

NAPA VALLEY MONTESSORI LEARNING CENTER

SCHOOL REGISTRATION

PRESCHOOL PROGRAM

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 (LIC 701)
4. _____ I.D. Emergency (LIC 700)
5. _____ Child's Preadmission Health History – Parent's Report (LIC 702)
6. _____ Child Care Center Notification of Parent's Rights (LIC 995)
7. _____ Personal Rights (LIC 613A)
8. _____ Consent for Emergency Medical Treatment (LIC627)
9. _____ Admission Agreement
10. _____ Registration Application
11. _____ Authorization to Consent to Treatment of a Minor
12. _____ Four Step Hurtful Behavioral Policy
13. _____ 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

ADMISSION AGREEMENT

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

We offer year round education for children ages two-and-a-half through six.

MONTHLY FEE SCHEDULE

PROGRAM	AGES 2.6-6
5 Full Days +Extended care 7:30am-5:30pm	\$ 1,200.00
4 Full Days +Extended care 7:30am-5:30pm	\$ 1,050.00
3 Full Days +Extended care 7:30am-5:30pm	\$ 950.00
5 Full Days 9am – 3pm	\$ 1,000.00
4 Full Days 9am – 3pm	\$ 925.00
3 Full Days 9am – 3pm	\$ 850.00
2 Full Days 9am - 3pm	\$ 700.00
5 Mornings 9am - 12pm	\$ 820.00
4 Mornings 9am – 12pm	\$ 750.00
3 Mornings 9am - 12pm	\$ 650.00
5 Mornings+Early Morning care 7:30am-12pm	\$ 900.00
4 Mornings+Early Morning care 7:30am-12pm	\$ 825.00
3Mornings+Early Morning care 7:30am-12pm	\$ 725.00

Hourly Child Care - \$10/hour

Late Pick-Up Fee (after 5:30pm) – Late arrival fees may incur if you pick up your child past the closing time of **5:30pm**. We apply a simple formula most preschools throughout California use:

\$5.00 for the first 15 minutes

\$10 past 15 minutes

Our Tuition Fees are based on a year-round academic school year.

Initial / Yearly non-refundable Registration fee \$200.00

TUITION

TUITION IS DUE ON THE FIRST OF EACH MONTH and is considered late after the 5th.

A \$25 late fee will be charged. Any alternate payment schedules must be agreed upon in writing with the administration office before enrollment takes place. Tuition 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 tuition in cash or money order. If tuition is not paid in full by the 20th of the month, the student will not be permitted to attend the following month until all tuition and fees have been received. Being asked to leave, due to nonpayment of tuition, does not relieve you of your financial obligation for services already rendered. If you are asked to leave due to non-payment of tuition your spot to return is not guaranteed, enrollment is on a first come basis.

TUITION INCREASE

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

VACATION POLICY

Napa Valley Montessori Learning Center is a year round program and is not able to offer vacation credits during the regular academic school year. If you choose to pull your child out during the summer classes (July and August), a non-refundable \$200 per month fee will be required to hold your spot. If you forgo your spot, it is possible for enrollment to fill up making openings unavailable at a later date.

ABSENCE/ILLNESS

Napa Valley Montessori Learning Center is not able to offer tuition 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 Holiday, President's Day, Memorial Day, Independence Day, Labor Day, 2 days at Thanksgiving, Martin Luther King's Birthday, and up to 5 days per year for teacher training. 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 **5:30pm**. 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 preschools 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. A withdrawal form can be obtained from our administration office.

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.

For any reason, which in the sole judgment of Napa Valley Montessori Learning Center, there is an indication that Napa Valley Montessori Learning Center is unable to meet the needs of the child, and therefore continued enrollment of the child is not possible, the child may be dismissed with a one week notice of dismissal. If this occurs, any unused prepaid fees will be refunded within 48 hours.

In the event of non-payment of fees (tuition, childcare, late fees, or any other fees), the parent or guardian will be given a deadline, not less than one week after the payment of fees was due under this contract, in which to make payment of the fees. The child can be dismissed on that date, with further notice, if the fees have not been paid.

In the event the parent or guardian is late in paying fees more than twice in a six month period, a child may not be allowed to attend as of the day the next due date is left unpaid, and may subsequently be dismissed from the program.

MODIFICATION OF CONTRACT

Modification by School

Napa Valley Montessori Learning Center reserves the right to modify any conditions of this contract and to modify any of the school’s operating policies and procedures as described in the school Information Package, at any time without prior notice. No adjustment of this amount of tuition shall occur without thirty days prior written notice to the parent or guardian.

Modification by Parent

A change in academic program and the corresponding change in tuition require a **30-day written notice** and the approval of the director. You will need to fill out a **Change of Schedule Form**. Because there are a set number of spaces allocated to each particular schedule, a change in academic program will only be accepted if there is space available in the new requested schedule.

OTHER POLICIES AND PROCEDURES

The parent or guardian agrees that he/she has received and read a copy of the school information package and agrees to all of Napa Valley Montessori Learning Center’s operating policies and procedures as described therein.

NOTICE OF INSPECTION AUTHORITY

The state of California, department of Social Services, Community Care Licensing has the authority: (1) to interview children or staff, and to inspect and audit child and faculty records without prior consent; and (2) to observe the physical condition of the children, including conditions which could indicate abuse, neglect or inappropriate placement. *(See following page for full statement)*

Licensee, Director, or Authorized representative

Date

Parent or Guardian

Date

**STATE OF CALIFORNIA
HEALTH AND WELFARE AGENCY RIGHTS**

All parents must be advised that our school is operating fully within the policies and procedures governed by the State of California Health and Welfare Agency and Department of Social Services. These agencies reserve the right to perform the duties authorized in section 101200 (b) and (c) of Title 22 Division 12, Child Day Care General Licensing Requirements.

(b) The department of licensing agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent.

The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the facility.

© The Department Licensing Agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement.

In the event that this agreement is terminated, such agreements shall be dated and signed by the parent or authorized representative and the Director no later than seven calendar days following admission. Modifications in this agreement shall be made whenever circumstances covered in this agreement change, and shall be dated and signed by the responsible parties.

Napa Valley Montessori Learning Center shall retain the original copy of this agreement and shall provide copies to the parent and/or to the authorized representative, if any.

Napa Valley Montessori Learning Center shall comply with all terms and conditions set forth in this agreement.

This admission agreement shall be automatically terminated by the regulations stipulated in Title 22101219 (g)

Napa Valley Montessori Learning Center

Admission Agreement

Child's Name _____ Date _____

Start Date _____ Attendance Schedule _____

Tuition Rate _____

I have read and understand this agreement. (5 pages including this signature page) I understand tuition must be paid in full, or monthly throughout the academic school year, September through August.

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian _____ Date _____

Director _____ Date _____

TERMINATION OF SERVICE:

Termination Date _____

Reason _____

Parents Signature _____

Director's Signature _____

CHANGE OF SCHEDULE:

Modifications: _____

Napa Valley Montessori Learning Center

Registration Application

Child's Name: _____ **Birthday:** _____

Address: _____

Mother's Name: _____

Mother's Address: _____

Mother's Telephone: Work _____ **Home** _____

Mother's Email: _____ **Cell*** _____

Mother's Employer: _____ **Occupation:** _____

Father's Name: _____

Father's Address: _____

Father's Email: _____ **Cell*** _____

Father's Telephone: Work _____ **Home** _____

Father's Employer: _____ **Occupation:** _____

Do both parents live with child? _____ **Who has custody?** _____

Siblings:

1. _____ **Age:** _____

2. _____ **Age:** _____

3. _____ **Age:** _____

**Office use only*

Starting Date: _____ **School Schedule:** _____ **Tuition:** _____

Registration Paid: _____ Date: _____ Check _____ Cash _____

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, and in accordance with the California State Child Care licensing Agency guidelines 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 asked 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.

Student's Name

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date