



**Montessori of Alameda 21st Century School
2015-2016 Enrollment Form**

Enrolling for:

- Montessori of Alameda
- Kids on the Go (summer program for ages 5-9)

Child's Information:

First/Last name: _____ Male/Female: _____

Start Date: _____ Birthday: _____ Age at Time of Enrollment: _____

Schedule Selection (see pages 7-8): _____

Previous Child Care or Preschool: _____

Reason for Changing Schools: _____

Parent/Guardian's Information:

First/last name: _____

Home Address: _____ Zip Code: _____

Home Phone #: _____ Email: _____

Employer: _____ Work Phone: _____

Work Address: _____ Zip Code: _____

Cell Phone #: _____

Parent/Guardian's Information:

First/last name: _____

Home Address: _____ Zip Code: _____

Home Phone #: _____ Email: _____

Employer: _____ Work Phone: _____

Work Address: _____ Zip Code: _____

Cell Phone #: _____

If a parent or guardian cannot be reached please call:

_____ Relation: _____ Phone: _____

_____ Relation: _____ Phone: _____

Out-of-State Contact Information:

_____ Relation: _____ Phone: _____

A Check in the Box Indicates Approval:

- In an emergency, the school has my permission to obtain medical care for my child except for these restrictions: _____
- My child may be given prescribed medicine
- My child may be given non-prescribed medicine
- My child may be taken off of school premises for gardening, science works, walks, etc.
- My child may be taken on field trips via the Montessori of Alameda school bus. I understand that each child will wear a seatbelt and that car seats are not required
- My child may participate in swimming and water activities
- My child may be photographed during school hours. Photos may be posted on the website, the school's Facebook page and classroom Shutterfly website page.

Signature of both parents required:

_____ Date: _____

_____ Date: _____

Immunization Records Must be Provided at Time of Enrollment

Has your child had the chicken pox? _____

Special considerations/arrangements: _____

Doctor: _____ Phone: _____

Dentist: _____ Phone: _____

Who Is Authorized to Pick-Up Your Child Other Than Yourself?

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Reason for enrolling in a Montessori school: _____

Please give us any additional information which will help your child succeed at school and help us understand your child's needs:

Plays: _____ Fears: _____

Likes: _____ Dislikes: _____

Eating Habits: _____ Challenges: _____

Other children in household _____ Pets: _____

Infant and Toddler Community Only:

Infants wear cloth diapers. Children who are walking sturdily will be offered the opportunity to use the bathroom as part of toileting education. Toddlers will be wearing underwear once they show an interest in the bathroom.

Primary Classroom Only:

I understand that Montessori of Alameda (MOA) teachers do not assist children in the bathroom and my child must be independent in the bathroom. Children will be given an initial lesson in how to use the bathroom at school and then this will become part of their independence in the classroom. Any toileting incidents will also become the child's responsibility with gentle guidance and an initial lesson. Children need to wear clothing they can dress and undress independently in as to help build self-esteem. In the case of an incident a parent will be called into school to bring clean clothes. MOA recommends that a child who is still working on mastering their toileting skills enroll in our Toddler program where we are set up to assist the child in this area.

Signature: _____

Signature: _____

What are your expectations of your child's experience at Montessori of Alameda?

Are you willing to support the philosophy of the school and incorporate the Montessori philosophy into your routine at home? _____

Are you willing to follow the suggestions as to “How to Set-up Your Child for Success at Montessori School”? _____

Comments: _____

Montessori of Alameda requires that children wear clothing with “non-media” logos and shoes that children can put on and take off by themselves. Children may either bring a pair of indoor slippers or wear socks in the classrooms. We offer curb-side drop-off at some of our locations from 8 - 8:30 am.

Signature: _____

Signature: _____

Emergency Authorizaton Form

I, _____, legal parent of _____, authorize Montessori of Alameda and staff to summon an ambulance at my expense to transport my child to the hospital. Montessori of Alameda has my permission to seek medical attention (surgical or otherwise) in case I cannot be reached. I understand every attempt will be made to reach me. The following information will be used to reach me in case of an emergency:

This is effective _____ (Date)

Parent or Guardian: _____

Home Phone: _____ Work Phone: _____

Address: _____

Parent or Guardian: _____

Home Phone: _____ Work Phone: _____

Address: _____

Pediatrician: _____ Phone: _____

Health Insurance #: _____ Group: _____

We will use Emanuel Hospital unless specified: _____

Allergies? _____

In a non-emergency situation, Montessori of Alameda staff shall administer appropriate first-aid and call a parent. At that time, the parent will determine whether they would like to pick up their child and see a physician or not. MOA staff will log the injury and make the child feel as comfortable as possible until they feel like joining the group or the parent picks them up. Under no circumstances will a staff member transport a child to the doctor or hospital for medical treatment.

Signature _____ Date _____

Signature _____ Date _____

Tuition

Montessori of Alameda is a private educational community. Consistency in the environment is a key factor in the child’s preparation for our Primary classroom. Children enrolled in our community are required to attend a minimum of 4 days per week in the ½ day schedule.

We offer 3/4 day (8:00-3:30) and full day (8:00-5:30) schedules.

New Enrollees

The first and last month’s tuition is due at the time of enrollment, along with the enrollment fee. The balance of the year’s tuition will be amortized over a 12-month period. Fees will be charged to Tuition Express accounts upon receipt of enrollment form. Families may choose to pay yearly (full payment being due at the time of enrollment), or pay monthly (payment on the first of the month) via our tuition express system.

- **New Student Enrollment Fee: \$260**
This fee includes \$10 emergency kit and is due upon receipt of enrollment form

Returning Families

Families may choose to pay yearly (at the time of enrollment), or pay monthly (payment on the first of the month).

- **Returning Student Enrollment Fee: \$125 Annual Fee**
Due upon receipt of annual spring re-enrollment form
- **Summer Camp Fee \$50**
All primary children enrolled in summer camp require a summer camp fee due upon receipt of spring re-enrollment form. This fee does not apply to infants and toddlers.

Infant/Toddler Tuition

CHOOSE ONE:

<i>Annual tuition</i>	<u><i>Cash/Check</i></u>	<u><i>Credit Card</i></u>
<input type="checkbox"/> 4 ¼ days M-Th (8:00-3:30)	\$13,200	\$13,500
<input type="checkbox"/> 5 ¼ days M-F (8:00-3:30)	\$13,800	\$14,100
<input type="checkbox"/> 4 Full days M-Th (8:00-5:30)	\$14,100	\$14,400
<input type="checkbox"/> 5 Full days M-F (8:00-5:30)	\$16,800	\$17,100

My monthly fee will be _____. I understand that if I cancel during the school year and do not fulfill the one-year commitment that there is a penalty of 2 months tuition as a buyout option. I understand that tuition is an annual amount broken down into convenient monthly payments and the monthly rate does not equal a monthly rate.

Pre-school/Kindergarten Tuition

CHOOSE ONE:

<i>Annual tuition</i>	<i>Cash/Check</i>	<i>Credit Card</i>
<input type="checkbox"/> 4 ½ days M-Th (8:00-11:45)	\$7380	\$7680
<input type="checkbox"/> 5 ½ days M-F (8:00-11:45)	\$8580	\$8880
<input type="checkbox"/> 4 ¾ days M-Th (8:00-3:30)	\$11,100	\$11,400
<input type="checkbox"/> 5 ¾ days M-F (8:00-3:30)	\$11,400	\$11,700
<input type="checkbox"/> 4 Full days (8:00-5:30)	\$12,300	\$12,600
<input type="checkbox"/> 5 Full days (8:00-5:30)	\$13,200	\$13,500

My monthly fee will be _____. I understand that if I cancel during the school year and do not fulfill the one-year commitment that there is a penalty of 2 months tuition as a buyout option. I understand that tuition is an annual amount broken down into convenient monthly payments and the monthly rate does not equal a monthly rate.

The rates listed first represent a cash discount. The second rate is with a credit card.

- We offer before-care (7:30-8 am) for \$100 per month. Before-care drop off is at 7:30 am.
- Extending your Primary child's ½ day program through lunch (11:45-12:45 pm) can be added for an additional \$175 per month depending on space availability. Families are responsible for providing a healthy lunch.

It is Montessori of Alameda's expectation that families enroll with a good-faith commitment to complete the school year. This is necessary for our community to remain a calm and peaceful environment and to help build consistency for the children in our communities. It is our hope that families will not change schools mid-year unless there are unusual circumstances beyond the family's control.

Montessori of Alameda requires first and last month's tuition as well as the enrollment fee at the time of enrollment. The last month's tuition is applied towards the last month the child attends. Should a family dis-enroll prior to the end of the school year, the last month's tuition is applied to the last month, in addition there is a second monthly payment due as noted above as a penalty for not honoring the contract as an option to buy out the contract early. MOA does take into consideration hardships and relocations, however it is our expectation that families enroll with the expectation to complete the school year.

In the event that a family must leave the school a full 30 day notice must be given prior to the 1st of the month or equal tuition (see Nonrefundable Payment Policy Agreement). Montessori of Alameda does not prorate tuition. We are unable to refund any prepaid tuition.

Montessori of Alameda is a year round program, which includes summer. We do not offer a summer off option.

_____ (initial) I understand that Montessori of Alameda is a year round program that does not offer a summer off option.

Due to the high demand of our programs it is required that families continue in our summer camp program to ensure a space for September.

Tuition is based on an annual fee broken down into convenient monthly payments. There are no refunds due to illness, planned school closures, vacations, school closures due to inclement weather or power outage, holidays or staff illness. Monthly tuition is set up for convenience and does not reflect a true monthly rate, therefore no reductions or credit are given. It is the responsibility of the parent to find child care when school is closed. Please see the Nonrefundable Payment Policy Agreement for more details.

Signature _____ Date _____

Signature _____ Date _____

Late Pick Up Fees Agreement

Montessori of Alameda is open from 8:00 am to 3:30 pm Monday through Friday with aftercare programs available from 3:30 pm – 5:30.

We expect families to have an authorized person pick up your child when you are unavailable.

Please respect our teachers and your child by picking your child up on time. We charge \$5.00 per minute after your respective tuition schedule time as well as after 5:30 pm.

Late fees are charged to your Tuition Express account on the day they occur. This rule applies to all schedules. Continual irresponsibility to pick up your child on time will result in termination of your school agreement.

I agree I will pick up my child, _____, on time or I will pay \$5.00 per minute after the agreed upon pick-up time of the day I am late.

Signature _____ Date _____

Signature _____ Date _____

Fee Payment Agreement

I understand that Montessori of Alameda will charge fees to my Tuition Express account as soon as my child’s enrollment form is received.

Fees Include:

- New Student Enrollment Fee: \$260 (includes \$10 emergency kit)
- Returning Student Enrollment Fee: \$125 Annual Fee
- Summer Camp Fee \$50 (**applies only to preschool/primary age and up**)

Signature _____ Date _____

Nonrefundable Payment Policy Agreement

Enrollment in Montessori of Alameda requires a \$260 enrollment fee as well as both first and last month's tuition prior to your child's first day of school. Parents have the choice of paying tuition on either a monthly basis or prepaying for future months. The prepaid tuition, enrollment fee, first and last month's tuition are all non-refundable.

Montessori of Alameda requires first and last month's tuition as well as the enrollment fee at the time of enrollment. The last month's tuition is applied towards the last month the child attends school. Should a family dis-enroll prior to the end of the school year, the last month's tuition is applied only on the last month of the school year. In addition a 2nd month's tuition is due to complete the contract. MOA does take into consideration hardships and relocations, however it is our expectation that families enroll with the expectation to complete the school year.

We hope that your child will continue through our Toddler and Primary programs. When you need to dis-enroll from MOA you must give notice at least 30 days before your child's last day and before the 1st of the month.

Montessori of Alameda does not prorate tuition for any reason including, but not limited to, school closures, family vacations, staff illness, late drop offs or early pickups. If you cannot provide a full 30 day notice prior to the 1st of the month then you will forfeit any applicable tuition.

I understand and agree to comply with the Nonrefundable Payment Policy of Montessori of Alameda.

Signature _____ Date _____

Signature _____ Date _____



**Hop aboard the Tuition Express
and never write a check again!**

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to write a check or remember your checkbook when you're picking up your child at the end of a hectic day. Your payment will be safely and securely processed by Tuition Express, giving you peace of mind that your tuition has been paid on time! It's easy to enroll and even easier to participate. You'll be joining tens of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

To learn more about Tuition Express, automatic payment notifications or reviewing your payment history, please visit www.tuitionexpress.com.

For Bank Account Authorization, complete and return to center management

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

I (we) authorize _____, (called "CENTER" in this Authorization) to initiate debit entries to my (our) Checking or Savings Account indicated below at the depository financial institution indicated below (called "DEPOSITORY" in this Authorization). I (we) authorize CENTER to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees that are due and payable. I (we) authorize CENTER to use the third party sender, Tuition Express* to process all payments. I (we) acknowledge that the origination of Automated Clearing House (ACH) transactions to my (our) account must comply with the provisions of United States Law.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

_____ Your Name	_____ Phone #	_____ DEPOSITORY - Bank or Credit Union Name
_____ Address		_____ Bank or Credit Union Address
_____ City	_____ State	_____ Zip
_____ City	_____ State	_____ Zip
		Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
_____ Routing Transit Number (see sample below)		_____ Account Number (see sample below)

This authorization will remain in full force and effect until I (we) notify the CENTER in writing of its termination in such time and in such manner as to afford Tuition Express and DEPOSITORY a reasonable opportunity to act upon it. Notices must be received at a minimum of 5 business days in advance of the termination date.

_____ Signature	_____ Date
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Record Retention Notice: The child care provider shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the Tuition Express™ program.

*Tuition Express is an assumed business name of Blum Investment Group, Inc.



_____	_____	_____
Routing Transit Number	Account Number	Check Number

Please attach a copy of a voided check here. Deposit slips not accepted.



For Credit Card Authorization, complete and return to center management.

CREDIT CARD PAYMENT AUTHORIZATION

I (we) hereby authorize _____ (called "CENTER" in this Authorization) to initiate recurring credit card charges to the below referenced credit card account for the purpose of collecting childcare related payments. I (we) understand that the charges to the below referenced credit card account will be based on charges that are due and payable at the time of the credit card transaction. I (we) understand that this agreement is between myself (us) and the below referenced "CENTER". I (we) authorize CENTER to utilize Tuition Express* to capture, create, and transmit all credit card information. I (we) indemnify and hold harmless, Tuition Express from any and all liability resulting from any and all transactions. All disputes will be directed to and addressed by and between CENTER and the below signed cardholder. I (we) understand that to properly affect the cancellation of this agreement, I (we) are required to give CENTER written notice of revocation. A minimum of 5 business days is required to affect revocation.

PLEASE CONTACT CENTER REPRESENTATIVES FOR CREDIT CARD TYPES ACCEPTED BY CENTER.

_____ Cardholder Name			_____ Phone #
_____ Cardholder Billing Address			_____ Account Number
_____ City	_____ State	_____ Zip	_____ Expiration Date
_____ Cardholder Signature			_____ Date

*Tuition Express is an assumed business name of Blum Investment Group, Inc.

For Official Use Only:

Date Received: _____

Employee Signature: _____

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