

American Montessori, Inc.

Burnsville

952-736-1004

Apple Valley

Child Enrollment Application (Application Effective June 2011)

Location

Location you are enrolling in?
(Circle One)

Apple Valley
14401 Pilot Knob Road
Apple Valley, MN 55124
952-423-4777 Parents Hotline

Burnsville
13973 W. Preserve Blvd.
Burnsville, MN 55337
952-277-0011 Parents Hotline

Child Information

Child's Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Age _____ Sex _____

Previous Montessori / Childcare Experience? Select Yes or No Where? _____

Parent Information

Mother's Name: _____ Occupation: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Home address: _____

Employer: _____ Business address: _____

Email Address: _____

Father's Name: _____ Occupation: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Home address: _____

Employer: _____ Business address: _____

Email Address: _____

Child Start Date / Other Information

Start Date _____ Orientation Date(s) _____

Arrival Time _____ Departure Time _____

Person responsible for dropping off/picking up child _____

Other authorized individuals if any 1. _____ 2. _____

3. _____ 4. _____ 5. _____

Are parents? Married / Divorced / Separated / Single (Pick One)

Who does child live with? _____ Siblings? Age(s)? _____

Hours

(No more than **10** hours a day, there is a **\$5.00 charge** for each additional hour)

Toddler/Preschool/Kindergarten – Full Time	Rate \$ _____ per month or \$ _____ per week
Part Time Toddler/Preschool/Kindergarten	Rate \$ _____ per month or \$ _____ per week

Fees DO NOT include food or beverages - Food & beverages should be brought from home or may be purchased from the school for additional cost (although this option is only available in the Burnsville location only)

Medical & Health

Immunization Record and Emergency Card must be turned in with Application

Does child have any allergies, physical or mental handicaps, or have a contagious disease?
Yes or No (Pick One)

If Yes, Please Explain _____

(At the time of enrollment it is your responsibility to have the child needs well documented and inform and educate the staff to your child's needs. It is also your responsibility to update and inform of any changes to those needs that occur throughout the year.)

If you answered yes above, the Health Care Summary MUST accompany this application. If you answered no, the Health Care Summary is due within **30** days of application.

If an emergency situation or serious illness occurs, I authorize American Montessori to take the necessary action.

Sign Here

Date

Children should be dressed appropriately for classroom activities and outdoor activities. To avoid power struggles and to keep the children more focused on classroom activities, we are requesting the following:

- Children **DO NOT** wear any jewelry or belts.
- Children **DO** wear shoes with Velcro for independence, also the shoes should cover toes and be snug on the feet, (**No open toe shoes, flip flops, crocs, sandals or any shoe similar to these**), **if children are wearing these, they will need to sit out from activities for their safety and to prevent accidents.**
- American Montessori will **NOT** be held responsible for losses or damages to anything brought into the premises (toys, clothing, books, show & tell, etc.), please be sure to take your belongings home at the end of day, includes Lunch Bags, Snow Pants, Jackets, Letter Bag, Books, Extra Shoes or anything else brought from home.
- All items that are brought from home **MUST** have your child's first and last name on it, includes Jackets, Books, Toys, Etc.
- No outside food or drink may be brought into the premises without the permission from Miss Sandy because of some children that may have food allergies. In a case of special occasions, like birthdays, all treats should be store bought and have the wrapper on them. There is absolutely **NO PEANUT** or **PEANUT BUTTER** products allowed in the school due to allergies.
- Parents are responsible for purchasing the supply list that is provided at enrollment.

General Information

Please Pick One

Where did you hear about American Montessori?

Website / Phone Book / Friend / Drive By

Montessori School Year runs from September 1st through May 31st

Montessori Summer School runs through June, July, and August.

School Closings - The days our school will be closed are as follows:

Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Day After Thanksgiving, December 26th through December 30th. (School will resume Monday, January 2, 2012). There will be no refund for these holidays, vacation, illness/sick days, and school closings due to bad weather and payment is expected.

NO EXCEPTIONS (See School Calendar for exact Dates)

Hours of Operation are from 7:00AM to 6:00PM. All children must be picked up no later than **11:45PM (Half Day) or 6:00PM (Full Day)**. There will be a **\$1.00 per minute** charge for each minute that you are late payable immediately upon pickup.

NO EXCEPTIONS PLEASE. (Please allow yourself enough time during bad weather)

Payment and Fees

Fees are due every Thursday for the following week, if fees haven't been paid your child will be unable to attend until payment is made. We also require that you give a 2 week paid notice when your child will be leaving. If you are unable to pay due to employment loss or other circumstances, please notify Miss Sandy immediately; do not continue to attend unless you can pay or unless prior arrangements have been made with Miss Sandy. If late payment is made after the due date, there is a \$5.00 per day service charge that you will need to pay with the next payment. If the 25th falls on a weekend or a holiday, fees are due the day before. Persistent late payments are grounds for termination of child care. Child care positions will be lost after two weeks of non-payment. (Late fees will still accrue until the account is paid in full).

The last week of December and January fees are due before the school is closed for the holiday break.

There will be a \$30.00 fee for returned (bounced) checks, if more than two checks are returned unpaid, only money orders will be accepted from then on.

Registration fee of \$100.00 will be required when this application is turned in for processing

Monthly Fees are due on the 25th of every month for the following month you are attending.

Weekly Fees are due each Thursday prior to the following week you are attending.

Clients are responsible to pay for all late payments, late fees and two weeks' notice even after termination of child care. Clients will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments, late fees and two weeks' notice.

Right of Refusal

American Montessori has the right to request that a child be withdrawn, if the child is not adjusting to or benefiting from the environment or if parents do not cooperate with the school policies and the Directress (Miss Sandy) and this application. This includes disrespect of staff, students or other parents.

Closing

I (we), the undersigned, have read, received and understand American Montessori policies and agree to follow them. Prior notification of policy changes can be expected.

By signing below I (we) agree to all the terms and conditions of this application/contract.

I (we) have read and understand completely the above terms:

Signature of Parent or Guardian

Date

Signature of Directress

Date

Notes and comments:

For Office Use Only

Registration Fee Paid: \$ _____ Date: _____ By: _____