEADLINES

- Holiday events and performances
- Term ends

PREPARE NOW — THE HIDDEN DEADLINES

- Set next year's tuition — or schedule the meeting that will
- Update enrollment agreements; decide sibling and aid policies
- Draft re-enrollment letters while the office is calm

Your school's dates:



JANUARY

The quiet deadline — re-enrollment season is decided here.

VISIBLE DEADLINES

- Term two begins
- Inquiry season builds

PREPARE NOW — THE HIDDEN DEADLINES

- Finalize re-enrollment packets (released in February)
- Test the tour-to-application handoff before inquiries peak
- Begin the staffing plan and contract renewal decisions

Your school's dates:

FEBRUARY

Re-enrollment season — watch the responses weekly, not at the deadline.

VISIBLE DEADLINES

- Re-enrollment packets released
- Tours and inquiries peak

PREPARE NOW — THE HIDDEN DEADLINES

- Prepare new-family offer letters and agreements (due March)
- Track re-enrollment responses weekly and follow up early
- Draft next year's staffing model from what re-enrollment reveals

Your school's dates:



MARCH

Offers and contracts — the next school year takes shape.

VISIBLE DEADLINES

- Enrollment offers to new families
- Staff contracts issued

PREPARE NOW — THE HIDDEN DEADLINES

- Begin level-move and kindergarten decisions (communicated in May)
- Plan summer program logistics, if offered
- Draft next year's school calendar for board review

Your school's dates:

APRIL

The second pile-up season — protect it like October.

VISIBLE DEADLINES

- Spring events and festivals
- Enrollment finalizes

PREPARE NOW — THE HIDDEN DEADLINES

- Make transition decisions and prepare family communication
- Plan graduation and moving-up ceremonies
- Assign June's records rollover — every task a name

Your school's dates:



MAY

Transitions made visible — June's calm is manufactured here.

VISIBLE DEADLINES

- Graduation and moving-up ceremonies
- Transition meetings with families

PREPARE NOW — THE HIDDEN DEADLINES

- Complete the June closure checklist: what archives, what rolls over, who does it
- Draft next year's opening communication while this year is fresh
- Confirm summer contact plans with continuing and new families

Your school's dates:

JUNE

Closure and reflection — end the year the way you hope to begin the next.

VISIBLE DEADLINES

- Last day of school
- Records rollover and archiving
- Staff reflection

PREPARE NOW — THE HIDDEN DEADLINES

- Put July's systems audit on the calendar before you leave
- Write down what ambushed you this year — it belongs on next year's calendar
- Thank the people who carried the hidden deadlines

Your school's dates:



A Prepared Environment for the Year

Montessori asks us to observe before we intervene — to watch carefully, notice patterns, and prepare the environment rather than react to every individual moment. A planning calendar is that discipline applied to time. It is a prepared environment for the year itself.

The leaders who seem to glide through the year are not luckier than the ones who feel perpetually behind. They have written down the hidden deadlines — once — and let the calendar remember what memory cannot.

ABOUT CLEVER EDUCATION SOLUTIONS

Clever Education Solutions builds Cordelia, a school administration platform designed for Montessori workflows so enrollment, billing, attendance, and family communication can live in one place instead of twelve. We believe administrative systems should quietly support the life of a school, not compete with it.

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