

Montessori School of Central Marin

2017-2018 APPLICATION FOR RE-ENROLLMENT

317 Auburn Street, San Rafael, CA 94901 (415) 456-1748 Web: montessoricentralmarin.org
Director: Doris Barbieri

Dear Parents,

This time of year marks the re-enrollment process at Montessori School of Central Marin. We would like to thank you for trusting your child's early school years with us. We feel honored to be part of your child's upbringing and cherish this experience deeply. We also wish to welcome you to the upcoming 2017-2018 school year at Montessori School of Central Marin, which will begin on Tuesday, August 29th, 2017

In order to facilitate the re-enrollment process, we will offer appointments during the last two weeks of February where you can turn in your forms, have us look them over, and make sure your child's file is complete. To make the most of this time, please complete these forms prior to your appointment. A sign-up sheet has been placed on the front board for 25-minute appointments on Monday, February 13th and Wednesday, February 15th, as well as a limited number of afternoon sessions from 2 - 4 pm from February 21st - 28th. The completion of the forms found in the Re-Enrollment Package is both a licensing requirement of the State of California as well as the School's policy.

When looking at enrollment for the upcoming year we consider applications in the following order of priority: (1) current students, (2) siblings of students, and (3) new students. We will reserve a space for current students until February 28th. After this date, spaces will be opened to new families and your child's placement will no longer be guaranteed.

Please note, the \$500 non-refundable deposit will be used to secure your child's placement in the upcoming school year. This deposit will be deducted from either your last tuition installment for the 2017-2018 school year on May 1, 2018 or on September 1, 2017 if tuition is given in one payment.

Enclosed in this package you will need to complete the following:

- Application for Re-Enrollment Form
- Admission Agreement
- Physician's Report (2 pages)
- Immunization Record*
- Identification and Emergency Information Form
- Consent for Emergency Medical Treatment
- Full Signature Acknowledgement: Sign-In/Sign-Out Policy
- Parent Participation Form
- Peanut & Nut Free School Acknowledgment
- Blue Emergency Card (to be completed at Re-Enrollment appointment)

The following is also enclosed for your information:

- 2016-2017 Tuition and Payment Information
- 2017-2018 School Calendar

**Immunization Record due after May 30th as Immunization Records are only valid for one year.*

Please let me know if you have any questions.

Sincerely,
Doris Barbieri

Montessori School of Central Marin

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I hereby request space for my child for the program specified below. I enclose a non-refundable deposit of \$500, which will be applied to the last tuition payment for the 2017-18 school year.

Child's Name: _____ Age: _____ Birthdate: _____

Place of Birth: _____ Race/Ethnicity: _____ Gender: _____

PROGRAMS FOR THE 2017-2018 SCHOOL YEAR

August 29, 2017 to June 1, 2018

Half Day (3 hours) 9:00 am - 12:00 pm 12:00 pm - 3:00 pm

Extended Day (6 hours) 9:00 am - 3:00pm 12:00 pm - 6:00 pm

Daycare 7:00 am - 6:00 pm

Number of Days Per Week 2 Days (T-Th) 3 Days (M-W-F) 5 Days

I wish to pay tuition in: 9 installments (Sep - May) 1 installment (due Sept 1)

Parent's Name: _____

Relation to Child: _____ Occupation: _____

Address: _____ Zip: _____

Day Phone: _____ Cell Phone: _____

Email Address: _____

Parent's Name: _____

Relation to Child: _____ Occupation: _____

Address: _____ Zip: _____

Day Phone: _____ Cell Phone: _____

Email Address: _____

Parent/Guardian Signature: _____

Date: _____

I grant permission for the school to publish my child's picture for school promotional purposes only. _____

To be completed by Director: Room No. _____ Deposit _____ Re-Enrollment Package

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2017-2018 APPLICATION FOR RE-ENROLLMENT: ADMISSION AGREEMENT

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PLEASE READ AND INITIAL EACH STATEMENT

CHILD'S NAME: _____ BIRTHDATE: _____

I grant permission for my child to use all the play equipment and to participate in all school activities. _____

I grant permission for my child to leave the premises under the supervision of a staff member for scheduled field trips in an authorized vehicle. I am aware that I will be notified at least one (1) week in advance and that a signed permission form is required for each excursion. _____

I have received and read the PARENT HANDBOOK and understand that it is part of the ADMISSION AGREEMENT. I agree to comply with the rules concerning admittance, attendance, sick children, arrivals and departures, drop-off and pick-up times, absences, finances, parent involvement, and all other items specified. _____

I grant permission for the school to take whatever steps may be necessary to obtain emergency medical care as specified in the PARENT HANDBOOK. I have completed a BLUE EMERGENCY CARD and agree to inform the school immediately of any changes in the information contained on the card. _____

I am aware that my child must be SIGNED-IN UPON ARRIVAL AND SIGNED-OUT UPON DEPARTURE BY AN AUTHORIZED ADULT. Failure to do so will result in charges being assessed. I understand that I have the right to visit and observe the school at any time my child is in attendance. _____

I understand the licensing agency, California State Department of Social Services, shall have the authority to interview clients, and to inspect client or facility records without prior consent. The agency shall have the authority to observe the physical condition of clients, including conditions which could indicate abuse, neglect, or inappropriate placement. I understand that I have the right to call or write the licensing agency if fault is found in the operation of the facility or the treatment of my child. _____

I agree to notify the school 30 days in advance of withdrawal or pay the difference. The school retains the right to terminate enrollment in the event of non-compliance with school policies, rules, or regulations. _____

I am aware of scheduled holidays and no school/daycare only days. _____

I have received a current tuition schedule and agree to comply with all stated rules regarding fee, finances, and tuition. I understand that no basic rate or policy changes will take place without at least 30 days written notice. _____

I understand tuition for my child for the 2017-2018 school year is \$ _____. _____

I understand the Materials/Books Fee for the 2017-2018 school year is \$ _____.
This fee is due in full with the first tuition installment. _____

I understand that my child's tuition is due on the 1st of each month with a grace period until the 5th of each month and that failure to pay tuition and/or the materials/books fee by the due dates may result in a late charge (\$25 late fee) and/or my child being suspended from the school. I also understand that in the event my child is suspended, a tuition deposit may be requested for readmission. _____

I understand that my signature on this form constitutes a contractual agreement.

Parent Signature: _____ Date: _____

PHYSICIAN'S REPORT—CHILD CARE CENTERS
(CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)
_____. This Child Care Center/School provides a program which extends from _____ : _____
(NAME OF CHILD CARE CENTER/SCHOOL)
a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____
Vision: _____ Insect stings: _____
Developmental: _____ Food: _____
Language/Speech: _____ Asthma: _____
Dental: _____
Other (include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA) (REQUIRED FOR CHILD CARE ONLY)	/ /	/ /	/ /	/ /	
HIB MENINGITIS (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /	/ /	
VARICELLA (CHICKENPOX)	/ /	/ /	/ /	/ /	

SCREENING OF TB RISK FACTORS (listing on reverse side)

- Risk factors not present; TB skin test not required.
 Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
___ Communicable TB disease not present.

I have have not reviewed the above information with the parent/guardian.

Physician: _____
Address: _____
Telephone: _____

Date of Physical Exam: _____
Date This Form Completed: _____
Signature _____

Physician Physician's Assistant Nurse Practitioner

RISK FACTORS FOR TB IN CHILDREN:

- * Have a family member or contacts with a history of confirmed or suspected TB.
- * Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
- * Live in out-of-home placements.
- * Have, or are suspected to have, HIV infection.
- * Live with an adult with HIV seropositivity.
- * Live with an adult who has been incarcerated in the last five years.
- * Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
- * Have abnormalities on chest X-ray suggestive of TB.
- * Have clinical evidence of TB.

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

IDENTIFICATION AND EMERGENCY INFORMATION
CHILD CARE CENTERS/FAMILY CHILD CARE HOMES
To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					BIRTHDATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL

OTHER

EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE

DATE

TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION

DATE LEFT

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

_____ DATE

_____ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

_____ HOME ADDRESS

_____ HOME PHONE
()

_____ WORK PHONE
()

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Full Signature Acknowledgement: Sign-In/Sign-out Policy

The State of California, Health and Human Services Agency, Department of Social Services requires that a parent or authorized representative sign their child in and out each with a full signature. Initials are not acceptable.

101229.1 Sign In and Sign Out

(a) In addition to the sign-in procedure requirement of Section 101226.1 (b), the licensee shall develop, maintain and implement a written procedure to sign the child in/out of the School that shall, at the minimum, including the following:

(2) The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.

(b) The person who brings the child to, and removes the child from, the School shall sign the child in/out.

(c) A person who removes the child from the School during the day, and returns the child to the School the same day, shall sign the child in/out.

Community Care Licensing review facility records during their visits. At the time of the visit, the Sign-In/Sign-Out logs are also reviewed. If it is found that parents are not properly signing-in/signing-out their children, a deficiency notice is given to the Center. Civil Penalties of \$50.00 per day are assessed if violations continue after the citation date. Should our School be fined by Licensing for a violation of this regulation, the appropriate amount of the fine will be billed to the violating parent.

Child's Name: _____

Parent/Authorized Representative Name: _____

Parent/Authorized Representative Signature: _____

Date: _____

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Parent Participation Form

CHILD'S NAME: _____

PARENT'S NAME: _____

Each family, as part of this school community is required to give eight hours of time for one child or twelve hours for two children per school year. The following is a list of activities that can be used toward your commitment. With the exception of fieldtrips, all other activities are worth the time given. Please complete the form below and return.

- Driver for Field Trips (1.5 hours regardless of fieldtrip length)
- Room Parent
- Classroom Presentations (religion, heritage, or other topic relating to curriculum)
- Chair Committee Positions (please see board for details regarding positions)
- Setup for School Events
- Classroom Materials - minor construction and/or restoration
- Carpentry - small repairs
- Saturday work parties: playground/outdoor maintenance (gardening, minor repairs)
- Landscaping

If you are unable to make the time commitment due to time restraints, then a charge of \$160 is applied at the end of the school year.

Parent Signature

Date

Montessori School of Central Marin

2017-2018 APPLICATION FOR RE-ENROLLMENT

PEANUT & NUT FREE SCHOOL ACKNOWLEDGMENT

Dear Parents,

This letter is to inform you that there will continue to be children with a severe food allergy to peanuts and nuts during the 2017-2018 school year. Nuts include, but are not limited to: walnut, almond, hazelnut, cashew, pistachio, pecan, and brazil nuts. In order to avoid any risk, the entire school will be completely nut-free and peanut-free for the 2017 - 2018 school year.

It is important that there is strict avoidance of these foods in order to prevent a life-threatening allergic reaction. We are asking your help to provide all our children with a safe school environment.

Please know that any exposure to peanuts and nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you do not send any peanut or nut containing products to school with your child that will be eaten in the classroom or that will be shared during birthday celebrations and school gatherings.

If your child has eaten peanuts or nuts before coming to school please be sure your child's hands and face have been thoroughly washed with soap & water before entering the school.

We appreciate your support of these procedures. Kindly complete and return the bottom portion of this form so we are certain that you have reviewed this information.

Please contact me if you have any questions. Thank you very much for keeping all of our students healthy and safe for the upcoming school year.

Sincerely,

Doris Barbieri
Director

2017-2018 Food Allergy Acknowledgement

I have read and understand MSCM's Peanut and Nut Free School policy. I agree to do my part in keeping the school peanut and nut free.

Child(ren)'s Name(s): _____

Parent's Name: _____ Parent's Signature _____

Date _____

Montessori School of Central Marin

2017-2018 APPLICATION FOR RE-ENROLLMENT: TUITION PAYMENT INFORMATION

317 Auburn Street, San Rafael, CA 94901 (415) 456-1748 Web: montessoricentralmarin.org
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Montessori School of Central Marin offers the following 2 payment plans and sibling discount:

PLAN TYPE	PAYMENT SCHEDULE	PLAN DESCRIPTION
Plan A	In Full	Payment (tuition and books/materials fee) is due by September 1 st , 2017. A 5% discount is offered to those who elect to pay tuition in full.
Plan B	9 Monthly Payments	Beginning in September 1 st 2017, nine (9) monthly payments will be due on the 1 st of each month through May 2018. The books and materials fee is due with the September payment.
Sibling Discount		A sibling discount of 10% can be deducted from the eldest child's tuition.

Details Regarding Payment Plan B:

In order to assist you with the amount due each month with tuition plan B, you will receive a tuition booklet as a reference for the payment amount associated with each installment of your child(ren)'s tuition. This booklet will be mailed in the early summer of 2017.

For tuition plan B, tuition is due on the 1st of each month with a grace period until the 5th of each month. After the 5th of each month, a \$25 late fee will be assessed.

Additional Considerations:

The parent/guardian(s) signing the Student Enrollment Agreement is/are solely responsible for payment of tuition, fees, and all incidental charges. The School will not attempt to collect payment from any other source(s).

You may also receive a monthly invoice for any incidental fees (daycare hours, late charges, etc.) you have incurred at the beginning of each month.

Deposit Policy:

Please note, that the \$500 non-refundable deposit used to secure your child's placement will be applied towards your child's tuition for the 2017-2018 school year.

- **Plan A:** The deposit will be deducted from the one tuition payment due on September 1, 2017.
- **Plan B:** This deposit will be deducted from your last tuition installment for the 2017-2018 school year on May 1, 2018.

Montessori School of Central Marin

2017-2018 APPLICATION FOR RE-ENROLLMENT: TUITION

317 Auburn Street, San Rafael, CA 94901 (415) 456-1748 Web: montessoricentralmarin.org
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2017-2018 School Year Tuition Tuesday, August 29th, 2017 to June 1st, 2018

Application Fee (Due with application, non-refundable)	\$100
Sibling Discount (Second Child)	10 % of Tuition Enrollment
Deposit (Applied to last 2017-2018 tuition payment)	\$500

Work Commitment - Work commitment of eight hours per child or twelve hours for two children, per year, or a payment of \$160 per child for those who cannot fulfill the work commitment.

Toddler Program (2-3 years old) Books and Materials Fee

Half Day: 9:00 am - 12:00 pm <u>or</u> 12:00 pm - 3:00 pm	
5 Days: \$11,250	\$200
3 Days: \$8,250	\$150
2 Days: \$6,250	\$100
Extended Day: 9:00 am - 3:00 pm <u>or</u> 12:00 pm <u>or</u> 6:00 pm	
5 Days: \$13,750	\$200
3 Days: \$9,750	\$150
2 Days: \$8,250	\$100
Day Care: 7:00 am - 6:00 pm (school in session from 9:00 am - 3:00 pm)	
5 Days: \$15,750	\$200
3 Days: \$11,500	\$150
2 Days: \$9,500	\$100

Preschool Program (3-5 years old) Books and Materials Fee

Half Day: 9:00 am - 12:00 pm <u>or</u> 12:00 pm - 3:00 pm	
5 Days: \$11,000	\$200
3 Days: \$8,000	\$150
2 Days: \$6,000	\$100
Extended Day: 9:00 am - 3:00 pm <u>or</u> 12:00 pm - 6:00 pm	
5 Days: \$13,500	\$200
3 Days: \$9,500	\$150
2 Days: \$8,000	\$100
Day Care: 7:00 am - 6:00 pm (school in session from 9:00 am - 3:00 pm)	
5 Days: \$15,500	\$200
3 Days: \$11,250	\$150
2 Days: \$9,250	\$100

Other Fees:

Books and Materials Fee.....	due on September 1 st
Day Care Charges	\$10.00/hour
Late Pick Up (after 6:00 pm)	\$5/5 minutes
Late Payment Fee	\$25

MC3 Tuition Payment Exception: MSCM accepts the weekly payment schedule from Marin Child Care Council

Montessori School of Central Marin

2017 - 2018 CALENDAR

August 24	Open House, 10:00 am to 11:30 am - New children & their parents
August 28	Teacher Work Day: No School/No Daycare
August 29	First Day of School
September 4	Labor Day: No School/No Daycare
September 6	Back to School Night Orientation: 7:00 - 8:00 pm <u>Adults only</u>
September 15	Potluck: 6:00 - 8:00 pm, Adults & Children
TBA	Picture Day
TBA	Makeup Picture Day
October 9	Columbus Day: No School/No Daycare
October 21	Family Gardening Day: 9:00 am - Noon
October 25	Parent Education: Montessori in the Classroom 5:00 - 6:00 pm
October 31	Halloween Parade & Party: 11:00 am
November 1-30	Parent Observation Days
November 10	Veterans Day Observed: No School/No Daycare
November 16	Parent Education: <i>Positive Discipline (Part I)</i> 5:30 pm - 6:30 pm
November 22	Thanksgiving Potluck Luncheon, 11:30 am - 12:00 Noon
November 23-24	Thanksgiving: No School/No Daycare
December 7-8	Scholastic Book Fair
December 8	Parent Conferences: No School/Day Care Available
December 21	Winter Concert & Potluck: 6:00 pm - 8:00 pm
December 22 - January 4	Winter Break: No School/No Daycare December 22, 25, 26, 29 and January 1 No School/Daycare Available December 27, 28 and January 2, 3, 4
January 5	Teacher Work Day: No School/No Daycare
January 8	First Day of School after Winter Break
January 15	Martin Luther King Jr. Day: No School/No Daycare
January 17	Fathers' or Special Friends' Night: 5:00 pm - 6:00 pm
TBA	Vision Screening: 9:00 am
February 8	Parent Education: <i>Positive Discipline (Part II)</i> 5:30 pm - 6:30 pm
February 14	Valentine's Day Party: 11:00 am - 11:30 am
February 19 & 23	Presidents' Days: No School/No Daycare
March 7	Parent Education: <i>Montessori in the Home</i> 5:00 pm - 6:00 pm
March 10	Family Gardening Day: 9:00 am- 12:00 pm
March 16	St. Patrick's Day Luncheon: 12:00 pm - 12:30 pm
March 31	St. Jude's Trike-A-Thon
April 2-30	Parent Observation Days
April 5-13	Scholastic Book Fair
April 6	Egg Hunt: 11:00 am - Children only
April 9-13	Spring Break: No School/ Daycare Available
April 21	Volunteer Work Day: 9:00 am - 1:00 pm
May 4	Parent Conference: No School/Daycare Available
May 11	Mother's Tea: 11:00 am
May 28	Memorial Day: No School/No Daycare
May 31	Graduation & International Potluck: 6:00pm - 8:30 pm
June 1	Last Day of School: Pajama Day
June 4	Teacher Work Day: No School/No Daycare
June 5	Summer Program Begins

Note: Fun Lunch is served on Tuesdays and Thursdays
Sharing day is every Wednesday, please refer to the monthly calendar for the corresponding letter of the week.

(Dates subject to change with two weeks notice)
Revised 2/1/2017