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22410 Palos Verdes Blvd.

Torrance CA 90505

P 310-316-6759 *Admission Application*

info@redondobeachmontessori.com

***Student’s Information***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: | Middle Initial: | | Last Name: | |
| Date of Birth: | | Boy | | Girl |
| Home Address: | | | | |
| City: | | State: | | Zip: |
| Home Phone: | | | | |

***Student’s Family Information***

|  |  |  |  |
| --- | --- | --- | --- |
| Father’s Name: | | | |
| Home Address: | | | |
| City: | | State: | Zip: |
| Home Phone: | Cell Phone: | | |
| Email Address: | Business Phone: Ext: | | |
| Mother’s Name: | | | |
| Home Address: | | | |
| City: | | State: | Zip: |
| Home Phone: | Cell Phone: | | |
| Email Address: | Business Phone: Ext: | | |
| Student lives with:  Mother  Father  Both  Other | | | |
| Number of Siblings: | Ages: | | |

|  |
| --- |
| Starting Date: |

Program:

Toddler Option 5 days: \_\_\_\_\_\_\_ Full Day: \_\_\_\_\_\_ Extended care: am\_\_\_\_ pm\_\_\_\_

Young Preschool 5 days: \_\_\_\_\_\_\_ Full Day: \_\_\_\_\_\_ Extended care: am\_\_\_\_ pm\_\_\_\_

Preschool 5 days: \_\_\_\_\_\_\_ Full Day: \_\_\_\_\_\_ Extended care: am\_\_\_\_ pm\_\_\_\_

Signature of Father/Guardian Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of Mother/Guardian Date

\*Registration / Material fees should accompany this application form

**REDONDO MONTESSORI SCHOOL**

**Enrollment Contract**

**Basic Services-** The school will provide a developmental educational program based on the philosophy and teaching of Dr. Maria Montessori. The school is open year-round, Monday through Friday from 7:00am to 6:00pm with the exception of the vacations/holidays listed on the school calendar. Parents are responsible for providing lunch for their children either by purchasing school lunch or packing lunch from home. Once a month, parents sign up (sign up menus are found in your child’s classroom door) as a snack parent and are responsible for providing snacks and milk/water for the whole class.

**Optional Services-** Parents may choose to have their children participate in extracurricular activities. These are offered and arranged with outside organizations or instructors. Schedules, enrollment forms, and fees are available at the front office.

**Registration Fee-** A $200 annual non-refundable registration fee must accompany the completed admission application form. This fee covers admission processing, student accident insurance premiums, and other miscellaneous fees not billed directly. Each spring, a re-registration fee is required for continuing students.

**Material Fee-** There is an annual material fee for all students. This fee covers books, art projects, photocopies, etc.

**Tuition-**Tuition is based on a yearly fee and is divided into 10 equal payments, September through June. Holidays, vacations or other school closures do not affect nor adjust the fees for the month. Tuition is always due on the first of each month and is considered late after the 5th*.* ***Families must be sure to turn in payment by the 5th regardless of vacations, sickness or school closures in order to maintain enrollment****.* Please make checks payable to Redondo Beach Montessori School*. A late fee of $25.00 will be charged if payments are not made by the 5th day of each month. A fee of $25.00 will be charged for returned checks.*  The school reserves the right to raise tuition and fees, upon a thirty-day notice. Parents enrolling for the school year must be responsible for 4 weeks of the summer session. Tuition Fees are non-transferrable. **There will be no refunds on tuition fees for any reason including medical, relocating, and for any other reasons.** When proration is applicable, our school per day cost standard is based off a four week/20-day basis.

**Vacations:**

To maintain enrollment of your child, parents must inform the office for any vacations prior to leaving. Families who will not be attending classes at the beginning of the month when tuition is due, must make payment arrangements with the front desk before their leave in order to maintain their enrollment.

**Late pick-up Fees-**There is a *15-minute* grace period for classes that end at 3:00pm. Any child who is picked up after the grace period will incur a $15 per hour or part of the hour charge beginning at 3:00pm.

A late “pick up” fee of $1.00 per minute for every minute past 6:00pm will be imposed for each child if picked up after closing.

**Program:**

Toddler Option: (18 – 36months)

Full Days 8:30am- 3:00pm 5 days a week

Young Preschool: (2 &3 years old; not potty trained)

Full Days 8:30am – 3:00pm 5 days a week

Preschool: (3 – 6 years old)

Full Days 8:30am- 3:00pm 5 days a week

Extended Daycare:

Morning daycare 7:00am-8:30am

Afternoon daycare 3:00pm-6:00pm

**Changes in Program-** Redondo Beach Montessori requires a 30-day written notice for any change of program, ***including morning or afternoon daycare.*** Children who wish to change program schedules, may do so ONLY if an opening for that program is available. While children will be given priority to do so, they will be responsible for continuing in their current program until the change becomes available or they may follow withdrawal procedures. Please fill out a change of program form in the front office if you are requesting a change of any kind. The signed form constitutes notice of change and upon fulfillment of the request; the child’s original place in class will be filled from the waiting list. Please be sure of your decision to change programs before filling out the request form. Your child will be unable to stay on their original schedule once the change is made. Changes in tuition rates are effective at the time the child transfers to the new program*.* ***The tuition of children transitioning from the toddler to the preschool program will remain the same for the first month or until the child is fully potty trained.***

**Toddler Option-** Redondo Montessori has a toddler option for children ages 18-36 months. Written permission from a parent is required upon enrolling in the program. If a child leaves the program before or after he/she is 36 months, written permission from the parents is required.

**Modification of Agreements-**This agreement may be modified whenever any of the circumstances covered in this arrangement change. Such modification may only be made in writing and must be signed and dated by the parent and the school in order to be binding and effective. However, the school reserves the right to require immediate dismissal if a child displays acts of violence or has put the health and safety of himself/herself, other children and/or staff at risk.

**Withdrawals**- Children can be withdrawn from the program with a 30-day written notice prior to the withdrawal date of the child. Children withdrawn without notice are subject to tuition charges for 30 days from date of withdrawal. All unpaid bills are given to our collection agency. There are no exceptions for any reason including medical, relocating, or for any other circumstances. Parents withdrawing a child on/after May 1st of the regular school term are responsible for the balance of the yearly tuition throughout the month of June. A child may be dismissed by the school without prior notice, if in the sole opinion of the school; it is in the best interest of the child. If a child is dismissed from school, pre-paid tuition shall be refunded from the date of the dismissal. Children who wish to re-enroll will be required to pay the registration fee and material fee.

**Involuntary Withdrawal-** The school reserves the right to request immediate removal of a child from the school, on either temporary or permanent basis, under these conditions: (a) The staff has determined that the school program no longer meets the child’s needs; (b) The parents have assumed an adversary relationship with the school; (c) The child’s behavior at school is unacceptable to the health and safety of the child, other children and/or staff.

**Refund Policy-** **There will be no refunds on tuition fees for any reason including medical, relocating, or for any other circumstances.**

**Field Trips-** Field trips are scheduled during the summer and periodically throughout the school year in conjunction with the school curriculum. Parents give written permission for transportation of the child by bus. Parents will be notified of trips in advance.

**Optional Winter Daycare-** During observance of the December holidays the school may deem it appropriate to open for daycare days. These days are not included in the yearly or monthly tuition and therefore an additional cost will apply. There is no obligation to attend school during these days and participation is voluntary. Optional Winter care sign up forms are posted in advance for parents’ convenience. Optional Winter Care school hours will be posted. Due to special staffing, Daycare payments are non-refundable and nontransferable. There will be no switching of days during optional winter daycare.

**Optional Spring Daycare –** During observance of the Spring break, the school may deem it appropriate to open for daycare days. These days are not included in the yearly or monthly tuition and therefore an additional cost will apply. There is no obligation to attend school during these days and participation is voluntary. Optional Spring Daycare sign up forms are posted in advance for parents’ convenience. Optional Spring Daycare hours will be posted. Due to special staffing, Daycare payments are non-refundable and nontransferable. There will be no switching of days during Spring daycare.

**Optional June Daycare -** The academic school year ends on the third Friday of June; however, tuition remains the same. Any remaining June days are considered optional days and are available for an additional daily fee.There is no obligation to attend school during these days and participation is voluntary. Optional June Daycare sign up forms are posted in advance for parents’ convenience. Optional June Daycare hours will be posted. Due to special staffing, Daycare payments are non-refundable and nontransferable. There will be no switching of days during June daycare.

**Summer Sessions-** Summer sessions (July and August) are registered for separately. Information regarding summer sessions and re-registration is released each spring. Parents enrolling for the school year must sign up for at least 4 weeks of the summer session.

**Special Events** – There will be an additional fee for special events throughout the school year (i.e. winter show, graduation, in-house field trips etc.) and early pick up due to these events will be announced at least 3 weeks in advance.

**Forms-** All forms required by the school must be complete, and on file prior to the first day of attendance, as required by Title 22 of California Law. All children’s files must be kept current. No child will be admitted to South Bay Montessori if any of the forms are incomplete.

**Authorized Pick-Up-** Children will be released ONLY to those persons who have been authorized IN WRITING by parents on the Identification and Emergency Information Form. Parents must notify the school prior to pick up time if an unfamiliar authorized pick-up person will be picking their child up. Unfamiliar adults who are on the form will be asked for identification before the child will be allowed to leave the facility with them.

Please be sure all authorized people are listed on the I.D. Emergency form or update your authorization form in the front office. Please do not call the school to authorize someone to pick up your child. ***Emergency Information must be kept current at all times!***

**Sign In/ Out-** The State of California requires that all children be walked into the center, as well as signed in and out of school, by an ADULT daily. Signature sheets are available at the front office and are for documentation purposes and should be signed with a full LEGIBLE signature by ADULTS ONLY.

**Daily Inspection-** Social Services requires that the staff do a daily inspection of each child for illness. Children will not be admitted to the school when the child displays symptoms of fever, or possible infection. A child must be free of symptoms for a 24-hour period before returning to school. If a child becomes ill at school, the parent must pick up the child from school within 1 hour of notification.

**Illness/ Injury-** Parents must have a backup plan for when children are ill. The child will be kept isolated from the rest of the students until the parent arrives. Parents are expected to pick the child up *within one hour*, as the school is not equipped to care for ill children. In case of illness, accident or injury to a child, the parent will be notified, and instructions for the course of action to be followed will be requested. (Even if the injury is minimal, parents will be notified) If the nature of the illness/injury, medical or dental accident requires immediate care and parents cannot be reached, emergency care will be obtained by calling 911. Parents are responsible for any medical charges incurred due to the emergency. Consent for Emergency Medical Treatment forms are included in the enrollment packet and must be filled out and returned prior to registration. If your child has been absent due to illness, upon returning, the parent must speak to a staff member to ensure the child demonstrates the ability to function during class time. Your child should not be at school if he/she has a continuous runny nose or if there is greenish mucus. If your child has been exposed to an infectious disease, upon returning, we require a note from the pediatrician stating that the child has been treated and is no longer contagious and may return to school. The child will not be readmitted without the physician’s note. If a child contracts something extremely contagious that requires immediate attention such as: impetigo, chicken pox, scarlet fever, etc. the school must be notified immediately so that other parents may be warned to watch for symptoms. When children are sent home, they must REMAIN HOME FOR 24 HOURS, placing a full day between the display of symptoms and their return to school.

Parents will be informed about minor scrapes and bruises at the end of the day in a form of an accident report.

**Medication Policy-** Parents agree NOT TO SEND ANY MEDICATION IN THE CHILD’S LUNCH BOX. The parent must give all medication including over the counter/vitamins directly to the front office. All medication must have a prescription label with the proper dosage and schedule. Parents must sign an authorization form each day the medication is to be administered.

**Emergency Information-** The school requires an IDENTIFICATION AND EMERGENCY INFORMATION form on file. Parent’s phone numbers as well as the numbers of other responsible adults must be kept current. Physician and dentist’s numbers and addresses will be on file. In the event no one can be reached, the school will have on file a signed CONSENT FOR MEDICAL EMERGENCY TREATMENT. Identification and Emergency Information must be updated and current.

**Medical Assessment Clause-** Parents must provide a health history of the child’s general health, physical and emotional maturity and special allergies and needs. A PHYSICIAN’S REPORT will include a record of any contagious and infectious disease, which could preclude the child’s admission, and identification of any prescribed medication taken by the child as well as a test for TB. Each child must have a physical examination to identify any special needs and ambulatory status. These forms must be updated annually.

**Allergy -** Parents are responsible to notify the school in writing about specific allergies that the child may have whether it’s food or environmental by filling out the Child’s Health History form and submitting the completed Physician’s report. Please provide applicable medications with a doctor’s note and instructions on dosage and how to administer. (e.g. Epipen, Benadryl, medicated lotion, etc.) For the benefit of your child’s health, please provide all food and beverages, including snack.

**Visits-** Redondo Beach Montessori School invites parents to drop in and check on their child at any time. Please make sure to check in at the front office upon arrival.

**Parking Regulations,**

Parking- City ordinance dictates that under no circumstances will there be any parking or blocking of neighborhood driveways or any other business parking lot. ***Any parent that fails to comply with the city regulations will be immediately terminated from our school.***

**Drop-off and Pick-up Procedures**

Drop Off - Starting the school day ON TIME allows your child to enter the classroom with ease and comfort. Class starts promptly at 8:30am. We ask that parents respect the program schedule and bring children to the classroom no later than 8:30am. When you must arrive after 8:30 am, say your goodbyes in the hallway and allow your child to enter quietly and the teacher will assist and greet them at the door.

Lobby/ Hallway/ School Grounds -We ask all parents to be courteous by refraining from having adult conversations and gatherings in the hallway, lobby, and outside on school grounds. ***Children may not run or be left unattended in the hallway,lobby, and outside on school grounds.*** Parents need to supervise their children at all times. To maintain a safe and clean environment, ***you may NOT eat and/or drink in the hallway, lobby and outside school grounds.***

Pick Up- Class officially ends at 3:00pm, however, we ask all parents to please respect the children who are continuing with the Montessori activities in the afternoon by not interrupting the class. Parents may not interact with the children in the classroom. Please wait for your child to finish putting his/her work away, allow your child to say goodbye to the teacher then quietly leave. Upon picking up your child, we ask you to supervise them at all times. Do not let them run ahead of you in the hallway, and most especially in the parking lot. ***You must hold your child’s hand when entering and leaving the school.*** Due to the limited parking spaces, ***we ask all parents to not gather or allow their children to play on the grass area, the parking structure or driveway.***

**Playground**- Parents picking up their child during playground time must check in at the front office and your child will be brought to you. Parents may not enter the playground.

**Parent Conferences/ Daily Communication-** Redondo Beach Montessori School conduct Parent Conferences in November and May. Conferences are accompanied by a written report of the child’s progress at school.We feel that the conferences are a valuable aid for parents as well as the teachers. It is the policy of the staff to facilitate the highest degree of cooperation between parents and teachers. Keep the lines of communication open at all times.

During class, teachers are there strictly for the children. Please do not interrupt their class time with questions. Special instructions for the day may be left at the office. If you must speak to your child’s teacher personally, please do so by calling the school and leaving a contact number and the teacher will return your call as soon as possible. Our school’s mode of communication requests that our co teachers and teacher assistants defer to the head teacher. At any time, when there are comments, concerns or suggestions, please feel free to schedule an appointment with your child’s teacher. Should additional resolution be required, the parents may then address the situation to the school Director.

**Rights of the Licensing Agency-** The California State Department of Social Services or licensing agency shall have the authority to interview children, or staff, and to inspect and audit school records without prior consent. The school shall make provisions for private interviews with any child or staff member; and for the examination of all records relating to the operation of the school. The Department shall also have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine children.

Parent acknowledges that he/she has read this ENROLLMENT CONTRACT. Parent also acknowledges receiving a copy of the Parent Handbook, rate sheet, school calendar, Parent’s Rights Form and the Child’s Personal Rights Care Giver Check Form.

I agree to the financial responsibilities and the terms of this agreement by signing below.

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

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

School Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_