

For Office Use Only  
Marketing: Y N  
Allergies: \_\_\_\_\_

## CHILDREN'S FILE CHECKLIST

- Statement of Consent (p. 2-3)
- Child Profile (p. 4-6)
- Enrollment and Tuition Contract (p. 7-9)
- Medication Policy (p. 10)
- Photography Consent (p. 11)
- Sunscreen Consent (p. 11)
- Diaper Ointment and Lotion Consent (p. 11)
- Disciplinary Policy (p. 12)
- Toddler Needs and Service Plan
- Parent Handbook
- Security Plan

### COMMUNITY CARE LICENSING FORMS

- Child's Preadmission Health History
- Physician's Report / Updated Immunization Record
- Identification & Emergency Information
- Consent for Medical Treatment
- Personal Rights
- Parent's Rights
- Caregiver Background Check Process

**I have read, completed, and signed all paperwork included in the Enrollment Packet.**

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_

## STATEMENT OF CONSENT

Child's Name \_\_\_\_\_

- 1) I hereby agree that it is my responsibility to ensure my child's **immunization record** is current and updated.
- 2) I hereby grant permission to a staff member at Spectrum Montessori at Woodbury to sign my child in/out in an event I or an authorized person(s) forget to do so. A staff member will act as my representative and sign my child in/out on my behalf.
- 3) I hereby grant permission for my child to use all the play equipment and to participate in all the activities at the school.
- 4) I hereby agree to comply with all guidelines established in the **Security Plan**.

### PARENT HANDBOOK

I acknowledge that I have received a copy of the Spectrum Montessori at Woodbury Parent Handbook. I know that it is my responsibility to read the handbook thoroughly and agree to abide by the policies and procedures of the school.

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Signature of Parent(s)/Legal Guardian(s)

Date

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Signature of Parent(s)/Legal Guardian(s)

Date



I \_\_\_\_\_ have enrolled my child \_\_\_\_\_  
in the \_\_\_\_\_ program. I have made a one-month deposit in the amount of  
\$\_\_\_\_\_. This deposit will go towards my child's last month's tuition. My child's start date is  
\_\_\_\_\_.

**REFUND POLICY FOR TUITION DEPOSIT**

- If you change your mind on enrollment or would like to delay the enrollment date, please contact us at least 60 days before the expected date for enrollment.
- If you elect to withdraw enrollment and provide a 60-day notice, the one-month tuition deposit is fully refundable. The registration fee is **NOT refundable**.
- If you elect to delay enrollment, we cannot guarantee a spot will be available for the desired new start date. However, if a 60-day notice is provided for delayed enrollment, then the deposit will remain on file for the future date.
- If less than 60-day notice is provided for a delayed start, then the entire deposit amount is **NOT refundable**.
- Once enrollment begins, the tuition deposit is **NOT refundable** and will only be used towards the last month of tuition with a two-month withdrawal notice.

\_\_\_\_\_ I understand the Refund Policy for Tuition Deposit.

\_\_\_\_\_ I have completed enrollment packet.

\_\_\_\_\_ I have returned my child's immunization records.

\_\_\_\_\_ I have returned my child's physician report.

**By signing below, I understand the above statement.**

\_\_\_\_\_  
Signature of Parent(s)/Legal Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

**CHILD PROFILE**

Child's Name: \_\_\_\_\_

Child's Birth Date: \_\_\_\_\_

Gender:  Male  Female

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

With whom does the child reside? Please list names and relationships to child, and names and ages of siblings:

**Adults:** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Siblings:** Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent's/Guardian's Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent's/Guardian's Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Address \_\_\_\_\_ Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Parent's Marital Status**

Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Domestic Partners \_\_\_\_\_

If parents are living apart, how often does your child see the absent parent?

\_\_\_\_\_

Is child adopted? Yes No

Is either parent/legal guardian a stepparent? Yes No

If yes, which one? \_\_\_\_\_

Is either parent/legal guardian away from home for long periods of time? Yes No

Is child cared for by anyone other than parent(s) or legal guardian(s)? Yes No

Are there any court restraining orders that we need to be aware of? Yes No

If yes, please explain: \_\_\_\_\_

Is there an unusual aspect in your child's home or history that would be useful in better understanding your child?

\_\_\_\_\_

### **Social History**

Previous Group Experiences/Length of Time:

- Family Day Care \_\_\_\_\_
- Private Pre-School \_\_\_\_\_
- Stayed Home with Babysitter \_\_\_\_\_
- Stayed Home/Never Left \_\_\_\_\_

How was the experience? \_\_\_\_\_

\_\_\_\_\_

What educational goals do you have for your child? \_\_\_\_\_

\_\_\_\_\_

In what areas would you like to see your child's potential more fully developed? \_\_\_\_\_

\_\_\_\_\_

Why have you chosen a Montessori program? \_\_\_\_\_

\_\_\_\_\_

What does your child enjoy doing most? \_\_\_\_\_

How do you discipline your child? (Including disciplinary tactics used at home)

\_\_\_\_\_

What methods are most effective? \_\_\_\_\_

Ineffective? \_\_\_\_\_

Who usually disciplines your child? \_\_\_\_\_

What kinds of situations upset him/her? \_\_\_\_\_

Does your child display any physical or developmental behavior that concerns you? If yes, please specify:

\_\_\_\_\_

\_\_\_\_\_

What language is spoken in your home? \_\_\_\_\_

When did your child begin to use language? \_\_\_\_\_

\_\_\_\_\_

**Food Allergies:** Yes\_\_\_\_ No\_\_\_\_

If yes, please specify: \_\_\_\_\_

**Food Restrictions:** Yes\_\_\_\_ No\_\_\_\_

If yes, please specify: \_\_\_\_\_

**Medicine Allergies:** Yes \_\_\_\_ No \_\_\_\_

If yes, please specify: \_\_\_\_\_

Please list or explain any current medical conditions we should be aware of:

\_\_\_\_\_

Has your child undergone any surgeries? Yes  No

What Type? \_\_\_\_\_

Date(s): \_\_\_\_\_

Physical Restrictions: \_\_\_\_\_

## ENROLLMENT AND TUITION CONTRACT

Spectrum Montessori at Woodbury is a year-round school (12-month calendar). We provide quality care and cosmic education to toddlers from 18 months through Kindergarten. Every child in our care is provided with a stimulating and respectful environment lead by qualified credentialed Montessori teachers. Spectrum Montessori at Woodbury has a non-discriminatory policy relative to race, color, creed and national origin with respect to the admission of students.

### ENRICHMENT CURRICULUM

- In addition to our Montessori based curriculum, we provide resources for enrichment classes and activities. We value opportunities for each individual child to flourish their inner talents and become well-rounded individuals. Music and fine art are integrated into the academic day.
- There are optional extra-curricular activities that require additional fees. We are not responsible for child injury, rescheduling, payments, and refunds. Classes are paid directly to the specific enrichment program. For more information, please see our administrative personnel.
- The Christian faith is brought into all classrooms at the discretion of the lead teachers. Each classroom will contain a Children's Bible. Teacher are encouraged to provide a weekly Bible lesson and/or other opportunities to promote Christian values including daily prayer, grace before meals, music and stories. Please note that all children will participate in Christmas and Easter celebrations.

### SIGN-IN AND SIGN-OUT

- As part of the California state law and our safety procedure, Spectrum Montessori at Woodbury requires all parents/guardians to sign their full legible signature (initial not allowed) when dropping off and picking up your child from school.
- Once you signed the **STATEMENT OF CONSENT** form, if you or an authorized person forgot to sign your child in or out, the staff of Spectrum Montessori at Woodbury will act on your behalf to sign for you.

### AUTHORIZED PICK-UP

- Spectrum Montessori at Woodbury is equipped with an electric lock to maintain a safe and locked entrance to the building. The parents/guardians have their own 4-digit PIN code. Please **DO NOT** share your code.
- The child's parents/guardians are the only adults that are allowed to pick up him/her from school unless you list the authorized person(s) to act your behalf. If someone is not already on the pick-up list, then a written authorization is required from you in order for us to release your child.
- The authorized person will ring the guest doorbell, show identification, and sign out. We take this policy very seriously as your child's safety and protection is our priority.

### EMERGENCY INFORMATION

- Spectrum Montessori at Woodbury requires emergency contact information to be current, accurate, and on file at the school.
- It is the responsibility of the parent(s)/legal guardian(s) to notify the school of any changes in residence, work, emergency numbers, email address, and authorized pick-up information.

### CHILD SICK POLICY

- If your child is infected with a contagious illness, please call or email our office so that we are aware of the illness and your child's absence.
- If your child appears to have symptoms of illness (noted above) while at school, you will be notified and asked to take your child home within one hour. Please keep your contact information current.
- Your child must remain home the following day or until he/she is vomit free and has no fever

(temp of 100 or higher) for 24 hours without any fever reducer.

- Certain illnesses will require a note from the child's pediatrician before he/she may return to school. We ask for your assistance in helping us keep a healthy school.
- Should your child's classmates have a contagious illness, we will inform you (without stating any child's name) so you are aware of the situation and be able to watch for symptoms.
- Please refer to our Parent Handbook for more detailed information on school sick policy.

#### **REGISTRATION/MATERIAL FEES**

- The registration fee, which includes the materials fee, is paid for the initial enrollment into the program: \$225 for toddler and preschool students and \$350 for kindergarten students. This fee is non-refundable. Continuing students are required to pay an annual re-registration fee. A **two-month** notice must be given prior to withdrawal.

#### **TUITION**

- The undersigned parent(s)/guardian(s) are responsible for all tuition payments. The monthly tuition is due on the 24th of the month prior to the month of education.
- A late fee will be assessed on the 29<sup>th</sup> of the month.
- Tuition Express, our child care software management system, is recommended. For those using Tuition Express, the tuition will be processed on the last day of the month prior to the month of education.

#### **SIBLING DISCOUNT:**

- There is a 5% discount on the second child's tuition (deducted from the lesser tuition).

#### **LATE PAYMENT FEES**

- Payments received after the 29th of the month (prior to the month of education) are considered late and must include a \$35 late fee.
- If tuition payment is not received by the 10<sup>th</sup> of the month of education, your child will be denied admission until the account is paid in full, including late fees.
- A \$35.00 fee will be charged for any checks returned from the bank. If 2 checks are returned by the bank, then payment must be either money order or cashier's check at this point.
- If fees are left unpaid after 30 days, Spectrum Montessori at Woodbury reserves the right to turn Payers and/or authorized representatives over to a debt collector.

#### **LATE PICK-UPS**

- Spectrum Montessori at Woodbury closes at 6:00 PM. Children picked up after 6:01 PM will be charged a late pick-up fee of \$1.00 per minute. This fee applies to each child and will be paid with your monthly tuition payment.
- Children enrolled until 12:30 PM with incurred late fees beginning at 12:35 PM (\$15.00 per hour).
- Children enrolled until 3:00 PM with incurred late fees beginning at 3:05 PM (\$15.00 per hour).
- Please call to inform our staff if you will be late.

#### **PRORATION**

- Children may enroll in our program at any time during the year pending availability.
- Children that enroll mid-month will pay a prorated first month's tuition.
- Any requests to change the child's program, either to increase or decrease, in the number of days or hours must be in writing and granted only if there are available spots.
- Proration is calculated by dividing the remaining weekdays after enrollment by the total number of weekdays in the entire month. Weekdays are calculated regardless of holidays or scheduled days off.

#### **RATE CHANGES**

- Spectrum Montessori at Woodbury will issue a written notice at least ninety (90) calendar days prior to any base rate tuition change.
- Tuition increases usually occur in September prior to the beginning of the academic school year.



**BABYSITTING POLICY**

- Please note that we have a “No Babysitting” policy. Refer to the Parent Handbook for more info.

**PAYER**

- The undersigned parent(s)/legal guardian(s) agree to be the responsible PAYERS of the account.

**REFUND POLICY**

- The undersigned understands and agrees that **THERE WILL BE NO REFUNDS** under any circumstances. The only exception is for tuition deposits received prior to enrollment and a 60-day notice has been provided. Tuition deposits are NOT refundable after enrollment begins and is used only towards the last month tuition with a two-month withdrawal notice.

**WITHDRAWALS**

- Spectrum Montessori at Woodbury must be given a two-month advance written notice of withdrawal.
- Withdrawals from Spectrum Montessori at Woodbury will be honored at the end of the calendar month. For example, a **two-month** written notice was received on 4/15, tuition should be paid through 6/30.
- The undersigned will lose initial deposit if failed to provide a **two-month** notice.

**TERMINATION**

The school reserves the absolute and unilateral right to discontinue a student’s enrollment, with or without prior notice, when a serious ongoing issue cannot be solved. Other reasons for termination of a student’s enrollment include, but are not limited to:

- If the school concludes that the child's specific and unique needs cannot be met by the facility or program
- If the unacceptable behavior persists and cannot be resolved after several parent conferences and a reasonable amount of time has been given for improvement in the child’s behavior.
- If the emergency information and medical information are incomplete.
- Excessive delinquency in tuition payments (including Late Fee penalties)
- If the child or his/her parent(s)/legal guardian(s) pose any threat to the safety and well-being of other children or staff member(s) of Spectrum Montessori at Woodbury (ex. Use of profanity, character defamation, physical harm, etc.).
- Lack of cooperation with school policies and procedures outlined in the Handbook
- If a parent/guardian is uncooperative or attempts to slander the school or staff in any way

**ABSENCES:**

- If your child is absent due to illness or vacation, please call or email the school to make us aware.
- Regular tuition is due regardless of absences. There are no “make-up days”. As school expenses are not diminished by a child’s absence, no reimbursements or deductions can be made for absences caused by illness, vacations, or holiday.

**I acknowledge that I have received, read, and understood all policies, conditions, and financial obligations as outlined in the Enrollment Packet. Spectrum Montessori at Woodbury’s tuition policy is strictly enforced.**

\_\_\_\_\_  
**SIGNED & AGREED/Relationship to child**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**SIGNED & AGREED/Relationship to child**

\_\_\_\_\_  
Date

## MEDICATION POLICY

Name of child: \_\_\_\_\_

As a general policy, the school recommends that children receive medication at home whenever possible. In the event your child must receive medication during the school day, you must follow certain procedures.

All of the following conditions must be met in order for medication to be administered:

- A written statement signed by the licensed physician/dentist specifying the reason for the prescription/non-prescription medication/dosage/time/route/side effects.
- A signed medication request form from the parent/guardian.
- A separate form is required for each medication.
- **Prescription** medication must be in the original bottle with the pharmacy label written in English affixed to it (including Epi-Pens for anaphylactic allergy or Albuterol inhalers for asthmatic attacks.) Non-prescription medications also need to be in the original packaging.
- Any tablets requiring partial doses (1/2 or 1/4 ) must be sent to the school already cut.
- All liquid medication must be accompanied with a syringe or measuring device.
- **Never send medicine to school in your child's lunch box or put in his/her cubby.**
- **Please complete a new form if there is a change in your child's medication.**

Medications not requiring refrigeration will be stored in a locked location in the Director's office. Medications that require refrigeration will be stored in a locked clear box in the refrigerator. Medications will not be stored in classrooms, the children's cubbies, or any location in the school. They shall be locked up at all times until ready for use.

Medication(s) will be administered by either the Director or Assistant Director according to the physician's order and prescription label.

Parent's/Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's/Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PHOTOGRAPH CONSENT

I, the undersigned parent(s)/guardian(s), do hereby consent Spectrum Montessori at Woodbury to photograph my child. Photos will be used only for class projects, school in-house newsletter, bulletin board, or in displays at Spectrum Montessori Woodbury. \_\_\_\_\_ Initials

I, the undersigned parent(s)/guardian(s), do hereby consent my child's photograph to be used for Facebook and Instagram \_\_\_\_\_ Initial

I, the undersigned parent(s)/guardian(s), do hereby consent my child's photograph to be used for school publicity and school website. \_\_\_\_\_ Initial

## SUNSCREEN CONSENT

I, the undersigned parent(s)/guardian(s), do hereby give permission for staff at Spectrum Montessori at Woodbury to apply a sunscreen product to my child.

Staff will only use the sunscreen you have provided. Please bring a sunscreen of SPF-15 or higher to be kept in your child's classroom. Sunscreen should be labeled with your child's first and last name. The manufacturer's expiration date must be on the bottle. Staff will request a new bottle when your child's sunscreen has expired. Parents/guardians are asked to apply sunscreen in the morning and the staff of Spectrum Montessori at Woodbury will re-apply in the afternoon.

For medical or other reasons, please don't apply sunscreen to the following areas of my child's body: \_\_\_\_\_

## DIAPER OINTMENT AND LOTION CONSENT

I, the undersigned parent(s)/guardian(s), do hereby give permission for the staff of Spectrum Montessori at Woodbury to apply diaper ointment and/or lotion to my child. Please clearly label the items with your child's name.

**Special Instructions:** \_\_\_\_\_

Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent(s)/Legal Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent(s)/Legal Guardian(s)

\_\_\_\_\_  
Date

## **DISCIPLINARY POLICY**

Spectrum Montessori at Woodbury believes in positive reinforcement for good behavior, including praising the child for appropriate behavior, providing reminders and cues, and facilitating problem solving among children. Our teachers model appropriate behavior to help create an optimal learning experience. Our goal is to help the children develop self-control and responsibility for their actions.

### **Discipline Strategies**

1. Encourage children to use their words when having a disagreement with another child. Facilitate children in their attempts to settle their own disputes.
2. A child with inappropriate behavior will be redirected to a new activity to help the child change behavior. "Inappropriate behavior" is considered as followed.
  - Inflicts physical or emotional harm on other children, teachers, or themselves.
  - Disrespectful behavior towards people, materials, and school environment
  - Consistently disobeys the classroom rules.
3. If inappropriate behavior continues, the teacher may remove the children from an activity in order to maintain order in the classroom.
4. Counseling children individually about their behavior would occur after child is removed from classroom activity.
5. The teacher and/or administration will communicate with parents/guardians on disciplinary concerns by phone and/or "Incident Report".

### **Discipline Procedures for Disruptive Behavior**

1. Disruptive behavior will be addressed in an incident report. This report, which will be shared with the parent/guardian, will document the child's inappropriate behavior and how the behavior has impacted other children, staff members, or the group as a whole. It will also explain how the situation was resolved. The incident report will be at the front office for parents/guardians to read, sign, and take home. A carbon copy of this report will be placed in the child's file.
2. If the child has difficulty managing his/her behavior on a recurring basis, a parent/guardian will be asked to meet with the child's teacher and school director to develop an action plan for the issue.
3. In the event the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it would be necessary for the child to be sent home for the day.
4. However, if disruptive /aggressive behavior persists and cannot be resolved after the above listed procedures, the child would then be removed from the school program altogether. When a decision is made to withdraw the child from our program, the school will notify the parents/guardians, and disenrollment will take place immediately. At this time, there shall be no refunds of monthly tuition or deposit.

Parent's/Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_