



20221 Cypress St
 Newport Beach, CA 92660
 Tel: 949.756.8855
 info@newportmontessorischool.com

Admission Application

Student's Information

First Name:	Middle Initial:	Last Name:
Date of Birth:	<input type="checkbox"/> Boy	<input type="checkbox"/> Girl
Home Address:		
City:	State:	Zip:
Home Phone:		

Student's Family Information

Father's Name:		
Home Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Email Address:	Business Phone:	Ext:
Mother's Name:		
Home Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Email Address:	Business Phone:	Ext:
Student lives with: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both <input type="checkbox"/> Other		
Number of Siblings:	Ages:	

Starting Date:

Program desired:

Toddler I	5 days: _____	Full _____	Half _____	Extended care: am _____ pm _____
Toddler II	5 days: _____	Full _____	Half _____	Extended care: am _____ pm _____
Preschool	5 days: _____	Full _____	Half _____	Extended care: am _____ pm _____
K1	5 days: _____			Extended care: am _____ pm _____

Signature of Father/Guardian Date

Signature of Mother/Guardian Date

*Registration fees should accompany this application form

NEWPORT MONTESSORI SCHOOL

Enrollment Contract

Basic Services- The school will provide a developmental educational program based on the philosophy and teaching of Dr. Maria Montessori. The school is open year-round, Monday through Friday from 7:00am to 6:00pm with the exception of the vacations/holidays listed on the school calendar. Parents are responsible for providing lunch for their children either by purchasing school lunch or packing lunch from home. Once a month, parents sign up (sign up menus are found in your child's classroom) as a snack parent and are responsible for providing snack for the whole class.

Optional Services- Parents may choose to have their children participate in extracurricular activities. These are offered and may be arranged with outside organizations or instructors. Schedules and enrollment forms are available at the front office.

Registration Fee- A \$200 annual non-refundable registration fee must accompany the completed admission application form. This fee covers admission processing, student accident insurance premiums, and other miscellaneous fees not billed directly. Each spring, a re-registration fee is required for continuing students.

Material Fee- There is an annual non refundable material fee for K1 students. This fee covers books, art projects, photocopies, etc.

Tuition-Tuition is based on a yearly fee and is divided into 10 equal payments, September through June. Holidays, vacations or other school closures do not affect nor adjust the fees for the month. Tuition is always due on the first of each month and is considered late after the 5th. Please make checks payable to Newport Montessori School. *A late fee of \$25.00 will be charged if payments are not made by the 5th day of each month. A fee of \$25.00 will be charged for returned checks.* The school reserves the right to raise tuition and fees, upon a thirty-day notice. Parents enrolling for the school year must be responsible for one month of the summer session.

Program Options

Toddlers:

Full Day	9:00am-3:00pm	5 days a week
Half Day	9:00am-12:00pm	5 days a week

Preschool:

Full Day	9:00am-3:00pm	5 days a week
Half Day	9:00am-12:00pm	5 days a week

Kindergarten/ First Grade:

Full Day	9:00am-3:00pm	5 days a week
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Extended Daycare:

Morning daycare	7:00am-9:00am
Afternoon daycare	3:00pm-6:00pm

There is a 15-minute before and after grace period for the full and half day program. A late fee of \$15.00 per hour or part of will apply once the grace period has passed. Please note there are no switching or make up days on a 3-day Program.

Changes in Program- Newport Montessori requires a 30 day written notice for any change of program, *including morning or afternoon daycare*. Children who wish to change program schedules may do so ONLY if an opening for that program is available. While children will be given a priority to do so, they will be responsible for continuing in their current program until the change becomes available or they may follow withdrawal procedures. Please fill out a change of program form in the front office if you are requesting a change of any kind. The signed form constitutes notice of change and upon fulfillment of the request; the child's original place in class will be filled from the waiting list. Please be sure of your decision to change programs before filling out the request form. Your child will be unable to stay on their original schedule once the change is made. Changes in tuition rates are effective at the time the child transfers to the new program. *The tuition of children transitioning from the toddler to the preschool program will remain the same for the first month.*

Late pick-ups-A late “pick up” fee of \$1.00 per minute for every minute past 6:05pm will be imposed for each child if picked up after closing. Please have late fees payable to the staff member on duty.

Toddler Option- Newport Montessori has a toddler option for children ages 18-30 months. If a child leaves the program before or after he/she is 30 months, written permission from the parent is required.

Modification of Agreements-This agreement may be modified whenever any of the circumstances covered in this arrangement change. Such modification may only be made in writing and must be signed and dated by the parent and the school in order to be binding and effective.

Withdrawals-Children can be withdrawn from the program with a 30-day written notice prior to the withdrawal date of the child. Children withdrawn without notice are subject to tuition charges for 30 days from date of withdrawal. Parents withdrawing a child on/after May 1st of the regular school term are responsible for the balance of the yearly tuition throughout the month of June. No refunds are given for withdrawals between May 1st and the end of the term. A child may be dismissed by the school without prior notice, if in the sole opinion of the school; it is in the best interest of the child. If a child is dismissed from school, pre-paid tuition shall be refunded from the date of the dismissal. Children who wish to re-enroll will be required to pay the registration fee.

Involuntary Withdrawal- The school reserves the right to request removal of a child from the school, on either temporary or permanent basis, under these conditions: (a) The staff has determined that the school program no longer meets the child’s needs; (b) The parents have assumed an adversary relationship with the school; (c) The child’s behavior at school is unacceptable to the staff.

Refund Policy- No refunds are given for absence due to illness or vacations during the regular school term, or for withdrawals between May 1 and the end of the term.

Field Trips- Field trips are scheduled during the summer and periodically throughout the school year in conjunction with the school curriculum. Parents give written permission for transportation of the child by bus. Parents will be notified of trips in advance.

Winter Care- During observance of the December holidays the school may deem it appropriate to open for daycare days. These days are not included in the yearly or monthly tuition and therefore an additional cost will apply. There is no obligation to attend school during these days and participation is voluntary. Winter care sign up forms are posted in advance for parents’ convenience.

Summer Sessions- Summer sessions (July and August) are registered for separately. Information regarding summer sessions and re-registration is released each spring. Parents enrolling for the school year must sign up for at least one month of the summer session.

June Optional Days- The academic school year ends on the third Friday of June, however, tuition remains the same. Any remaining June days are considered optional days and are available for an additional daily fee.

Forms- All forms required by the school must be complete, and on file prior to the first day of attendance, as required by Title 22 of California Law. All children’s files must be kept current. No child will be admitted to Newport Montessori if any of the forms are incomplete.

Authorized Pick-Up- Children will be released ONLY to those persons who have been authorized IN WRITING by parents. Unfamiliar adults will be asked for identification before the child will be allowed to leave the facility with them. Please be sure all authorized people are listed on the I.D. Emergency form or fill out an authorization form in the front office. I.D. Emergency forms must always be kept current.

Sign In/ Out- The State of California requires that all children be walked into the center, as well as signed in and out of school, by an ADULT daily. Signature sheets are available in each classroom and are for documentation purposes and should be signed with a full LEGIBLE signature by ADULTS ONLY.

Daily Inspection- Social services requires that the staff do a daily inspection of each child for illness. Children will not be admitted to the school when the child displays symptoms of fever, or possible infection. A child must be free of symptoms for a 24-hour period before returning to school. If a child becomes ill at school, the parent must pick up the child from school within 1 hour of notification.

Illness & Injury- Parents notified of a child's illness or injury at school must arrange for the child to be picked up within the hour.

Medication Policy- Parents agree NOT TO SEND ANY MEDICATION IN THE CHILD'S LUNCH BOX. The parent must give all medication including over-the-counter/vitamins directly to the staff member. All medication must have a prescription label with the proper dosage and schedule. Parents must sign an authorization form each day the medication is to be administered.

Emergency Information- The school requires an IDENTIFICATION AND EMERGENCY INFORMATION form on file. Parent's phone numbers as well as the numbers of other responsible adults must be kept current. Physician and dentist's numbers and addresses will be on file. In the event no one can be reached, the school will have on file a signed CONSENT FOR MEDICAL EMERGENCY TREATMENT. Identification and Emergency Information must be updated and current.

Medical Assessment Clause- Parents must provide a health history of the child's general health, physical and emotional maturity and special problems and needs. A PHYSICIAN'S REPORT will include a record of any contagious and infectious disease, which could preclude the child's admission, and identification of any prescribed medication taken by the child as well as a test for TB. Each child must have a physical examination to identify any special needs and ambulatory status. These forms must be updated annually.

Visits- Newport Montessori School invites parents to drop in and check on their child at any time. Please make sure to check in at the front desk upon arrival.

Parking Regulations- Parents will acknowledge that the school is in a residential area and accordingly agree to the following parking and drop off procedures:

- Under no circumstances will there be any parking or blocking of neighborhood driveways.
- Please drive slow and be cautious in our parking lot and limit your parking time so that traffic congestion is avoided.

Drop-off and Pick-up Procedures- Children may NEVER be unescorted in the parking lot!!! When walking to and from your car to sign your children in and out, please be sure that they are by your side. We ask parents not to prolong goodbyes. Reassure your child that you will return at a specific time, such as after lunch or after nap time, and then leave promptly.

To maintain a safe and clean environment, you may not eat and/or drink in the lobby and outside school grounds.

Children must be picked up from either of the play areas or the classroom. The best and most satisfying pick up procedure for the child is for you to:

1. Greet him/her on the playground or in the classroom. If in the classroom, allow time for him/her to put away materials.
2. Retrieve possessions from your child's cubby and check for messages on the parent board/child's file.
3. Allow your child to say good-bye to his/her teacher by shaking hands.
4. Please be courteous of continuing students by exiting the playground or classroom quietly and promptly.
5. To maintain a safe environment, please avoid gathering on school grounds including classrooms, playgrounds and parking lot.
6. Sign your child out.

Parent conferences / Daily communication- Newport Montessori School conduct parent conferences in November and May. Conferences are accompanied by a written report of the child's progress at school. We feel that the conferences are a valuable aid for parents as well as the teachers. It is the policy of the staff to facilitate the highest degree of cooperation between parents and teachers. Keep the lines of communication open at all times.

During class, teachers are there strictly for the children. Please do not interrupt their class time with questions. Special instructions for the day maybe left at the office. If you must speak to your child's teacher personally, please do so by calling the school and leaving a contact number and the teacher will return your call as soon as possible. Our school mode of communication request that our co teachers and teacher assistant defer to the head teacher. At any time, when there are comments, concerns or suggestions, please feel free to schedule an appointment with your child's teacher. Should addition resolution be required, the parents may then address the situation to the school director.

Vacations- To maintain enrollment of your child, parents must inform the office for any vacations prior to leaving.

Rights of the Licensing Agency- The California State Department of Social Services or licensing agency shall have the authority to interview children, or staff, and to inspect and audit school records without prior consent. The school shall make provisions for private interviews with any child or staff member; and for the examination of all records relating to the operation of the school. The Department shall also have the authority to observe the physical condition of the children, including conditions, which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine children.

Parent acknowledges that he/she has read this ENROLLMENT CONTRACT. Parent also acknowledges receiving a copy of the Parent Handbook, rate sheet, school calendar, Parent's Rights Form and the Child's Personal Rights Care Giver Check Form.

I agree to the financial responsibilities and the terms of this agreement by signing below.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____