**ALKA MONTESSORI**

**APPLICATION FOR ADMISSION, ADMISSION AGREEMENT AND DISCIPLINE POLICY/RIGHTS**

**I am applying for admission for my child beginning\_\_\_\_\_\_\_ (date), for the following program (please check one) \_\_\_\_\_\_Toddler (1.5yrs- 3yrs) \_\_\_\_\_\_\_ Preschool (3yrs- 5yrs +).**

**The regular hours of attendance will be from \_\_\_\_\_\_\_\_AM to \_\_\_\_\_\_\_\_PM, a total of \_\_\_\_\_\_\_\_hours.**

**Total number of days in the week \_\_\_\_\_\_\_\_\_\_.**

**INFORMATION ABOUT YOUR CHILD**

**Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Previous Preschool or daycare experience: Yes\_\_\_\_\_ No\_\_\_\_\_\_. Language background\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your child have any allergies: Yes\_\_\_\_\_ No\_\_\_\_\_. If yes please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INFORMATION ABOUT PARENTS**

**Father/Guardian’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ zip code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mother/Guardian’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ zip code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\* (A no cancellable $150 registration fee must accompany this application)**

I understand that the following provisions apply to the submission of this application:

1. The application fee is refundable only if my child is not offered an enrolment date within 15 days before or after the beginning date(s) I have indicated above unless I accept an earlier enrollment date. I may change the beginning date once only at any time before enrollment is offered, but the application’s priority will be adjusted to reflect the date of the change.
2. If enrollment is not offered within the period specified, I may (a) withdraw my application and receive a refund of the fee, or (b) request enrollment “ASAP”, which retains my original priority date, but precludes any future refund.
3. I will have three days following an offer of enrollment (or attempted offer to the telephone number and or address listed above) to accept the offer and submit an Enrollment Agreement with a permanent deposit after which the offer of application is voided and there is no refund of the application fee.
4. Tuition is due on the first of each month unless the first is on the weekend or public holiday then the tuition is due the next business day. Fees not paid in full by 6:00pm on the third day of the month will be charged a $25 late fee.
5. Accounts must be kept current to hold a child’s place. Any accounts not kept current may result in dismissal for the student. No payment deductions will be made for holiday, sickness or personal vacations.
6. When withdrawing from the program, a 30-day notice of intent to withdraw must be given in writing to the preschool office. Tuition is due during this time. Registration and Tuition fees are not refundable for any reason. A deposit of $500 will be refunded to you only if all tuition fees are paid, any payments pending will be deducted from the deposit.
7. Late pick up fees will be invoiced to you. Fees are as follows: the first 5 minutes are a grace period, at the 6-minute mark, you are responsible to pay $1.00 for every minute you are late after 12:30pm or 6:00pm. If you come 5 minutes late first day of the week you will not be charged but if you come five minutes late the rest of the week you will be invoiced for every minute late.
8. SCHOOL SIBLING DISCOUNT: Families registering multiple children may qualify for the multiple child discounts if the financially responsible party has legal guardianship of all the children being registered. When more than one child is registered at Alka Montessori, there will be a $100 discount every month toward the older child’s tuition.
9. FIELD TRIPS: I understand and agree that my child may participate in various walking field trips away from school property. I give my permission at any time by giving prior written notice to the school.
10. MEDICAL EMERGENCY: I authorize Alka Montessori, the employees, members, and representatives to engage the services of any licensed physician, hospital, emergency medical, or paramedic personnel to ender emergency medical treatment to my child if deemed necessary, at the sole discretion of the preschool. I agree to be responsible.
11. Permission to Apply Sunscreen Parents are to supply the Child Care Center with sunscreen for their child. Sunscreen must be labeled with your child’s name. There will be absolutely no sharing of sunscreen among the children. I/We give permission for staff at Alka Montessori to apply a sunscreen product of SPF 15 or higher to my/our child, as specified below, which I agree to provide, when he or she will be playing outside, especially during the months of March through October and between the daily times of 10 a.m. and 4 p.m. I/We understand that sunscreen, which I will provide, may be applied to exposed skin, including but not limited to the face, tops of the ears, nose and bare shoulders, arms, and legs.
12. Permission to Apply Diaper Cream (For parents of children wearing diapers and/or training pants) Parents are to supply the Child Care Center with diaper cream for their child/ren. Diaper cream must be labeled with your child’s name. There will be absolutely no sharing of diaper cream among the children. I/We give permission for staff at Alka Montessori to apply diaper cream to my/our child, as specified below, which I agree to provide. I/We understand that diaper cream, which I will provide, will be applied to exposed skin on the diaper area. I/We do not know of any allergies my/our child has to the supplied diaper cream.

**Discipline Policy and Rights**

The goal of the centers’ discipline policy is to assist children in developing emotional regulation and self-discipline through respectful interactions that support children’s emotional growth. The preschool years are a time of immense cognitive, physical and emotional growth for young children. Young children are still egocentric, meaning they still think mostly of their own needs and wants as opposed to the needs of others. Because of this, it is not unusual for young children to use physical or verbal aggression in an attempt to get their needs and wants met. It is our job as the adults in the environment to guide children through this time by setting clear limits and following through appropriately and consistently. We teach socially acceptable behavior by providing an environment that is responsive to the needs of the children. Materials and activities are age appropriate. Adults model respectful behavior and provide positive reinforcement for appropriate behavior. Clear and consistent limits are set which protect everyone physically and emotionally. We never use threats or derogatory remarks as a form of discipline, nor do we ever withhold (or threaten to withhold) food. We use redirection and other positive actions in order to teach the children appropriate, socially acceptable and respectful behavior. Teachers continuously check the play areas to ensure there is sufficient equipment for a group of children in order to maximize the success of children playing together. Teachers assist children in pro-social interactions.

***Parents Rights***

Parents' Rights As a parent/authorized representative of a child in a state-licensed childcare center, you have certain rights mandated by the state of California. You Have the Right to:

1. Enter and inspect the childcare center without advance notice whenever children are in care.

2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.

3. Review, at the childcare center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.

4. Complain to the licensing office and inspect the childcare center without discrimination or retaliation against you or your child.

5. Request in writing that a parent not be allowed to visit your child or take your child from the childcare center, provided you have shown a certified copy of a court order.

6. Receive from the licensee the name, address, and telephone number of the local licensing office.

7. Be informed by the licensee, upon request, of the name and type of association to the childcare center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

8. Receive, from the licensee, the Caregiver Background Check Process form.

Note: California state law provides that the licensee may deny access to the childcare center to a parent/authorized representative if the behavior of the parent/ authorized representative poses a risk to children in care.

***Personal Rights of Children***

As a child in a state-licensed childcare center, a child has certain rights mandated by the state of California. The childcare program shall ensure that each child is accorded personal rights. Each Child Has the Right to Be:

1. Accorded dignity in her or her personal relationships with staff and other persons
2. Accorded safe, healthy and comfortable accommodations, furnishings, and equipment to meet his or her needs
3. Free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning
4. Free from restraint (being locked in any room, building, or center premises by day or night)
5. Free from usage of any restraining device

**SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Parent or guardian)**