



## *The Montessori Academy of Anaheim*

515, North State College Blvd., Anaheim, CA 92806 Phone: (714) 776 0605 / 949 836 4465  
E-Mail: [contactus@montessoriofanaheim.com](mailto:contactus@montessoriofanaheim.com) / Website: [www.montessoriofanaheim.com](http://www.montessoriofanaheim.com)

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### **Enrollment Packet Cover Letter**

Dear Parent/Guardian:

The following enrollment packet consists of several pages of information required in order for your child/children to be enrolled in our school.

The State of California (Department of Social Services; Title 22), directs the requirements that all licensed day care facilities.

The enrollment packet that you will receive has been designed to meet the above requirements for enrollment. We ask that you complete ALL pages with the information that we require.

From time-to-time, the above Title 22 requirements are modified by the Department of Social Services. When, and if that happens, we may require further information, or we may have to furnish parents with updated information.

Should you have any questions with regards to the information that we require, please discuss them with the school director. She will be happy to help you as needed. It is important that all of the information be accurate and complete.

Thank You



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## Enrollment Packet Contents

Name of the Child \_\_\_\_\_ Date of Entry: \_\_\_\_\_

Parent and Family Name: \_\_\_\_\_ Date of Drop: \_\_\_\_\_

Birth date: \_\_\_\_\_ Sex  M  F

Authorized Representatives: \_\_\_\_\_

**NOTE:** The school director is responsible for obtaining all information as required.

**Enrollment Packet Contents -- must be accurate and complete.**

Check off *only* if present *and* complete:

- ❖ Enrollment Application \_\_\_\_\_
- ❖ Enrollment Contract \_\_\_\_\_
- ❖ Photograph Consent \_\_\_\_\_
- ❖ Emergency Food Kit \_\_\_\_\_
- ❖ LIC 702 Child's Preadmission Health History \_\_\_\_\_
- ❖ LIC 700 ID and Emergency Information \_\_\_\_\_
- ❖ LIC 613A Personal Rights \_\_\_\_\_
- ❖ LIC 995 Notification of Parents' Rights \_\_\_\_\_
- ❖ LIC 627 Consent for Medical Treatment \_\_\_\_\_
- ❖ LIC 701 Physician's Report \_\_\_\_\_



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## 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:		
Email:		

## Student's Family Information

Father's Name:			
Home Address:			
City:	State:	Zip:	
Home Phone:	Cell #:	email:	
Business Name:		Business Phone:	
Mother's Name:			
Home Address:			
City:	State:	Zip:	
Home Phone:	Cell #:	email:	
Business Name:		Business Phone:	
Student lives with:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> both <input type="checkbox"/> Other
Number of siblings:		Ages:	

Has your child ever attended day care?  Yes  No If yes, where? \_\_\_\_\_

Please list any medical condition(s) we should be aware of: \_\_\_\_\_

Allergies: \_\_\_\_\_

Does your child need toilet training?  Yes  No (Subject to \$50 fee)

Does your child typically nap?  Yes  No If yes, what time? \_\_\_\_\_

Would you like to be added to the Montessori Academy of Anaheim Facebook page?

Yes (name used) \_\_\_\_\_  No

How did you hear about us? \_\_\_\_\_

Why are you considering Montessori for your child? \_\_\_\_\_



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**Starting Date:** \_\_\_\_\_

**Program desired:**

Toddler I    5 days: \_\_\_\_\_ 3 days: \_\_\_\_\_ Basic \_\_\_\_\_ Half \_\_\_\_\_  
Preschool    5 days: \_\_\_\_\_ 3 days: \_\_\_\_\_ Basic \_\_\_\_\_  
Pre K        5 days: \_\_\_\_\_ 3 days: \_\_\_\_\_ Basic \_\_\_\_\_  
K1            5 days: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date

\*Registration fees should accompany this application form



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## 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 morning snack for the whole class. The school will provide afternoon snack.

**Optional Services-** Parents may choose to have their children participate in extracurricular activities such as ballet; music, ceramics, gymnastics and sports. 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 \$150.00 annual non-refundable registration fee must accompany the completed admission application form. This fee covers admission processing, and other miscellaneous fees not billed directly. Each spring, a re-registration fee of \$75 is required for continuing students.

**Material Fee-** There is an annual material fee of \$150for K1 students and \$100 for Preschool students. This fee covers books, maintenance of Montessori materials, art projects, lamination, photocopies, etc.

**Earthquake Kit Fee-** An earthquake kit is required for all children due upon enrollment. At the time, your child enters school you need to provide an Emergency Food Kit to be kept at the school. The items must fit easily in a one-gallon zip lock bag that is clearly labeled with the child’s name.

**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 5<sup>th</sup>. *A late fee of \$25.00 will be charged if payments are not made by the 5<sup>th</sup> 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:

Academic Days with Extended Care	7:00am-6:00pm	5 days a week
Academic Days	8:30am-3:00pm	5 days/3 days/2 days a week
Half Days	8:30-12:30pm	5 days/3 days a week

#### Preschool:

Academic Days with Extended Care	7:00am-6:00pm	5 days a week
Academic Days	8:30am-3:00pm	5 days/3 days/2 days a week
Half Days	8:30-12:30pm	5 days/3 days a week

#### K3:

Academic Days with Extended Care	7:00am-6:00pm	5 days a week
Academic Days	8:30am-3:00pm	5 days
Half Days	8:30-12:30pm	5 days



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There is a *15-minute* before and after grace period for the basic and half day program. A late fee of \$12.00 per hour or part of will apply once the grace period has passed.

\*Please note that there are *no* makeup days on 3-day programs.

**Changes in Program-** The Montessori Academy of Anaheim 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.

**Late pickups-**A late "pick up" fee of \$1.00 per minute for every minute past 6:01pm will be imposed for each child if picked up after closing.

**Toddler Option-** The Montessori Academy of Anaheim has a toddler option for children ages 18-36 months. If a child leaves the program before or after he/she is 36 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 school with a 30-day written notice which must be given on the 1<sup>st</sup> of any month with the exception of May 1<sup>st</sup>. Children withdrawn without notice are subject to tuition charges for 30 days from date of withdrawal. Parents withdrawing a child on/after May 1<sup>st</sup> 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 1<sup>st</sup> 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.

**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



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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 are registered for separately. Information regarding summer sessions and reregistration is released each spring. Parents enrolling for the school year must sign up for at least one month of the summer session. *Any child who attends the optional summer session in June will be prorated those days.*

**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 The Montessori Academy of Anaheim 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 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-** The Montessori Academy of Anaheim 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.



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## 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. We ask that parents respect the program schedule and bring children to the classroom no later than 8:30am. When you must arrive after 8:45am, say your goodbyes in the hallway and allow your child to enter quietly and the teacher will assist and greet them at the door.

**Pick Up-** Class officially ends at 3:00pm, however, we ask all parents to please respect the children who are continuing with the Montessori 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, allows 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 grass area or parking lot.***

## 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" which contains: the School's Admission Policies and Procedures: 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 \_\_\_\_\_

Received by (Director) \_\_\_\_\_ Date \_\_\_\_\_



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### Photograph Consent Form

I/We \_\_\_\_\_ give The Montessori Academy of Anaheim; consent to photograph my/our child, \_\_\_\_\_. These photographs may be used on our website, [montessoriofanaheim.com](http://montessoriofanaheim.com), or on display at our school.

\_\_\_\_\_  
Signature of parent

\_\_\_\_\_  
Date



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### **EMERGENCY FOOD KIT**

The Montessori Academy of Anaheim has a disaster plan to maintain the safety and care of students and staff. The staff members maintain current first aid and C.P.R. training. The plan outlines roles, responsibilities, and procedures for students and staff and is for implementation at any time. The plan includes periodic evacuation drills and drop-and-cover drills.

At the time, your child enters school you need to provide an Emergency Food Kit to be kept at the school. The items must fit easily in a one-gallon zip lock bag that is clearly labeled with the child's name.

#### **CONTENTS OF THE EMERGENCY KIT:**

1) One FLIPTOP can of spaghetti, tuna, Vienna sausages, pork and beans, chili, or pudding.

PLEASE DO NOT include any perishable food items, glass containers, cans which require can openers, or anything your child will not eat at room temperature.

2) One can of juice or a SMALL plastic bottle of water.

3) One or two FLIPTOP cans of fruit or packages of fruit leather.

4) Plastic spoons, individually wrapped wet wipes for hands and face.

5) Include an index card containing the parents' business addresses and phone numbers. It is YOUR RESPONSIBILITY to keep this information current by notifying the school of any changes.

6) A completed Emergency card on file in the school office, containing your home and or before date of enrollment.

I understand the above and do hereby agree to provide the above-mentioned items as requested.

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(CHILD'S NAME)

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(SIGNATURE OF PARENT/GUARDIAN)

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### Things to be dropped off on the first day of School

1. Immunization Records
2. Completed Enrollment Packet
3. Physicians Report
4. Lunch
5. Crib sheet
6. Blanket
7. Diapers and Wipes
8. Extra Clothes (label all the clothes)
9. Earthquake Kit (Emergency Support Kit)
10. Big Smile!!!!!!!!!!!!!!

Thank you!

Director