

Maria's Montessori School, Inc.
"Making A Difference in Education"



Maria's Montessori teaches in an open classroom environment and encourages children to work at his/her own pace. We implement individualized lesson plans to focus on each child's specific needs and strengths. The children will learn to develop their Practical Life, Sensorial, Language, Math, Geography and Science Skills. This contract with MMS is from August 1, 2010 - May 27, 2011 for the school year. Summer session is from June 1, 2010 – August 1, 2010.

| | |
|---|--|
| Child's Name: | Date of Birth: |
| Home Address: | Home phone #: |
| Emergency Contact (<i>other than parent</i>): | Persons <i>NOT</i> Authorized to Contact Childs: |
| Enrollment Date: | Contract Renewal Date: |

Drop Off and Pick Up

- **Hours of operation are 6:30 AM – 5:30 PM, Monday through Friday.**
- **Toddler - Preschool Classes – 8:00 A.M. –12:00 P.M., with extended care until 5:30 P.M.**
- **Kindergarten Class – 8:00 A.M. – 3:00 P.M., with extended care until 5:30 P.M.**
- Call at least one hour prior to pick up time if you plan to be **delayed**.
- Call at least 30 minutes in advance if your child will be late or will not be coming to school.
- Please notify us if there will be someone else picking up your child whose name is not on the release form, proper identification will be required. The school reserves the right not to release your child/children to any adult who, by my discretion, appears to be under the influence of alcohol or drugs. The parent will be contacted and if applicable, late fees will apply.

Meals

- Your child will be required to bring a morning and afternoon snack, this is a classroom rotation, your teacher will advise. MMS will provide milk in the morning and juice in the afternoon.
- **If your child is allergic to certain foods, please inform the teacher.**
- Your child may bring a nutritional lunch that requires no more than a two minute warm up.

Maria A. Carrasco and Phillip Carrasco, Owners
 3316 Lilac Road
 Clovis, New Mexico 88101
 575-742-1112
www.mariasmont.com
 Peggy Lawson, Director

Forms and Requirements

On or before the first day of attendance, the following items are required:

- Signed contract
- Personal information sheet
- Photocopy of immunization record
- A non-refundable Registration Fee of \$80 (this includes tax) is due upon enrollment.
- Signed Acknowledgement of Parent Handbook

Rates and Payment

Tuition will be due every Monday unless you pay monthly. Monthly payments will be due the first day of the month. **Please make note of new prices that will be effective August 2, 2010.**

| | |
|---|-----------------------|
| Children 2.4 - 3 years old | \$115.00 includes tax |
| Children over 3 NOT potty-trained | \$115.00 includes tax |
| Pre-School – 3 – 4 years old | \$95.00 includes tax |
| Pre-Kindergarten & Kindergarten 4-6 years old | \$95.00 includes tax |
| After School Children | \$12.00 includes tax |
| After School Children- Wednesday/No School Days | \$19.00 includes tax |

- Tuition is accepted in cash, check or money order, payable to Maria's Montessori School (MMS).
- A 15% late fee will be added to your account if payment is not received by closing on Monday. There will be a surcharge of \$5 for every five minutes before **6:30am** your child is dropped off and for every five minutes after **5:30 pm** that they are picked up late.
- **Rates will NOT be prorated for days your child is absent, due to illness, vacation, or school closures.** There will be a \$30 charge for any checks that is returned insufficient. After two insufficient returned checks, payment must be made with a money order or a cashier's check. No personal checks will be accepted.

| | | |
|--------|-----------|--------------------------|
| Weekly | Bi-weekly | 1 st and 15th |
| | | |

Sibling Discounts

When two or more children are enrolling from the same immediate family, a **5% discount** will be applied for each additional child.

Rest Time

It is a State requirement that each child under the age of 5 has a rest period. Please explain the policy to your child.

- Special items may be used at this time, such as dolls, stuffed animal & blankets.
- Rest blankets will be sent home on Fridays to be washed and returned clean on Monday.

Business Closure

- Maria's Montessori will be closed in observance for the following holidays for the 2010-2011 school year. **REMINDER: TUITION INCLUDES SCHOOL CLOSURES!**

| | |
|---|---|
| First Day of Montessori Classes | August 16, 2010 |
| Labor Day | September 6, 2010 |
| Fall Break/Teacher Workday | October 11, 2010 |
| Thanksgiving | November 25th & 26th Close @ 3 on the 24th |
| Christmas/New Year's | December 23rd – December 31st |
| Classes Resume for 2nd Semester | January 3, 2011 |
| Martin Luther King Jr. Day/Teacher Workday | January 17, 2011 |
| President's Day/Teacher Workday | February 21, 2011 |
| Spring Holiday/Teacher Workday | April 22, 2011 |
| Last Day of Montessori classes | May 27, 2011 |

Illness/injury/medication

- Parents will be notified of any illness or injury during my care, as soon as it occurs. If the situation warrants, the child will be isolated until they can be picked up. Please notify me of any illness or injury that may have happened while the child was not in school, so I may observe them or notify other parents if necessary.
- Children with colds and minor ailments will be accepted. Please use your judgment and don't send your child to school with a contagious disease or fever.
- Scratches and scrapes will be treated with anti-bacterial soap and a bandage.
- If your child requires medication during the school day, it must have a prescription label on it, and you must fill out a medication administration form.

Items from Home

- Toys from home are not allowed during class time.
- **Toy guns, knives or other violent toys are strictly prohibited.**
- All students are asked to bring a labeled change of clothes appropriate for the season (including socks and underwear) in a labeled zip lock bag. This will be kept in your child's classroom.

Policies

- You will be notified, in writing, of any contract or policy changes
- **Notice of Termination**
 - **There will be a two week trial period during which either you or I may cancel without notice. After this period, the terminating party must give a two week notice. You may pay two week's fees instead of giving a notice.**

Signature

By signing this contract, all parties agree to its terms.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Acknowledgement of Maria's Montessori Parent Handbook

I certify that I have read and understand the Parent Handbook.

Parent/Guardian Signature

Date

1st Day of Attendance _____

Maria's Montessori School, Inc.

Enrollment Date _____ Completion Date _____

Child's Name _____ Age _____ DOB _____

Address _____ Phone _____

Mother's name _____ Occupation _____

Rank _____

Business Name/address _____ Phone _____

Father's Name _____ Occupation _____

Rank _____

Business Name/address _____ Phone _____

Other Children in family (name/ages) _____

Previous Schooling _____

Is either parent a step-parent and if so which? _____

Is either parent deceased? _____ Is child adopted? _____

Is either parent away for long periods of time? _____

Is child cared for by anyone other than the parent? _____

Is there any unusual feature in child's _____

Parent's signature(s):

_____ Date _____

MARIA'S MONTESSORI SCHOOL, INC.

Emergency phone numbers for _____

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Cell _____ Cell _____

Doctor or EM Center _____

Phone _____

I give my permission for emergency medical transportation and basic first aid treatment.

Parent Signature _____

Immunization Record/Photocopy from Dr. or Clinic must be in child's school folder on the first day of school attendance.

Allergies or medical problems we should know about

Childhood Diseases

_____ Chicken pox at age _____ _____ Measles at age _____

_____ Mumps at age _____

Other _____

Are there any other problems the staff should know about? _____

Home phones: Mom: _____ Dad: _____

Work phones: Mom: _____ Dad: _____

Cell phones: Mom: _____ Dad: _____

Email address: Mom: _____ Dad: _____

MARIA'S MONTESSORI SCHOOL, INC.

In order to tighten security and protect your child/children:

The following persons have my permission to pick up my child/children. If this person is unknown to staff members they must be prepared to show proper ID before we will release your child/children.

Your child/children will not be release to anyone except those persons listed below.

1. _____
2. _____
3. _____
4. _____
5. _____

Please complete sign and date.

Signed: _____ Date: _____

Sunscreen Info

I _____ authorize the staff at Maria's Montessori School to apply Coppertone Water Babies sunscreen to my child _____.

Signature _____

Date _____

Photographs

I _____ authorize the staff at Maria's Montessori School to take photos of my child _____ for use at the school/website www.mariasmont.com

Signature _____

Date _____

Discipline Policy

The staff will speak with a child in a positive attitude and give redirection and clear limits that encourage the child's ability to become self disciplined.

Above is the discipline policy, which is followed by our staff. Should you have any questions concerning this policy please contact the school director, Mrs. Lawson. In the event Mrs. Lawson is unavailable Mrs. Carrasco will assume her duties. Thank you for your cooperation.

I have read the above and agree to the terms stated.

Signature: _____

Date: _____

For: _____

Child/children's name