

Brevard Montessori



1130 South Patrick Drive Satellite Beach, FL 32937 321-773-KIDS (5437)

VPK Class A / B

Welcome!

Thank you for your interest in Brevard Montessori School (BMS) for the 2017/2018 school year. BMS is a not-for-profit alliance of families and teachers working together to provide the community with a specially prepared environment geared to the size, pace, and interest of children between the age of two and six years of age.

Our programs are designed to cultivate the child's own natural curiosity and love of learning, as well as, enable the child to develop more fully the potential within him/her. Brevard Montessori provides a unique framework of learning in which a child's intellectual development and social discipline go hand in hand. *This approach is characterized by: a learning environment prepared to foster personal, social, and intellectual growth. It is the pledge of BMS to be philosophically based in the Montessori Method and maintain a learning environment that will meet the physical, social, emotional, and intellectual needs of the child.*

During VPK Montessori, children will be introduced to the Montessori classroom. They will be presented lessons, have an opportunity to work with unique, innovative, Montessori learning materials, listen to stories, participate in music activities, have snack and play in the outdoor environment. Each day children will have a variety of experiences that help them to learn ideas, facts, and further develop their language skills.

The attached information will answer any questions you may have in regards to enrollment. However, if you have any additional questions, please feel free to contact me.

Please note that class size is limited. Your child's space *will not* be reserved until you have (1) submitted your child's VPK certificate along with (2) a completed/ notarized set of enrollment forms. We will not accept one without the other.

We look forward to working with your child.

Sincerely,
Sandy McDonald
Head of School / Montessori Directress

Brevard Montessori does not discriminate against applicants based on race, color, religion, sex or national origin. License # 07B724

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2017/2018 VPK ENROLLMENT APPLICATION

Child's Full Name _____
(Last) (First) (Middle) (Preferred name)

Address: _____
(Street) (City/State) (Zip)

Birth Date: _____ **Age (yr./mo.):** _____ **Sex:** _____

Father's Name: _____ **Mother's Name:** _____

Home phone: _____ Home phone: _____

Cell, pager: _____ Cell, pager: _____

Business Phone: _____ Business Phone: _____

Employer: _____ Employer: _____

Address (If different) _____ Address (If different) _____

Email Address _____ Email Address _____

Does child live with both parents? Yes ___ No ___ If not, with whom? _____
Who has legal custody? _____

Child's Physician: _____ **Phone:** _____

May Brevard Montessori call another physician if unable to contact the above? Yes ___ No ___

Emergency Contacts (other than parents):

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Persons permitted to remove child:

Mother: Yes ___ No ___ Father: Yes ___ No ___

Others (Name/relation/phone): _____

Does child have any of the following? Allergies _____ Diet Restrictions _____ Physical Handicaps _____

If yes, please explain: _____

Names and ages of child's siblings: _____

Child's previous school experience: _____

Signature of person enrolling child: _____ **Date:** _____

-----*For Office Use*-----

Date forms received: _____ *Enrollment Fee received \$* _____ *CK #:* _____ *Received by:* _____

Circle tuition payment schedule: Annual Bi-annual Monthly

Circle program child is enrolled in: VPK A VPK B VPK/ED *Start date:* _____

2017/2018 VPK ANNUAL PROGRAM ENROLLMENT CONTRACT

I wish to enroll my child, _____ in the following program: (Please check)

Please circle **the program, payment method and tuition.**

Program	Enrollment Fee	Tuition	Payment Method
VPK A 8:15 to 11:30 M-F	VPK	VPK	VPK
VPK B 11:15 to 2:30 M-F	VPK	VPK	VPK
Extended Day VPK 8:15 to 2:30 M-F	New - \$350 Returning - \$250	\$4500.00	10 Installments

- * Oldest Child in Family is considered to be 1st child.
- ** VPK is not a Brevard Montessori Program and does not qualify for discount.
- *** For the convenience of parents, your child’s annual tuition can be divided into ten (10) monthly installments due on the twentieth day of each month. Tuition installments begin on July 20, 2017 and end on April 20, 2018.
- **** If a child is enrolled after July 25, 2017 the annual tuition will be divided by nine (9) to determine monthly installments.

Parent or Legal Guardian

Date

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2017/2018 VPK CONTRACT, FEES AND OBLIGATIONS FOR:

Child's Full Name

Enrollment: To enroll, a **new student** must submit their *VPK certificate and/ or the enrollment fee, and all enrollment forms, Student Health Exam and Immunization forms*. **Returning student enrollment fee and all enrollment forms** are due by February 21, 2017 to guarantee your child's position in the classroom. Upon enrollment, any *enrollment fee, and all enrollment forms, Student Health Exam and Immunization forms are due*. It is understood that the payment of the enrollment fee is a commitment to enroll. The enrollment fee is non-refundable for any reason and is not prorated. If a child is enrolled after July 25, 2017 the annual tuition will be divided by nine (9) to determine monthly installments.

1. Tuition for non- VPK Extended Day:

- a. **Annual Fee:** _____ The undersigned understand and agree that tuition is an ANNUAL FEE based on the academic school year, not on your child's actual start date, and that the submission of the enrollment forms and the payment of the enrollment fee is a commitment to the payment of the annual tuition whether paid in full or in installments. *Please initial on line.*
- b. **Bi-Annual Tuition:** _____ The undersigned understand and agree that if they have chosen the Bi-Annual tuition installment plan, the annual tuition is divided into 2 installments and are due **July 20, 2017 and November 20, 2017.**
- c. **Installments:** _____ The undersigned understand and agree that if they have chosen the 10 installments plan, the annual tuition is divided into 10 installments due on the twentieth day of each month **beginning July 20th and ending on April 20th.**
- d. _____ **The undersigned understand and acknowledge that it is the parent's responsibility to make installment or bi-annual tuition payments on time and they understand that no monthly tuition statements are generated by Brevard Montessori.** *Please initial on line*
- e. **Tuition Payments Due:** Tuition installment payments are due on the 20th day of each month. A \$50.00 late fee will be charged for installments that have not been received by the 25th of the month. The tuition installment payment and late fee must be paid within five days. If your tuition installment payment and late fee are not paid within five days, your child will be dismissed from school and his/her place will be filled by a child on the waiting list.

2. Withdrawal: _____ The undersigned understand and agree that the withdrawal of a child from Brevard Montessori by the parents will only be accepted for (1) medically necessitated reasons that prevent the child from participating in school, documented by a licensed physician, or (2) relocation to a distance of greater than 20 miles from the school. *Please initial on line.*

- a. *You must notify the school in writing at least one month (30 days) in advance (sooner if possible) when withdrawing your child for a medically necessitated reason, documented by a licensed physician, or relocation to a distance of greater than 20 miles from the school.*
- b. If you fail to give one month's written notice for a non-VPK program, you will be charged an additional month's tuition and any expense the school incurs in collecting these fees. Your tuition for the month you leave is not refundable.
- c. Due to the unique nature of the Montessori classroom, thirty (30) days notice will not be accepted after March 1st for a medically necessitated reason, documented by a licensed physician, or relocation to a distance of greater than 20 miles from the school. You will be responsible for the remainder of the annual tuition contract.
- d. **Fees upon Withdrawal:** _____ The undersigned understand and agree that they will be responsible for the balance of the annual tuition for non-VPK programs if a child is withdrawn from Brevard Montessori for any reasons other than stated in item number three a (3a) of the 2017/2018 Children's House Contract, Fees, and Obligations. *Please initial on line.*

3. Parent Expectations:

- a. **Volunteer Service:** As a not-for-profit school, parent volunteers are essential to our organization. Each family is encouraged to perform *20 hours of volunteer work per year*. You may earn hours through attendance at BMS meetings, fundraising efforts, work days or choose from a variety of jobs that can be done at school or at home.

- b. **Fundraising:** As a not-for-profit school and VPK provider, fundraising is a vital financial source to our school's operation. To ensure the continued success of BMS, each school year BMS conducts several fundraising events. It is the responsibility of the entire school community to participate in these events. All fundraising revenues benefit the programs and children of BMS. All families are encouraged to participate in each fundraising endeavor.
 - c. **Arrival and Departure Procedures:** I, or a person authorized by me, will bring my child to Brevard Montessori School at my child's scheduled arrival time (according to the program I have enrolled my child in) each day and will follow all arrival procedures. An authorized person, or I will pick up my child each day at my child's scheduled dismissal time (according to the program I have enrolled my child in) and will follow all dismissal procedures. I understand that my child will not be released to anyone other than person(s) whom I have authorized in writing to receive my child. All children, regardless of age, must be personally released to/from an employee or authorized parent volunteer of Brevard Montessori Private School, Inc. during arrivals and dismissals. Under no circumstances should a parent allow a child to exit their vehicle and enter the facility unescorted.
 - d. **Snacks:** Each child will provide his/her own nutritious snack daily. Snacks should consist of fresh fruits and vegetables. Cookies, donuts, candy, fruit roll-ups, gummy snacks, chips (such as potato chips, corn chips, puffed cheese snacks, tortilla chips), yogurts, or changeable yogurt will not be permitted.
4. School Rights:
- a. **Lunches:** All children enrolled in the Extended Day will bring a nutritious lunch each day. Candy or soda will not be permitted.
 - b. **Peanut Allergies:** _____ The undersigned understand and agree that each school year Brevard Montessori School will assess whether any students have peanut allergies. If so, then for the safety and liability purposes, Brevard Montessori School will maintain a peanut free environment. *Please initial on line.*
 - c. **Supplies:** Each family may be asked to provide supplies for special projects or special events. (Example: Thanksgiving Feast, Mother's Day Tea, etc.) These requests are tax-deductible donations.
 - d. **Toilet Training:** Preschool children MUST be toilet trained by the time of admission to the Children's House program.
 - e. **General Members' Meetings:** The undersigned agree to attend the two annual General Members' meetings. There will be a \$25.00 *absentee fee* if your family is not represented at a General Member meeting.
 - f. **Student Health Exam and Immunization Records:** The undersigned agree to provide all required State of Florida Student Health Exam and Immunization records. *New students must supply these health records with enrollment forms.* The undersigned agree to keep their child's State of Florida Student Health Exam and Immunization records current (up to date) at all times. *Health records must be updated prior to their expiration date. There will be a \$25.00 fee for any health forms not updated prior to their expiration date and the child will not be able to return to school until the forms have been updated.*
5. School's Rights:
- a. This Enrollment Contract is not binding until executed by the School and is for the school year only. The agreement is further conditional upon the student's finishing the current school year in good standing.
 - b. **Attendance:** The undersigned understand and agree that the school shall reserve the right to exclude any student from attendance at school, temporarily or permanently, for reasons including, but not limited to: social or academic readiness, illness, behavioral concerns that interfere with the health, safety, or educational development of himself/herself or any other student(s) in the school, willful damage of school property, a family's failure to adhere to school policies or financial concerns. Dismissal is at the discretion of the Head of School. There are no make up days for student absences.
 - c. **Absences: Children in the VPK program may not exceed the allowable 20 % absences for a given month. Absences above 20% will result in non VPK payment.**
 - d. **Insufficient Funds Fees:** A \$25.00 *fee* plus all banks' charges will be charged to you for each check returned from the bank for insufficient funds.
 - e. **Late Pick-Up Fees:** A \$1.00 *per minute late fee* will be charged if a child is not picked up within his / her scheduled 10 minute dismissal time.
 - f. **Refusal of Services:** If payment of tuition is not made in accordance with this agreement, Brevard Montessori shall have the right to refuse to admit your child to class and to terminate this

agreement. You will still be responsible for paying all tuition, late fees, and any expense incurred by the school in collecting these fees including Attorney's fees and court cost.

- g. **Student Records:** All accounts must be paid in full prior to May 15, 2017 in order for student records to be released.
 - h. **Lost or Damaged Items:** Brevard Montessori Private School, Inc. is not responsible for lost or damaged items of clothing or toys.
 - i. **No Make-up Days:** There are no make-up days for student absences, holidays and In-service days. Refunds and/or credits cannot be given for absences, even extended absences of several weeks.
 - j. **Evaluation Request:** In Brevard Montessori School's effort to effectively serve every child, Brevard Montessori School reserves the right to request an evaluation for any child who exhibits signs of an underlying behavioral, learning or developmental disorder. Such evaluation must be initiated within 15 days of the request in order for a child to maintain enrollment.
6. **Parent Handbook:** The undersigned understand that they will receive a Parent Handbook that further explains the obligations outlined herein and the school's operating procedures, and further recognize the school's right to establish rules and provide for their enforcement as needed.
7. **Disciplinary Procedures:** _____ I have received a copy of Brevard Montessori School's Disciplinary Procedures. I have reviewed and agree to those procedures. A copy of the Disciplinary Procedures is available on our website www.brevardmontessori.com or in the school office.
8. **Permission Authorization:** I, the parent or legal guardian do hereby give permission for my child to participate in the following:
- a) Photographs and videos to be made of my child in connection with school programs and for publicity for the school on television and in newspapers or magazines.
 - b) Field trips arranged by the school. I am aware that I will be notified in advance when these trips are to occur and that they will be carefully arranged and supervised by an adequate number of adults. I understand that my child will be transported by private automobile. In the event that I do not wish for my child to participate in an activity, I will contact both the Director and my child's teacher in advance.
 - c) The use of all the materials, play equipment and activities offered by the school.
 - d) Spontaneous neighborhood walks in which the children will leave the school premises under the supervision of a staff member. Activities in which my child will be under direct supervision of a parent volunteer who has completed the required EHS background screening.

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9. **Know Your Child Care Center:** Section 65C-22.006(4) requires that parents must receive a copy of the Child Care Facility Brochure "KNOW YOUR CHILD CARE CENTER". This brochure is available online at our website www.brevardmontessori.com or in the school office. The parent's or legal guardian's signature verifies receipt of the child care brochure. Please complete the following:

I, _____, have received a copy of the child care center brochure, "KNOW YOUR CHILD CARE CENTER".

10. **Release of Liability:**

- a. _____ The undersigned understand and agree to release Brevard Montessori School of any liability in the event that an employee of Brevard Montessori Private School, Inc. shall provide private services off school premises for a child who is enrolled at Brevard Montessori School by the undersigned.
- b. Private services include but not limited to; child care, tutoring and/or the transportation of children.
- c. Brevard Montessori Private School, Inc. is not responsible for our employees away from school, outside their working hours and will not be liable for their acts or omissions.
- d. It is our expectation that our employees will maintain a degree of professionalism necessary to avoid any potential conflict of interest while providing services. Therefore, we request that family members do not ask or engaged in conversation with an employee regarding school practices, policies, employees and other children. Please immediately report any such conversations initiated by a Brevard Montessori Private School, Inc. employee to the Head of School.
- e. If you hire a staff member to work for you and that employee resigns their position with us in order to accept your employment offer, you will be required to pay Brevard Montessori Private School, Inc. a \$1, 000 finder's fee

11. Notary

I have read the contract, understand and agree to abide by the fees, policies and obligations outline therein by Brevard Montessori School.

Parent Signature

STATE OF FLORIDA

COUNTY OF BREVARD

BEFORE ME, a Notary Public within and for the County and State aforesaid, personally appeared _____, who provided _____ as identification, after having been duly sworn on oath, according to law, deposes and says that she has read the foregoing instrument, and acknowledges the contents thereof to be true and correct, and she agrees to be bound by the same.

WITNESS my hand and official seal, this _____ day of _____, 20____.

Notary Public

My Commission Expires:

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PERMISSION TO RECEIVE EMERGENCY MEDICAL CARE

I, _____, hereby grant permission for the Director or supervising staff member at Brevard Montessori Private School, Inc., D/B/A/ Brevard Montessori to take whatever steps may be necessary to obtain emergency medical care for my child, _____.

I understand that Brevard Montessori School will immediately attempt to contact me or the persons listed as emergency contacts if I cannot be reached. Should Brevard Montessori School be unable to contact me or my emergency contacts, Brevard Montessori School is authorized to contact my child's physician and/or arrange for immediate emergency medical treatment. I hereby authorize the physician or emergency medical facility so contacted by Brevard Montessori school to administer emergency medical treatment as necessary to insure the health and safety of my child.

Brevard Montessori Private School, Inc., D / B / A Brevard Montessori will not be responsible for anything that may happen as the result of false information given at the time of enrollment or failure of the parents or legal guardian to keep emergency information current. Brevard Montessori Private School, Inc., D / B / A Brevard Montessori will not assume responsibility for a child who has not been properly released to Brevard Montessori School for the day.

I further grant permission for my school age child, should an emergency occur, in school or during an outside activity, to be transported to / from school in a private car operated by a licensed driver.

Medical Doctor: _____ Phone: _____

Preferred Hospital: _____ Phone: _____

Preferred Dentist: _____ Phone: _____

Please list any allergies, physical handicaps or medical conditions: _____

Signature of Parent or Legal Guardian

Date

Sworn to and subscribed before me this _____ day of _____.

Signature of Notary

Notary Public, State of Florida

Date

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PARENT QUESTIONNAIRE FOR: _____

1. Mother's Occupation: _____

2. Father's Occupation: _____

3. How much do you feel you know about the Montessori philosophy?
A lot Some Very Little

4. Why did you choose Brevard Montessori School for your child?

5. Has your child been enrolled in a Montessori Program, Day Care, or Play Group Before?

6. The Montessori environment is designed as a three-year cycle of learning. This three-year cycle of learning matches the planes of development in which all children pass through. To aid us in planning for the future educational needs of your child, please indicate below your anticipated commitment to this program by circling one of the following:

1 year of preschool	2 years of preschool	Kindergarten
Lower Elementary Grades	1 2 3	
Upper Elementary Grades	4 5 6	

7. What are your expectations for your child while at Brevard Montessori School?

8. What is your child looking most forward to at Brevard Montessori School?

9. What are your child's interests and favorite activities?

10. Does your child have any fears?

11. What are your child's words for needing to use the toilet?

12. Are there any special dietary needs or restrictions or foods your child will not eat?

13. What is your child's normal bedtime? _____. Does your child take a nap? _____.

14. Does your child have any experience separating from you? _____. How well do you feel she / he will adjust to separation at school?

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Disciplinary Procedures

Parent Copy

“Discipline means training that enables the child to develop self-control and orderly conduct in relationship to others (peers and adults)”.

-Maria Montessori-

The Montessori Method is based on the premise that education should be an aid to life. In a Montessori learning environment children develop respect for themselves, others and their environment. Within the open classroom setting, there is much freedom but it is freedom with responsibility. Respect for a child’s personality and trust in his inner potential are prerequisite to the foundation of an adequate educational alliance. The Montessori Method is designed to assist the child in developing the skills and self-confidence necessary to develop the self-discipline to fulfill his/her potential. It is the goal of BMS to provide an environment that will enable the child to develop self-discipline.

To develop their physical, emotional and intellectual powers to the fullest, children must have freedom; freedom achieved through order and self-discipline. Through order and self-discipline children learn that no one may interfere with or do anything to disrupt anyone else’s work. The children quickly learn that each person has rights, which must be upheld.

In cases of disputes and misunderstandings, the children are encouraged to “talk it out”. All conflicts are settled verbally. Physical aggression is not permitted. Discipline includes positive guidance, re-direction, re-presentation of any applicable grace and courtesy lessons, adult modeling, and the setting of clear-cut limits which fosters the child’s own ability to become self-disciplined.

If a child develops a behavior problem (*including but not limited to behavior that interferes with the health and safety of the child, other students or staff members in the school; behavior that interferes with the educational development of the child or other students in the school; behavior that results in property damage of other students or the school; or willful defiance*) the parents will be informed of the behavior(s) and we will work to modify the behavior through positive guidance, positive re-direction, re-presentation of any applicable grace and courtesy lessons, adult modeling, and the setting of clear-cut limits. This enables us to verify that the child understands what is expected. If necessary, we may also change the child’s activity and work area. If this does not work, the child is asked to hold the teacher’s hand or sit next to a teacher or in a chair so he/she may gain whatever control needed. If this is unsuccessful, the child is provided a calming time outside of the classroom environment to gain whatever control is needed. If the child is unable to gain the control necessary to re-enter the classroom environment, BMS reserves the right to immediately dismiss the child for the remainder of his/her school day. A parent will be called to pick up the child immediately.

If a behavior problem becomes a child's repetitive means of interaction in the school setting for three weeks or more, it will be considered *chronic disruptive behavior*. BMS will not permit behavior that is detrimental to the well being of the child, other children, the classroom environment or staff members. However, BMS will make every effort to work with the child and his/her parents to develop a positive behavior change. If a child develops chronic disruptive behavior the following will be required:

Initial Consultation- A parent/teacher conference will be scheduled. During this conference the specifics of the behavior problem and methods of guidance and/or re-direction will be discussed.

Second Consultation- If chronic disruptive behavior still exists two weeks after the initial consultation, another teacher/parent conference will be scheduled. Additional methods of guidance and/or re-direction will be discussed along with the consequence if the child's behavior continues to be detrimental to the well being of the child, other children, the classroom environment or staff members.

Final Consultation- If at the end of the week following the second consultation, the child does not exhibit a behavior change; the child will be dismissed from BMS. During the final consultation the child's last day of school will be determined. However, BMS reserves the right to immediately expel a child at anytime if a child exhibits uncontrollable behavior that cannot be modified by the staff or if he/she begins to exhibit behavior which is extremely harmful to him/herself or others. A parent will be called to pick up the child immediately.

Section 65C-22.006(4) requires that parents are notified in writing of the disciplinary practices used by the child care facility. The parent's or legal guardian's signature on the enrollment form verifies the parents or guardians have been notified in writing of the disciplinary practices of the child care facility.