

# NAPA VALLEY MONTESSORI LEARNING CENTER

## Elementary After-School Enrichment Program

# SCHOOL REGISTRATION

2014-2015

# APPLICATION CHECK OFF LIST

\*THE FOLLOWING FORMS MUST BE COMPLETED (*and returned before your child's first day*):

1. \_\_\_\_\_ Immunization Record
2. \_\_\_\_\_ Copy of Birth Certificate
3. \_\_\_\_\_ Physician's Report
4. \_\_\_\_\_ I.D. Emergency
5. \_\_\_\_\_ Child's Preadmission Health History – Parent's Report
6. \_\_\_\_\_ Consent for Emergency Medical Treatment
7. \_\_\_\_\_ Admission Agreement
8. \_\_\_\_\_ Registration Application
9. \_\_\_\_\_ Authorization to Consent to Treatment of a Minor
10. \_\_\_\_\_ Four Step Hurtful Behavioral Policy
11. \_\_\_\_\_ Photo Waiver Form

**Child's Name** \_\_\_\_\_ **Date Enrolled** \_\_\_\_\_

*\*Office use only*

\_\_\_\_\_ Emergency Card \_\_\_\_\_ Facility Roster \_\_\_\_\_ Pick Up \_\_\_\_\_ Card Blue Immunization Form

# NAPA VALLEY MONTESSORI LEARNING CENTER

## AFTER-SCHOOL ENRICHMENT

### ADMISSION AGREEMENT

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Welcome to Napa Valley Montessori Learning Center. We offer a high-quality educational program facilitated by a highly qualified team of teachers who has also passed all state required courses including 12 units in Early Childhood Education, Child CPR, and Child First Aid.

We offer a year round after-school enrichment program for children ages 5 through 12.

#### PROGRAM OPTIONS:

#### PLEASE CIRCLE REQUESTED DAYS

- |               |                |                                     |
|---------------|----------------|-------------------------------------|
| 1. MONDAY:    | 3:00 – 5:30 PM | SCIENCE AND OUTDOOR EXPLORATION     |
| 2. TUESDAY:   | 3:00 – 5:30 PM | MUSIC & ARTS (“MUSIC ROCKS”)        |
| 3. *WEDNESDAY | 1:45 – 5:30 PM | EXPERIMENTS GALORE                  |
| 4. THURSDAY   | 3:00 – 5:30 PM | MANDARIN, ARTS & CULTURE            |
| 5. FRIDAY     | 3:00 – 5:30 PM | CULINARY ARTS (“KIDS LOVE COOKING”) |

#### MONTHLY AFTER-SCHOOL PROGRAM FEE SCHEDULE

PROGRAM	AGES 5 - 12	ADJUSTED DISCOUNT MONTHLY RATE
Daily Rate	Daily Rate: M/T/Th./Fr. \$35/day	
	*Daily Rate: Wednesday \$40/day	
5 Days per week	Flat Monthly Rate \$560/month	<b>\$495/month</b>

*Initial / Yearly non-refundable Registration fee \$35.00*

Despite constant cut-backs, studies have shown that these activities actually increase a child's academic abilities. Music, learning a new language, culinary arts, science and experiments inspire creative, inventive thinking, and significantly increase problem-solving skills. These enrichment activities boost self-esteem and confidence, which helps children better succeed in the classroom and beyond into their adult years.

At *Napa Valley Montessori*, we consider these enrichment activities an integral part of a child's academic development. *Napa Valley Montessori's* after-school program focuses on hands-on activities where students learn math, science, reading and writing "by doing" in an engaging, non-competitive, supportive environment.

## Mondays:

### ***"Science and Outdoor Exploration"*** --our *Outdoor Science Classroom*

Ideally, an outdoor classroom is used for hands-on activities that children can complete themselves or with little help. Gardening offers us the opportunity to study the natural sciences in a hands-on approach.

In our outdoor science classroom we study botany and all of the living organisms in the soil that are an integral piece of the ecosystem.

Learning is extended to include the study of rocks and weather patterns. Students study the life-cycle of insects and investigate the interdependence of plants and animals.

We'll study the process of planting and growing fruits and vegetables which will later be harvested for use in our "***Kids Love Cooking***" classes. Students will also maintain a journal to record their observations and findings throughout the school year, using the scientific method they learn in our "***Experiments Galore***" class.

## Tuesdays:



Our "***Music Rocks***" curriculum incorporates song, dance and percussion instrument playing. "Music Rocks" offers a fun, stimulating way to introduce language arts and new vocabulary as students learn new song verses and write their own!

Music is poetry and poetry is music.

Students study concepts like: beat, alliteration, rhyme, stanza, metaphor, similes and sonnets, to name a few.

During the course of the year, we explore these many elements of poetry found in songs of the past and present. With over 55 poetry forms, it's important for young writers to be able to pull from their knowledge of these varieties when writing their own song lyrics for class.

Some students will prefer singing, some will prefer writing, some will prefer playing instruments, like the recorder and still some will want to practice a combination of these musical forms.

At Napa Valley Montessori, we never pressure a student to participate in any of these mediums. Rather, we allow children to freely and non-judgmentally discover different musical avenues that help them develop their intrinsic and genuine interests in music.

Some children will gain a new love of writing and musical expression-- others may decide they'd like to master playing a particular horn or string instrument. For those students, we offer separate, individual music lessons, such as piano, at an hourly rate taught by professional musicians on our campus site.

For those interested, we also have "ear training" computer software available which helps students learn to identify notes, intervals, chords, modes and all of the other important music elements. Ear or *aural* training has been proven to improve concentration and verbal memory.

Finally, as a culminating event to showcase all that students have learned during class, we'll have performances and assemblies periodically for family members and the local community.

#### **Why Music at Napa Valley Montessori?**

- Our students learn songs and play instruments from many different cultures.
- Singing helps children develop better speaking skills.
- Dancing and instrument play help children develop motor skills.
- Music helps children build listening and concentration skills.

Wednesdays:

### ***"Experiments Galore" - Hands-On Laboratory Science Fun***

Science is a systematic approach to discovering how things in our universe work and how universal laws play a significant role. Students learn to aim for measurable results through testing and analysis with the goal of ruling out alternative explanations rather than proving theories.

Our creative science class introduces students to the study of science and the scientific method with intriguing hands-on science experiments. We incorporate **cooperative learning** by working in teams to engage in investigations and experiments together. Our curriculum emphasizes teamwork and creative problem-solving skills.

Not only are students introduced to basic concepts of science but they are also given a chance to handle scientific equipment and use the appropriate language for such work.

We will cover topics like weather, gravity and states of matter. Students make hypotheses and predictions about what might happen. They then observe, question and record the results in their science journals. Students will be encouraged to create their own experiments for class.

## Thursdays:

### *“Mandarin, Arts, and Culture”*

Our classes are suitable for children who have never been exposed to Mandarin before. They will learn basic strokes of Chinese characters, and will learn daily vocabulary such as colors, numbers, animals, weather, etc.

They will practice short sentences and simple dialogues that include greetings, self-introduction, and introduction of family members, etc. They will use fun pictures and physical items, sing songs, play games, and discuss engaging and age-appropriate topics to make class enjoyable and successful. They will learn Chinese ‘nursery rhymes’ and be exposed to Chinese culture through art and song.

Children will be able to use familiar words to answer simple questions in basic daily topics. They will be able to read and recognize the basic strokes of Chinese characters.

Following basics of the Montessori Method the teacher uses real objects, and will introduce concepts from simple to abstract to retain children’s interest and satisfy their inquisitive minds to achieve their Chinese language learning goals step by step.

## Fridays:

### *“Kids Love Cooking” Class – Culinary Arts*

Science and math happen in the kitchen. A fun and interesting way to experience math and science is in the kitchen with hands-on cooking! Our planned curriculum, integrates our **“Science in the Garden”** curriculum and our **“Experiments Galore”** curriculum.

Children learn about the properties of different solids, liquids and gases. Children explore the science of cooking by observing how different foods change with freezing, cooking, boiling, baking, toasting, steaming and so forth.

Students study the metric and decimal systems while reinforcing other math concepts when measuring ingredients used during the cooking process. Your child will learn how to adjust recipe servings by using division and multiplication.

Our cooking curriculum provides an opportunity for students to observe and *verbally* express the qualities of food, including colors and textures. We discuss where the ingredients come from and how they are grown or processed. In this way, new vocabulary is introduced in an interesting and common sense manner. Students will be encouraged to create original recipes for class.

## **AFTER-SCHOOL PROGRAM FEES**

### **AFTER-SCHOOL PROGRAM FEES ARE DUE TWO WEEKS PRIOR TO CLASS OR NO LATER THAN THE FIRST OF EACH MONTH**

Any alternate payment schedules must be agreed upon in writing with the Administration Office before enrollment for the month takes place. After-School program fees may be paid by cash or check. There is a \$25 fee for all returned checks. After two returned checks you will be required to pay all program fees in cash or money order. If program fee is not paid in full by the 1st of each month, the student will not be permitted to attend that month until all fees have been received. Being asked to leave, due to nonpayment of program fees, does not relieve you of your financial obligation for services already rendered. If you are asked to leave due to non-payment your spot to return is not guaranteed, enrollment is on a first come basis.

### **PROGRAM FEE INCREASE**

In the event of an increase, you will be notified in writing 30 days in advance.

### **ABSENCE/ILLNESS**

Napa Valley Montessori Learning Center is not able to offer program fee credit for absence or illness.

### **SCHEDULE CHANGES**

If you need to make changes in your child's schedule of attendance, please make arrangements with the director in advance. Extra days depend on enrollment and cannot be guaranteed.

### **SCHOOL HOLIDAYS**

Napa Valley Montessori Learning Center is a year round school. We will be closed up to 12 days for the Christmas / New Year Holidays, President's Day, Memorial Day, Independence Day, Labor Day, and up to 3 days for Thanksgiving, Martin Luther King's Birthday. When a holiday lands on the weekend we will try to follow local school or bank closing days. Every three or four years, school will close up to three extra days for maintenance and repair projects such as paint, carpet, etc... **Monthly tuition rates do not change for months which include closed days due to holidays or maintenance.**

**LATE PICK UP FEES**

Late arrival fees may incur if you pick up your child past the closing time of **6:00pm**. We value the time of our teachers and staff who also have after-work obligations. We have implemented a late pick up fee and apply a simple formula most schools throughout California use.

**\$5.00 for the first 15 minutes**

**\$10 past 15 minutes**

**REFUNDS**

For any behavior of the child which, in the sole judgment of Napa Valley Montessori Learning Center, presents a risk of harm to other children or adults, or for any behavior of a parent or guardian, which in the sole judgment of Napa Valley Montessori Learning Center, presents a risk of harm to persons or a risk of disruption of school operations, a child may be dismissed without prior notice. If this occurs, any unused prepaid fees will be refunded within forty-eight (48) hours.

**TERMINATION OF ENROLLMENT**

In the event you wish to terminate enrollment for any reason, a 30-day notice in writing is required. You will be responsible for tuition until 30 days after the date of notice.

**TERMINATION BY THE SCHOOL**

A child may be dismissed for any behavior of the child which, in the sole judgment of Napa Valley Montessori Learning Center, presents a risk of harm to other children or adults, or for any behavior of a parent or guardian, which in the sole judgment of Napa Valley Montessori School, presents a risk of harm to persons at the school or a risk of disruption of school operations, a child may be dismissed without prior notice. If this occurs, any unused prepaid fees will be refunded within 48 hours.

\_\_\_\_\_  
**Parent or Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Child's Name**



# Napa Valley Montessori Learning Center After-School Enrichment

## Admission Agreement

Modifications: \_\_\_\_\_

\_\_\_\_\_

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Start Date \_\_\_\_\_ Attendance Schedule \_\_\_\_\_

Program Fee Rate

\_\_\_\_\_

I have read and understand this agreement. (8 pages including this signature page)

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Director/Designee \_\_\_\_\_ Date \_\_\_\_\_

Termination Date \_\_\_\_\_

Reason \_\_\_\_\_

Parents Signature \_\_\_\_\_

Director's Signature/Designee: \_\_\_\_\_

# Napa Valley Montessori Learning Center After-School Enrichment

## Registration Application

Child's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Address: \_\_\_\_\_

Mother's Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Mother's Employer: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Address: \_\_\_\_\_

Father's Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Father's Employer: \_\_\_\_\_

Father's Email: \_\_\_\_\_

Do both parents live with child? \_\_\_\_\_ Who has custody? \_\_\_\_\_

Siblings:

1. \_\_\_\_\_ Age: \_\_\_\_\_

2. \_\_\_\_\_ Age: \_\_\_\_\_

3. \_\_\_\_\_ Age: \_\_\_\_\_

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*\*Office use only*

Starting Date: \_\_\_\_\_ School Schedule: \_\_\_\_\_ Tuition: \_\_\_\_\_

Registration Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_

120 West American Canyon Road M9, American Canyon, CA 94503 Phone # (707)-647-7178  
Fax # (707) 647-3786 Email: [info@napavalleymontessori.com](mailto:info@napavalleymontessori.com) | [www.napavalleymontessori.com](http://www.napavalleymontessori.com)

# Napa Valley Montessori Learning Center

## Authorization to Consent to Treatment of Minor

I (we), the undersigned, parent(s) of \_\_\_\_\_ a minor, do hereby authorize the staff at Napa Valley Montessori Learning Center as agent(s) for the undersigned to consent to and aid to x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medicine Practice Act on the staff \_\_\_\_\_ of Hospital, or any Emergency Hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the staff mentioned above to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his best judgment may deem advisable.

This authorization shall remain effective as long as the child is registered and a current student at Napa Valley Montessori Learning Center.

Parent(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Date of Child's Birth \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

Policy holders name \_\_\_\_\_

Policy Number \_\_\_\_\_

Mother's work # \_\_\_\_\_

Father's work # \_\_\_\_\_

List any allergies your child may have \_\_\_\_\_

# Napa Valley Montessori Learning Center

## Four Step Hurtful Behavior Policy

Dear Napa Valley Montessori Learning Center Parent,

We are glad that you have chosen Napa Valley Montessori Learning Center for your child, and we trust that you and your child will be happy here. Continuing our concern for your children's safety and well being, we have implemented a "4" Step Hurtful behavior Policy". Please review the policy, sign and return this form. If you have any questions or concerns regarding our policy, please feel free to speak with the administration or your child's teacher.

### Step 1:

Your child bites or hurts someone for the first time. You will be informed through an incident report that will explain what happened. At that time, we will ask you to speak with your child about the incident. The administration and teacher will evaluate the incident, the classroom and the supervision

### Step 2:

Your child bites someone a second time. You will again receive an incident report to let you know how we are dealing with the situation in the classroom. Furthermore, the administrator and/or teacher will council you and give you referrals to literature and professional resources to help you deal with the situation as a parent. Additional meetings may be requested by parents or the administration and/or teacher to monitor progress.

### Step 3:

The biting or hurtful behavior continues. If the two previous steps are proving to be ineffective, you will be expected to pick your child up from school and not return for 24 hours.

### Step 4:

If the previous three steps are proving to be ineffective, you will be ask to remove your child from our Learning Center with one week's notice.

Parent's Signature: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

# Napa Valley Montessori Learning Center

## Photo Waiver Form

I/We give our consent for pictures to be taken at Napa Valley Montessori Learning Center and that they may be posted to the Napa Valley Montessori Learning Center website and or in the classroom.

Pictures posted to the website are considered property of Napa Valley Montessori Learning Center and may not be sold or reused. The pictures will be used solely for the purpose of illustrating classroom activities.

Parents who have special concerns or requirements regarding photography of their children may contact the Facility Director.

I have read the foregoing disclaimer and agree to be bound by it.

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Student's Name

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Parent/Guardian Signature

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Date

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Parent/Guardian Signature

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Date