



2022-2023 Enrollment Form

CHILD INFORMATION

First/Last Name _____ Gender _____

Start Date _____ Birthday _____ Age at Time of Enrollment _____

Schedule Selection: Monday – Friday 8:00 am – 3:30 pm Monday – Friday 8:00 am – 5:30 pm

Including Before Care? (7:30 am - 8:00 am) Yes No

PARENT/GUARDIAN INFORMATION

First/Last Name _____ Pronouns _____

Relationship to the child: _____

Home Address _____ Zip Code _____

Email _____

Work Address _____ Work Phone _____

Cell Phone # _____

Cell Service Provider (For emergency bulk message system): _____

PARENT/GUARDIAN INFORMATION

First/Last Name _____ Pronouns _____

Relationship to the child _____

Home Address _____ Zip Code _____

Email _____

Work Address _____ Work Phone _____

Cell Phone # _____

Cell Service Provider (For emergency bulk message system): _____

PICK-UP AUTHORIZATION

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

In the event of a natural disaster such as an earthquake, the bridges and roads may be impassable for quite some time. We ask that each family designate a contact on the east side of the river who could come get your child.

Name _____ Relation _____ Phone _____

Out-of-State Contact Information

Name _____ Relation _____ Phone _____

Signature(s) Required

Signature _____ Date _____

Signature _____ Date _____

General Child Information

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

Previous Child Care or Preschool _____

Reason for Changing Schools _____

I was referred by former or current MOA family: Yes No

If yes, by who: _____

Plays _____

Fears _____

Likes _____

Dislikes _____

Sleeping Habits _____

Toileting Habits _____

Challenges _____

Family pets _____

How does your child like to be comforted? _____

Child's home languages _____

Special words and meanings _____

Family traditions/beliefs that you would like to share _____

Familiar routines or habits: _____

Other special diet needs (if any): _____

OTHER CHILDREN IN THE HOME

Name _____ Age _____ Gender _____

Name _____ Age _____ Gender _____

Name _____ Age _____ Gender _____

MOA General Information

Infant and Toddler Community Only

Children who are walking sturdily will be offered the opportunity to use the bathroom as part of toileting education. Parents will supply either cloth diapers or disposable diapers for their child. Those who supply cloth diapers must also send a wet bag in which teachers will place soiled diapers to be sent home at the end of the day. Toddlers will be wearing underwear once they show an interest in the bathroom. Parents will also supply underwear/training pants for children who are toilet learning.

Diapers and Training Pants

Parents provide enough diapers for their child every day. These can be either cloth diapers or disposable diapers.

Primary Classroom Only

I understand that Montessori of Alameda (MOA) teachers will assist children in the bathroom as needed but my child must be independent in the bathroom. Children will be given an initial lesson in how to use the bathroom at school and are taught that bathroom use will become part of their independence in the classroom. Toilet independence is a natural process that will be embraced with patience and positivity. Children need to wear clothing they can dress and undress independently as to help build confidence.

Non-Media Clothing Requirement

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 must bring and wear “indoor shoes”.

Declaration of Viewing: Current License

I acknowledge that I have viewed the current license to operate for Montessori of Alameda, posted in the main lobby. I understand that I can view this license at any time and will be notified when there are changes to this license.

Signature(s) Required

Signature _____ Date _____

Signature _____ Date _____

Emergency Authorization 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. In an emergency, the school has my permission to obtain medical care for my child except for these restrictions: _____

MEDICAL INFORMATION

Immunization records or a medical exemption must be provided at time of enrollment.

Does your child have medical exemption for immunizations? Yes No

Does your child have special medical needs? If yes, please list and also provide any health partners or providers you would like us to know about. _____

Doctor _____ Phone _____

Other _____ Phone _____

ALLERGY ALERT Does your child have allergies? Yes No

If yes, please list. _____

If yes, please list allergy reaction: _____

If yes, my child has EpiPen: Yes No

Signature(s) Required

Signature _____ Date _____

Signature _____ Date _____

EMERGENCY CONTACT INFORMATION (if different from parent information above)

Name _____

Home Phone _____ Work Phone _____

Address _____

Name _____

Home Phone _____ Work Phone _____

Address _____

Pediatrician _____ Phone _____

Health Insurance # _____ Group _____

We will use Emanuel Hospital unless otherwise specified: _____

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(s) Required

Signature _____ Date _____

Signature _____ Date _____



MONTESSORI OF ALAMEDA

2022/2023 School Year Tuition

Rates effective September 1, 2022

Infant/Toddler Community	Tuition (ACH)
School Day 8:00 am – 3:30 pm	\$1511
Full Day 8:00 am – 5:30 pm	\$1945
Before Care (when offered) 7:30 am – 8:00 am	\$146
Primary Community	Tuition (ACH)
School Day 8:00 am – 3:30 pm	\$1246
Full Day 8:00 am – 5:30 pm	\$1465
Before Care (when offered) 7:30 am – 8:00 am	\$146

Registration Fee

Returning Students Re-Enrollment (Early Bird): \$150

New Student Registration Fee: \$260

Returning Students Re-Enrollment (Regular): \$250

Additional Information

- Students picked up after the scheduled hours will be subject to late pick-up fee of \$2 for every minute.
- \$50 late charge are applied to payments received five (5) days after due date.
- \$30 declined payment fee are applied to payments/checks that were declined by the bank. If the balance is not cleared by the fifth day, it will also be subject to \$50 late charge as noted above.
- 2% credit card fee will be applied to all families that elected to pay via credit card.
- 30-day written notice required for change in schedule request; requests are not guaranteed.
- We reserve the right to increase tuition prices to meet economic changes when necessary.
- 60-day written notice required for withdrawal from the school.

2022-2023 Drop-in Fees

Rates effective September 1st, 2022

Infant/Toddler Community	Tuition (ACH, check, or cash)
Before Care	\$33
After Care	\$43
Primary Community	Tuition (ACH, check, or cash)
Before Care	\$27
After Care	\$38

2% credit card fee will be applied to all families that elected to pay via credit card.

Please inquiry space availability for drop-in before or after care with the school administration. At least 24 hours advance notice must be provided for drop-in care. Subject to space availability and staff coverage.

Montessori of Alameda is a private educational community offering part day (8:00-3:30) and full day (8:00-5:30) schedules 5 Days a week Monday - Friday. **The first month's tuition plus a \$500 deposit is due at the time of enrollment, along with the \$260 enrollment fee. The \$500 deposit is applied towards the final month the child attends MOA.** The balance of the year's tuition will be amortized over a 12-month period. Families may choose to pay yearly (due at the time of enrollment) or monthly (due on the first of the month) via our Tuition Express system or by check. Currently enrolled families who are enrolling a sibling are not required to prepay first month's tuition. For those families first month's tuition will be billed on the 1st of the month of the sibling's attendance.

NEW STUDENT ENROLLMENT FEE \$260 one-time fee

This fee includes emergency kit fee. Montessori of Alameda supplies U.S Coastal Guard approved emergency kits. We have 3-day kits in cooler bags that include emergency food, drinking water, light sticks, mylar blankets and first aid kits. We have enough supplies for all children and staff.

Due to the high demand of our programs it is required that families continue in our summer program to ensure a space for September. We do not offer a summer off option.

The first month's tuition, enrollment fee, and deposit are all non-refundable.

WITHDRAWAL NOTICE

If you need to withdraw from MOA you must give written notice at least 60 days before your child’s last day. If less than 60 days’ notice is given your security deposit will be forfeited. End of month withdrawals only, your deposit will be applied to your last month of attendance if 60 days (or more) notice is provided. No proration is allowed if withdrawal occurs before the end of the month and you will be responsible for the balance owed for your last month’s tuition after security deposit has been applied, but you may stop physically attending MOA at any point during your last month.

LATE PICK UP

Montessori of Alameda is open from 7:30 am to 5:30 pm Monday through Friday with before care available 7:30-8:00am and aftercare available from 3:30–5:30pm. Please respect our teachers and your child by picking your child up on time. We happily give a 5-minute grace period and first-time warning. If you are late more than 5 minutes we charge **\$2.00 for every minute you are late to pick-up.** 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.

We do not prorate tuition, as it 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 or other hardships. 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.

Signature(s) Required

Signature _____ Date _____

Signature _____ Date _____

Media Consent Form

At Montessori of Alameda we know that children love to see photos and videos of themselves and their friends; and we know that parents love to see them as well. We use photos to record our work, as a part of works, and as labels around the classroom. We also take photos and post them on the Procure Engage app to give parents a visual representation of what their child and their child's friends are doing throughout the day.

The photos taken at Montessori of Alameda are for personal use only and are forbidden to be shared on any form of social media or in a public forum by parents, friends, family, teachers, administrators or anyone affiliated with the school. If Montessori of Alameda wishes to use a particular photo for promotional purposes, it must seek individual permission prior to use.

Please indicate if you give permission for your child's photo to be taken as a part of individual or group photos, used in the classroom and shared with other parents on the Procure Engage app.

Giving permission for your child to be photographed for these internal purposes makes the teachers' job easier, allowing them to spend more time with the children and less time on reporting. Please note teachers may use a child's first name only when captioning a photo.

YES, I do give permission for my child to be photographed and used for internal documentation.

NO, I do not give permission for my child to be photographed. I understand that I will receive no pictorial documentation at all through Procure Engage. By signing below you are indicating that you have read and agree to all aspects of this consent form; acknowledging that you agree to not share photos taken at Montessori of Alameda on any form of social media or in a public forum.

My child may be photographed during school hours to be shared on MOA social media/website.

Signature(s) Required

Signature _____ Date _____

Signature _____ Date _____

Milk Authorization

The Early Learning Division (ELD) requires that all children are served a liquid milk beverage with lunch while at school. The ELD approved milks are soy or dairy. If parents do not provide liquid cow's milk, or liquid soy milk, MOA must provide it with lunch, unless your child is exempt by a doctor.

Please fill out:

If I forget milk from home, my child may be served (please initial):

_____ Dairy Milk

_____ Soy Milk

OR

_____ **Do not serve my child milk with lunch, I will provide medical exemption from my child's pediatrician.**

Signature(s) Required

Signature _____ Date _____

Signature _____ Date _____