



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

Admission Application

Student's Information

First Name:	Middle Initial:	Last Name:
Date of Birth:	<input type="checkbox"/> Boy <input type="checkbox"/>	<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 Day: _____	Half Day: _____	Extended care: am _____ pm _____
Toddler II	5 days: _____	Full Day: _____	Half Day: _____	Extended care: am _____ pm _____
Preschool	5 days: _____	Full Day: _____	Half Day: _____	Extended care: am _____ pm _____
K1	5 days: _____	Full Day: _____		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 will be assigned sign up to bring morning snack for the whole class (snack calendar will be posted outside classroom doors).

Optional Services- Parents may choose to have their children participate in extracurricular activities (e.g. dance, music, and sports). These are offered and arranged with outside organizations or instructors. Schedules and enrollment forms are available at the front office.

Registration Fee- There is a \$200 annual student, non-refundable registration fee. 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 all materials used in the classroom. This fee is due prior to transition period and before the first day of class. The material fee is not prorated.

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. *Tuition fees is non-transferrable. **There will be no refunds on tuition fees for any reasons including medical, relocating and for any other reasons.***

Program Options

Toddler:

Half Day	8:30am-12:00pm	5 days a week
Full Day	8:30am-3:00pm	5 days a week

Preschool:

Half Day	8:30am-12:00pm	5 days a week
Full Day	8:30am- 3:00pm	5 days a week

K1:

Full Day	8:30am-3:00pm	5 days a week
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Extended Daycare:

Morning daycare	7:00am-8:30am
Afternoon daycare	3:00pm-6:00pm

There is a *15-minute* grace period for classes that end at noon and at 3:00pm. A late fee of \$15.00 per hour or part the hour 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 **6:00pm** will be imposed for each child if picked up after closing. **Please have late fees payable to the staff member on duty at time of pick-up.**

Lunch- Lunch orders need to be filled in and paid for, two business days prior to the beginning of the month. There will be no refunds on lunch payments and is non-transferrable.

Toddler Option- Newport Montessori has a toddler option for children ages 18-36 months. If a child leaves the program before he/she is 24 months, written permission from the parents 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. Children who wish to re-enroll will be required to pay the registration fee. 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, with the exception of short-term students

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, including the summer session or transferrable for paid days not attended.

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. There will be no refunds or transfers of field trip charges.

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. Winter Daycare hours will be 8:00 a.m-5:00 p.m. Daycare payments are non refundable and nontransferable. There will be no switching of days during winter daycare.

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. The summer session will be prorated on an average of twenty working day . The time taken off for vacation weeks needs to be in five consecutive working days. ***There will be no refunds on tuition fees for any reasons including medical, relocating and for any other reasons.***

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.

Special Events-There will be an additional fee for special events throughout the school year (i.e. winter show, graduation, etc.) and early pick up due to these events which will be announced at least 3 weeks in advance.

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 at 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 at the front office 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 should 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 office upon arrival.

Parking Regulations,

Parking- City ordinance dictates that under no circumstances will there be any parking or blocking of neighborhood driveways or any other business parking lot. No street parking, standing or drop off is permitted. ***Any parent that fails to comply with the city regulations will be immediately terminated from our school.*** For parent's convenience, Newport Montessori has scheduled teachers to be stationed in front of the school to assist the children to their classrooms. Please drive slow and be cautious in our parking lot and limit your parking time so that traffic congestion will be avoided.

Drop-off and Pick-up Procedures

Drop Off- Starting the school day ON TIME allows your child to enter the classroom with ease and comfort. Class starts promptly at **8:30am**, so we ask that the parents respect the program schedule and arrive on time. If you must arrive after 8:30am, say your goodbyes in the hallway and allow your child to enter quietly, at which point the teacher will assist and greet your child.

Lobby/ Hallway/ School Grounds- To maintain a safe and clean environment, we ask all parents to be courteous to the classes in session by refraining from conversing and gathering in the lobby/hallway and school grounds. Parents need to supervise their children at all times. ***Children may NOT run, eat, drink, or left unattended in the lobby, hallway or school grounds.***

Pick Up- Class officially ends at 3:00pm, however, we ask all parents to please respect the children who are continuing with the activities in the afternoon by not interrupting the class. Parents may not interact with the children in the classroom. Please wait for your child to finish putting his/her work away, allow your child to say goodbye to the teacher then quietly leave. Upon picking up your child, we ask you to supervise them at all times. ***Do not let them run ahead of you in the hallway, and most especially in the parking lot. You must hold your child's hand when entering and leaving the school.*** Due to the limited parking spaces, ***we ask all parents to not gather or allow their children to play on the landscape area or parking lot.***

Playground- Parents picking up their child during playground time must check in at the front office and your child will be brought to you. **Parents may not enter the playground.**

Parent Conferences/ Daily Communication- Newport Montessori School conducts 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. We 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 may be left at the office. If you must speak to your child's teacher, please do so by calling the school and leaving a contact number and the teacher will return your call as soon as possible. If you wish to meet with the teacher, or you have comments, concerns or questions, please feel free to schedule an appointment with your child's teacher through the office. Should additional resolution be required, the parents may then address the situation to the school Director. Our school's mode of communication requests that our associate teachers and assistant teachers defer to the lead teacher.

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.

Father/Guardian _____ Date _____

Mother/Guardian _____ Date _____