

# **Danville Montessori School**

919 CAMINO RAMON • DANVILLE, CA 94526-4903 • PHONE (925) 838 - 7434 • FAX (925) 838 - 2692

EMAIL - danmontschool@gmail.com    www.danmont.com

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**Dear Parents,**

**Thank you for selecting Danville Montessori School for your child's early childhood educational needs. This is a very important period in your child's young life and the learning that takes place during this time will last a lifetime.**

**Attached you will find the registration forms necessary to complete your child's enrollment process. Although these forms may ask very detailed information, it enables the School to better meet your child's individual and unique needs. Of particular importance are the forms that authorize those individuals to pick-up your child from the School, health immunization, and emergency medical treatment. Please note all pertinent telephone contact numbers, including cell-phone numbers and e-mail addresses. Please complete all forms, sign where applicable, and return the entire enrollment package as promptly as possible. If you have any questions regarding any of the forms, please feel free to ask the School director for assistance. Once again, a sincere thank you for selecting Danville Montessori School for your child's early childhood educational needs.**

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## ENROLLMENT AGREEMENT PAGE 1 OF 7

### PARTIES TO AGREEMENT

This Enrollment Agreement ("Agreement") is entered into between Danville Montessori School (the "School") and the Parent(s)/Guardian(s) listed on page 7 of this Agreement. All references to "You" or "Your" refer, both collectively and singularly, to the Parent(s)/Guardian(s) of the child(ren) enrolled at Danville Montessori School. The effective date of this agreement is the latter most date following the signatures on page 7 of this Agreement.

### INITIAL ENROLLMENT REQUIREMENTS

For initial enrollment at Danville Montessori School the following is due to secure enrollment: One Month tuition deposit (for each child enrolling). The tuition deposit for initial enrollment will be used in lieu of tuition during the child's last month of attendance, per written 30-day notice of enrollment withdrawal (see pg.3).

### TUITION PAYMENT

Tuition is due and payable on the first day of each new month. There is an allowed grace period for tuition payment until the 5th of the month. There are no make-up days or refunds for attendance absences due to holidays (School and/or legal), illness/sickness, personal days, off-days or vacation days.

### SERVICES PROVIDED

The School will provide childcare and educational services for the agreed upon attendance schedule. The School will provide morning and afternoon snacks. Parents will provide the lunch meal.

### HOURS OF OPERATION

Hours of operation are Monday through Friday from 7:30 A.M. to 5:00 P.M. – year-round. Classes begin promptly at 9:00 A.M. We kindly ask that if You are late bringing Your child to School in the morning, to please use the rear entrance as quietly as possible so as not to disturb the classroom activities.

### LATE, RETURN CHECK, AND CHARGE-BACK CHARGES

Tuition payments are late if not received by the 5th of each new month. Payments received on or after the 6th of each month will be subject to a \$7.50 charge per day that tuition is late. The only exception to this policy is when the 5th of the month falls on a weekend. In this case, tuition payment is late if not received by the next regular business day. Return check and charge-back charges are \$35.00 per transaction. The daily late pick-up charge rate is \$5.00 per minute/per child, based on the official School clock for children who are picked up after 5:00pm and are payable to Danville Montessori School. Any charges within this section shall include all necessary costs of collection and reasonable attorney's fees for collection.

### SIGN-IN/SIGN-OUT SHEETS

The State of California state regulatory agency (Community Care Licensing) requires that student sign in/out sheets be completed daily by the parent/guardian responsible for dropping off/picking up the child to/from School. Please

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## ENROLLMENT AGREEMENT PAGE 2 OF 7

be sure to provide Your full signature (not initials) and the correct time when dropping off/picking up Your child from School. We are required to provide these daily attendance records to Community Care Licensing upon request of inspection. Community Care Licensing can issue a fine to the School for as much as \$50.00 or more per occurrence if it is found that a parent has not signed the sign-in/out sheet correctly. If this occurs, that fine will be charged to the applicable parent. Please take the time to sign the in/out sheet correctly. It is the parent's responsibility to inform any person dropping or picking up Your child of this requirement.

### ALTERNATE PICK-UP/DROP OFF

If someone other than a parent will be picking up/dropping off Your child (who is not currently on Your emergency pick-up list), the School needs to be notified preferably by writing or by phone or in person that such person will be allowed with Your permission to pick up/drop off Your child. The School will need the name of such person so that when they arrive we are able to verify identity through a government issued identification card such as a driver's license or passport. Please note that late pick-up charges also apply to anyone that is designated to pick-up a child by a parent. The daily late pick-up charge rate is \$5.00 per minute/per child, based on the official School clock for children who are picked up after 5:00pm and are payable to Danville Montessori School.

### SCHOOL HOLIDAYS

The School observes the following holidays: New Year's Day, January Parent-Teacher conference day, Martin Luther King's Jr. Birthday, President's Day, Spring Break Week, Memorial Day, June Parent-Teacher conference day, Juneteenth, Summer Break (first two weeks of July), Teacher Work Day (two days at the end of August), Labor Day, Columbus Day, Veteran's Day and Thanksgiving Week, Winter Holiday Break. There will be signs posted as a reminder for parents to allow ample notice that the School will be closed on the holidays which are listed above. Please take note that we are closed for one day during our bi-annual parent-teacher conference days which occur in January and June. If there is any confusion regarding School holidays, please refer to the yearly holiday schedule that is available to parents. Please note that if a holiday falls on an attendance day, there are no makeup days allowed of any kind for any missed attendance day or schedule.

### VACATION-PERSONAL HOLIDAYS

All parents vacation days, holidays (School and/or legal), personal days, off days, or sick days must be paid as School operations are open and ongoing all year. Please note that there are no makeup days allowed of any kind for any missed attendance day or schedule.

### SCHOOL SICK POLICY

If Your child has become sick with an infectious or contagious illness and is exhibiting signs and/or symptoms such as a high-grade fever, diarrhea, nausea, cough and/or cold lasting longer than 1 week, the child needs to be kept home until he/she has been symptom free for at least 24 hours before returning to School. If Your child has been sick for two or more weeks due to illness, Your child will not be re-admitted to School without a doctor's written authorization permitting such actions. Please note that if a holiday falls on an attendance day, there are no makeup days allowed of any kind for any missed attendance day or schedule.

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## ENROLLMENT AGREEMENT PAGE 3 OF 7

### STUDENT ILLNESS

If Your child, in the opinion of the director and in accordance with the School's sick policy, is too ill to attend class, then arrangements must be made as soon as possible for his/her care. Children with contagious and/or infectious diseases or fevers will be sent home. If Your child is deemed by the School to be too ill to attend class we ask that Your child be picked up within at least 2 hours of notification by the School. If Your child has become sick with an infectious or contagious illness and is exhibiting signs and/or symptoms such as a high-grade fever, diarrhea, nausea, cough and/or cold lasting longer than 1 week, the child needs to be kept home until he/she has been symptom free for at least 24 hours before returning to School. Please note that if Your child is absent for two weeks or more due to illness, Your child will not be re-admitted to School without a doctor's written authorization permitting such actions.

### STUDENT MEDICATIONS

Please notify the director if Your child needs any medication, with specific written instructions indicating the interval and amount of dosage as required by Your child's medical condition. Additionally, please notify the director, in writing, if Your child has any allergies or special dietary needs.

### ALLERGIES

If Your child has allergies please inform the School by writing a list of all pertinent allergies. The School keeps an up-to-date list for reference of children who have allergies and what they are allergic to. Also, if Your child requires special food and/or snacks please bring these items clearly labeled with Your child's name so that they may be stored at the School for Your child.

### TOILET TRAINING

The completion of toilet training is not a requirement to attend Danville Montessori School. The School makes every effort to assist each child in the toilet training process. Children who are two years of age are charged a fixed fee (included in the tuition) each month for diapering services in the amount of \$100.00. When a child reaches the age of three or older, it is re-evaluated as to whether or not the child is completely toilet trained. The School considers a child to be completely toilet trained if no accidents have occurred for a minimum two-week period. Please note that the diapering fee can continue for a child past the age of three or until the child is completely toilet trained according to Danville Montessori's policy.

### ATTENDANCE WITHDRAWAL

A minimum of 30 days written notice is *required prior to* a child's withdrawal from the program. Said notice shall be submitted to the director for Danville Montessori School. If 30 days written notice is not given then You shall be responsible for the agreed tuition costs of the unfulfilled term of the enrollment contract.

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## ENROLLMENT AGREEMENT PAGE 4 OF 7

### **ENROLLMENT TERMINATION**

The policy and protocol for any termination of enrollment services, whether as a result of a child's and/or parent's actions is described as follows:

- The child is unable to adjust classroom rules for acceptable behavior after a reasonable adjustment period. Such adjustment periods normally last 2-4 weeks.
- Repeated incidents of physical or verbal inappropriate behavior towards staff and/or other students. Such examples of inappropriate behavior are inclusive but not limited to the following:
  - a. Defiance of staff authority
  - b. Verbal abuse of staff and/or other students
  - c. Uncontrollable or spontaneous behavior such as tantrums, screaming, behavioral outbursts impacting the order of the classroom or playground
  - d. Unprovoked physical assaults on other students and/or staff such as scratching, hitting, punching, kicking, tackling, pushing, tripping, biting, pinching or spitting
- Parent/guardian fails to comply with school policies after verbal or written notification by school management
- Non-payment of tuition
- Chronic late pick-up of child after school closing time
- Parent request for special behavioral or education services for their child, at the exclusion of other children in the program, that cannot be reasonably delivered by the school staff and curriculum in the opinion of school management
- Immediate causes for termination of services are as follows:
  - a. Parents/guardians physically, verbally, or expressing themselves in a perceived threatening or intimidating behavior to school, students, or other parents
  - b. Perceived dangerous behavior by a parent or students to others

### **REFUNDS**

Should it become necessary to terminate Your child's enrollment for any reason, no refunds will be issued.

### **LAST MONTH DEPOSITS FOR PROSPECTIVE STUDENTS**

Families who submit deposits and applications, but are waiting an available position and not yet attending, the last month deposit is non-refundable in the event that Danville Montessori contacts You to inform You of an opening for Your child; however, the deposit may be refunded in the event that You contact Danville Montessori, in writing, prior to Danville Montessori informing You of an available position. If You elect not to enroll, and the appropriate notice is not given, Your child's deposit will be forfeited.

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## ENROLLMENT AGREEMENT PAGE 5 OF 7

### LAST MONTH DEPOSITS FOR CURRENTLY ENROLLED STUDENTS

The last month deposit, that was submitted with Your child's application during the enrollment process, will be applied to Your child's final full month of attendance. No prorated tuition will be given for partial attendance. Please see the "attendance withdrawal" paragraph above for policy information regarding proper notice procedures when withdrawing your child from the program.

### ATTENDANCE CHANGES

Should it become necessary to change Your agreed attendance schedule, one month's (at least 30 calendar days) notice, in writing must be submitted to the director prior to the proposed effective date of the change. Please note that any new attendance schedule will be subject to the prevailing current tuition charge. Please note there is a \$25.00 charge for changing Your child's attendance schedule to attend fewer days per week (i.e. changing from a 5-day attendance schedule to a 3-day attendance schedule). There is no charge to change Your child's attendance schedule to include more days (i.e. changing from a 3-day attendance schedule to a 5-day attendance schedule). Please note that if a holiday falls on an attendance day, there are no makeup days allowed of any kind for any missed attendance day or schedule.

### TERM OF AGREEMENT

The term of this Agreement is one calendar year from the effective date of this Agreement. This Agreement shall automatically renew on the anniversary date until the School is notified in writing otherwise.

### AGREEMENT TERMINATION

Should it become necessary for a student's enrollment in the program to be terminated, such actions will be based upon the following criteria. First, any actions which jeopardize the health and safety of any student will be grounds for termination. Second, any actions impeding the orderly management of the Schools will be grounds for termination. Any agreement termination and/or tuition refund will be issued at the discretion and judgment of the School director based upon the above criteria.

### OUTSIDE TEACHER EMPLOYMENT

Any outside employment of teachers of any kind (i.e. babysitting, tutoring, teaching, etc.) from Danville Montessori is strictly prohibited as it is a conflict of interest for all teachers, students and parents within the School.

### STUDENT PERSONAL ITEMS

The School shall not be held responsible for damages or loss to any personal belongings especially items such as toys, family items, personal items (such as blankets, clothing, food containers etc.) or other items considered to be special to the child that can occur as a result of being brought to School. It is preferable that the aforementioned not be brought to the School. Please clearly label all items that Your child's name that is brought to School (clothes, blankets, food containers, etc.)

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## ENROLLMENT AGREEMENT PAGE 6 OF 7

### **STUDENT PHOTOS**

Taking photos of any student enrolled in the School other than your own child while on the School grounds is not permitted. Taking photos of students other than your child can create a potential safety hazard as the School has no control over where these pictures end up (social media websites, etc.) Taking photos while on school grounds also causes a disruption to normal daily functions. Please speak with the School Director to clarify this policy.

### **STUDENT RECORDS/IMMUNIZATIONS**

Each individual students files are considered to be confidential information that is available to a child's parents/guardians upon request. Upon Your child's initial attendance at the School, an up-to-date immunization record and signed by a doctor, is required for each child by the State of California Department of Health and Human Services.

### **SCHOOL EVALUATION CONTRACT PROVISIONS**

The policy, protocol, and enrollment contract clause for school evaluations for student leaving and/or graduating from our program.

Any school evaluation(s) performed for any student is subject to the following policy:

- The first school evaluation is performed pro bono.
- Any additional evaluations and/or copies are subject to a \$50.00 per evaluation/copy.

### **ARBITRATION OF DISPUTES**

The School and Parent(s)/Guardian(s) agree that any dispute or claim in law or equity arising between them out of this Agreement or any other transaction or incident shall be decided by neutral binding arbitration. The arbitrator shall be a retired judge or justice, or any attorney with at least 5 years of experience as an arbitrator. The parties shall have the right to discovery in accordance with California Code of Civil Procedure section 1283.05. In all other respects the arbitration shall be conducted in accordance with Title 9 of Part 3 of the Code of Civil Procedure. Judgement upon the award of the arbitrator(s) may be entered into any court having jurisdiction. Enforcement of this agreement to arbitrate shall be governed by the Federal Arbitration Act. Exclusions from the agreement for arbitration of disputes are specified in paragraph entitled 'EXCLUSIONS FROM ARBITRATION DISPUTES'.

NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL. UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE ARBITRATION OF DISPUTES PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION YOU

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## ENROLLMENT AGREEMENT PAGE 7 OF 7

MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION.

School's Initials \_\_\_\_\_ Parent(s)/Guardian(s') Initials \_\_\_\_\_

### EXCLUSIONS FROM ARBITRATION DISPUTES

The preceding 'ARBITRATION OF DISPUTES' provision does not apply to any matter that is within the jurisdiction of a probate court, small claims court (as set forth in California Code of Civil Procedure section 116.110 *et seq.*), or bankruptcy court.

### RIGHTS OF THE LICENSING AGENCY

Department of Social Services/Community Care Licensing (DSS/CCL) requires that parents are informed of the rights reserved under Title 22 by DSS/CCL to interview and examine children without parental notification.

### NOTICE OF NON-DISCRIMINATION

Danville Montessori School is operated on a non-discriminatory basis.

I/We have read, understand, and agree to the provisions and conditions of this agreement and give my/our permission for my/our children to attend Danville Montessori School.

My child(ren) \_\_\_\_\_ will be enrolled at the monthly tuition rate of \_\_\_\_\_ for full-time (Monday-Friday) attendance or the monthly tuition rate of \_\_\_\_\_ for part time attendance of either (Monday, Wednesday, Friday) or (Tuesday, Thursday) schedule.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Acceptance on behalf of Danville Montessori School

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

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## STUDENT TUITION FEES

STUDENTS 3-6 YEARS OF AGE		
○ 5 FULL DAYS	(MONDAY - FRIDAY)	Please call for current pricing - <b>INCLUSIVE OF PRICE*</b>
○ 3 FULL DAYS	(MONDAY, WEDNESDAY, FRIDAY)	Please call for current pricing - <b>INCLUSIVE OF PRICE*</b>
○ 2 FULL DAYS	(TUESDAY, THURSDAY)	Please call for current pricing - <b>INCLUSIVE OF PRICE*</b>

**Included classes/fees to the cost of tuition for the 3-6 age group are as follows:**

- All of our operating hours 7:30am-5:00pm (there is no extra charge for before & after School care)
- Music/Movement class
- Art instruction
- Mandarin and Spanish language instruction
- Gymnastics class
- Age-appropriate work with Apple - Wi-Fi computers
- Daily snacks are provided, which includes a variety of fruits or vegetables, crackers, and milk.
- Parents provide their child's individual lunch meal.
- A diapering fee of \$100.00 per month **may be included** in the cost of tuition if a child is three years of age and not yet toilet-trained. Our School assists children in the toilet-training process. This fee will be incurred until the child has been accident-free for a **minimum of a two-week period.**

STUDENTS 2-3 YEARS OF AGE		
○ 5 FULL DAYS	(MONDAY - FRIDAY)	Please call for current pricing - <b>INCLUSIVE OF PRICE*</b>
○ 3 FULL DAYS	(MONDAY, WEDNESDAY, FRIDAY)	Please call for current pricing - <b>INCLUSIVE OF PRICE*</b>
○ 2 FULL DAYS	(TUESDAY, THURSDAY)	Please call for current pricing - <b>INCLUSIVE OF PRICE*</b>

**Included classes/fees to the cost of tuition for the 2-3 age group are as follows:**

- All of our operating hours 7:30am-5:00pm (there is no extra charge for before & after School care)
- Music/Movement class
- Art instruction
- Mandarin and Spanish language instruction
- Gymnastics class
- Age-appropriate work with Apple - Wi-Fi computers
- Daily snacks are provided, which includes a variety of fruits or vegetables, crackers, and milk.
- Parents provide their child's individual lunch meal.
- A diapering fee of \$100.00 per month **is automatically included in the cost of tuition for the entire year that a child is two years of age.** Our School assists children in the toilet-training process. When Your child turns three years of age, it is re-evaluated as to whether Your child has become toilet trained. If a child has not yet become toilet-trained, the fee is then continued during age three until the child has become toilet-trained. For the diapering fee to be discontinued from the cost of tuition, the child **must be** three years of age or older and have been accident free for a **minimum two-week period.**

FAMILY INFORMATION	MOTHER	FATHER
FIRST AND LAST NAME (PLEASE PRINT):		
HOME ADDRESS CITY, STATE, ZIP CODE:		
HOME PHONE NUMBER:		
CELL PHONE NUMBER:		
EMAIL ADDRESS:		
WORK ADDRESS:		
CITY, STATE, ZIP CODE:		
WORK PHONE NUMBER:		

EMERGENCY PICK-UP PERSON	EMERGENCY CONTACT INFORMATION
FIRST & LAST NAME (PRINT):	
HOME PHONE NUMBER:	
CELL PHONE NUMBER:	

HOW DID YOU HEAR ABOUT DANVILLE MONTESSORI SCHOOL?	
WEB SEARCH/OTHER (PLEASE LIST): _____	EDUCATIONAL PUBLICATION (PLEASE LIST): _____
REFERRED BY: _____	WORD OF MOUTH _____
ENROLLMENT PROCEDURES	<input checked="" type="checkbox"/> Danville Montessori School's application process is year-round. If You wish to reserve a position for Your child's enrollment, <u>we require the following:</u> <ul style="list-style-type: none"> <li>• One month's tuition deposit (<i>non-refundable</i>) to be applied the last month that Your child attends School.</li> <li>• Projected date You wish for Your child to start school.</li> <li>• Up-to-date list of medical immunizations from Your child's doctor.</li> </ul>
DATE YOU WISH YOUR CHILD (REN) TO START SCHOOL: _____	

FOR OFFICE USE ONLY		
IMMUNIZATIONS REQUESTED ___/___/___	REGISTRATION FEE RECEIVED ___/___/___	PAYMENT TYPE _____
IMMUNIZATIONS RECEIVED ___/___/___	LAST MO. DEPOSIT RECEIVED ___/___/___	PAYMENT TYPE _____
ENROLLMENT AGREEMENT SIGNED ___/___/___	MATERIAL FEE RECEIVED ___/___/___	PAYMENT TYPE _____
EMERG. CARE/CONSENT SIGNED ___/___/___	ATTENDANCE START DATE ___/___/___	
CCL PARENT'S PERSONAL RIGHTS SIGNED (3 PAGES) ___/___/___	LANGUAGE(S) SPOKEN AT HOME _____	

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## APPLICATION FOR ENROLLMENT

STUDENT INFORMATION		<u>PLEASE CHECK DESIRED PROGRAM SCHEDULE</u>
LAST NAME:		<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>STUDENTS 3-6 YEARS OF AGE</b></div> <ul style="list-style-type: none"> <li><input type="radio"/> 5 Full-Days per week (Mon-Fri)</li> <li><input type="radio"/> 3 Full -Days per week (Mon/Weds/Fri)</li> <li><input type="radio"/> 2 Full -Days per week (Tues/Thurs)</li> </ul>
FIRST NAME:		
MIDDLE NAME:		
DATE OF BIRTH:		
CITY OF BIRTH:		
STATE OF BIRTH:		
CHILD'S GENDER:	<input type="radio"/> MALE <input type="radio"/> FEMALE	<div style="background-color: black; color: white; text-align: center; padding: 2px;"><b>STUDENTS 2-3 YEARS OF AGE</b></div> <ul style="list-style-type: none"> <li><input type="radio"/> 5 Full-Days per week (Mon-Fri)</li> <li><input type="radio"/> 3 Full -Days per week (Mon/Weds/Fri)</li> <li><input type="radio"/> 2 Full -Days per week (Tues/Thurs)</li> </ul>

FAMILY STATUS				
PARENTS ARE:	<input type="radio"/> Together	<input type="radio"/> Separated	<input type="radio"/> Divorced	<input type="radio"/> Parents Deceased
STUDENT RESIDES WITH (CHECK ONE):	<input type="radio"/> Both Parents	<input type="radio"/> Father (only) <input type="radio"/> Mother (only)	<input type="radio"/> Shared Custody	<input type="radio"/> Guardian
IF DIVORCED/SEPARATED PLEASE LIST CUSTODY SCHEDULE:	_____			
CHILD HAS :	<input type="radio"/> Stepparent	How long with child? _____		
LIVING WITH SIGNIFICANT OTHER:	<input type="radio"/> Yes	<input type="radio"/> No	How long with child? _____	
OTHER PERSON(S) LIVING IN SAME HOUSEHOLD: (name, age, sex, relationship to child)	1. _____ 2. _____			

<b>FAMILY INFORMATION</b>	<b>MOTHER</b>	<b>FATHER</b>
FIRST AND LAST NAME (PLEASE PRINT):		
PARENT'S AGE:		
HOME ADDRESS:		
CITY, STATE, ZIP CODE:		
HOME PHONE NUMBER:		
CELL PHONE NUMBER:		
EMAIL ADDRESS:		
SOCIAL SECURITY NUMBER:		
OCCUPATION/EMPLOYER:		
WORK HOURS:		
WORK ADDRESS:		
CITY, STATE, ZIP CODE:		
WORK PHONE NUMBER:		

<b>AUTHORIZED PICK-UP PERSONS</b>	<b>PICK-UP # 1</b>	<b>PICK-UP# 2</b>	<b>PICK-UP # 3</b>
FIRST & LAST NAME (PRINT):			
CITY, STATE, ZIP CODE			
HOME PHONE NUMBER:			
BUSINESS PHONE NUMBER:			
CELL PHONE NUMBER:			
RELATIONSHIP TO CHILD:			
EMERGENCY MEDICAL AUTHORIZATION?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

<b>PERSONS <i>NOT</i> AUTHORIZED TO PICK-UP CHILD: (PLEASE LIST FULL NAME AND RELATIONSHIP TO CHILD)</b>	1. _____ 2. _____
--	----------------------

EATING HABITS			
DESCRIBE YOUR CHILD'S ATTITUDE TOWARD EATING:	_____		
LIST FAVORITE AND DISLIKED FOODS	FAVORITE FOODS: _____ DISLIKED FOODS: _____		
DOES YOUR CHILD HAVE ANY FOOD ALLERGIES? DESCRIBE:	_____		
DEVELOPMENTAL HISTORY			
TYPE OF BIRTH:	<input type="radio"/> Normal	<input type="radio"/> Pre-mature	Complications- describe: _____
AGE YOUR CHILD:	Sat-up: _____		Crawled: _____
	Walked: _____		Talked: _____
CHILD'S DOMINANT HAND:	<input type="radio"/> Left	<input type="radio"/> Right	
DOES YOUR CHILD HAVE ANY SPEECH DIFFICULTIES? DESCRIBE:	_____		
DOES YOUR CHILD NEED ASSISTANCE WITH:	<input type="radio"/> Dressing/Undressing	<input type="radio"/> Eating	<input type="radio"/> Washing hands

SLEEPING HABITS			
YOUR CHILD'S ATTITUDE TO BEDTIME	_____		
CHILD'S SLEEP SCHEDULE	TIME CHILD GOES TO BED: _____	TIME CHILD WAKES UP: _____	
DOES YOUR CHILD SLEEP THROUGH THE NIGHT & TAKE NAPS?	<input type="radio"/> Yes	<input type="radio"/> No	Takes Naps? <input type="radio"/> Yes <input type="radio"/> No
DOES YOUR CHILD TAKE ANYTHING TO BED? DESCRIBE:	_____		

TOILETING HABITS			
CAN YOUR CHILD BE RELIED UPON TO INDICATE HIS/HER BATHROOM NEEDS?	<input type="radio"/> Yes	<input type="radio"/> No	
DOES YOUR CHILD NEED ASSISTANCE IN TOILETING?	<input type="radio"/> Yes	<input type="radio"/> No	Describe: _____
DOES YOUR CHILD NEED TO GO MORE OFTEN THAN USUAL FOR HIS/HER AGE?	<input type="radio"/> Yes	<input type="radio"/> No	
WHAT WORDS DOES YOUR CHILD USE FOR BOWEL MOVEMENT?	Bowel Movement: _____		Urination: _____
WAS YOUR CHILD DIFFICULT TO TRAIN?	<input type="radio"/> Yes	<input type="radio"/> No	Describe: _____
ANY DAYTIME ACCIDENTS?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Occasionally
ANY NIGHTTIME ACCIDENTS?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Occasionally

<b>MEDICAL INFORMATION</b>			
WHO WILL PROVIDE CARE WHEN CHILD IS ILL AND CANNOT ATTEND SCHOOL?	_____		
ANY ALLERGIES? PLEASE CHECK	<input type="radio"/> Animals (describe) _____ <input type="radio"/> Pollen _____ <input type="radio"/> Other (describe) _____		
CHILD'S REACTION TO FEVER OR ILLNESS?	_____		
<b>MEDICAL CARE INFORMATION</b>		<b>PEDIATRICIAN</b>	<b>DENTIST</b>
PROVIDER:	_____		_____
DOCTOR'S NAME:	_____		_____
ADDRESS:	_____		_____
CITY, STATE, ZIP CODE:	_____		_____
PHONE NUMBER:	_____		_____
MEDICAL PLAN NUMBER:	_____		_____
ALTERNATE DOCTOR NAME/PHONE:	_____		_____
EMERGENCY HOSPITAL PREFERENCE:	_____		_____
PARENT SIGNATURE & DATE:	_____		
<b>SOCIAL &amp; EMOTIONAL RELATIONSHIPS</b>			
HAS YOUR CHILD HAD PREVIOUS GROUP CHILD CARE EXPERIENCES?	<input type="radio"/> Yes	<input type="radio"/> No	How long/Where? _____
WHAT WAS HIS/HER EXPERIENCE THERE?	_____		
WHO HAS CARED FOR YOUR CHILD OTHER THAN PARENTS?	_____		
HOW DOES YOUR CHILD GET ALONG WITH PARENTS, SIBLINGS, OTHER CHILDREN?	_____		
DOES YOUR CHILD HAVE DIFFICULTY SEPARATING FROM HIS/HER FAMILY?	<input type="radio"/> Yes	<input type="radio"/> No	
HOW DO YOU HANDLE THE SITUATION?	_____		
OUTDOOR PLAY AT HOME FOR YOUR CHILD?	<input type="radio"/> Yes	<input type="radio"/> No	
DOES YOUR CHILD HAVE DIFFICULTY SHARING/PLAYING WITH OTHER CHILDREN?	<input type="radio"/> Yes	<input type="radio"/> No	Neighborhood friends? _____
DESCRIBE ANY FEARS/SPECIAL ISSUES:	_____		
SITUATIONS THAT UPSET YOUR CHILD?	_____		
HOW DOES HE/SHE REACT TO THESE SITUATIONS?	_____		
DESCRIBE YOUR CHILD'S PERSONALITY	_____		
WHAT ARE YOUR EXPECTATIONS OF OUR SCHOOL?	_____		

## Danville Montessori School

919 CAMINO RAMON • DANVILLE, CA 94526-4903 • PHONE (925) 838 - 7434 • FAX (925) 838 - 2692  
 EMAIL - danmontschool@gmail.com      www.danmont.com

### EMERGENCY CARE AND PERMISSION FORM

CHILD'S FULL NAME:			
DATE OF BIRTH:			
LIST ANY KNOWN ALLERGIES:			
DATE OF LAST TETANUS SHOT:			
OTHER EMERGENCY INFORMATION:			
<b>FAMILY INFORMATION</b>	<b>MOTHER</b>	<b>FATHER</b>	
FIRST AND LAST NAME (PLEASE PRINT):			
HOME ADDRESS:			
CITY, STATE, ZIP CODE:			
HOME PHONE NUMBER:			
CELL PHONE NUMBER:			
EMAIL ADDRESS:			
SOCIAL SECURITY NUMBER:			
OCCUPATION/EMPLOYER:			
WORK HOURS:			
WORK ADDRESS:			
CITY, STATE, ZIP CODE:			
WORK PHONE NUMBER:			
<b>MEDICAL CARE INFORMATION</b>	<b>PEDIATRICIAN INFORMATION</b>		
PROVIDER:			
DOCTOR'S NAME:			
ADDRESS:			
CITY, STATE, ZIP CODE:			
PHONE NUMBER:			
MEDICAL PLAN NUMBER:			
ALTERNATE DOCTOR NAME/PHONE:			
EMERGENCY HOSPITAL PREFERENCE:			
<b>AUTHORIZED PICK-UP PERSONS</b>	<b>EMERGENCY CONTACT # 1</b>	<b>EMERGENCY CONTACT # 2</b>	<b>EMERGENCY CONTACT # 3</b>
FIRST & LAST NAME (PRINT):			
CITY, STATE, ZIP CODE			
HOME PHONE NUMBER:			
BUSINESS PHONE NUMBER:			
CELL PHONE NUMBER:			
<p>In case of accident or emergency, if Parent or Legal Guardian cannot be reached, I authorize a School representative to make necessary arrangements for my child to receive medical care, dental, or hospital care including transportation. I further authorize the designated physician to undertake such care and treatment. In any event said Doctor is not available, I authorize such care and treatment to be performed by an licensed physician or surgeon. Any expenses will be incurred by myself.</p>			
Parent's or Guardian's Signature _____		Date _____	

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Child's name \_\_\_\_\_ born on \_\_\_\_\_ is being studied for readiness to enter Danville Montessori School. Danville Montessori School provides a program which extends from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. for \_\_\_\_\_ days per week. Please provide a report on the above named child using the forms below. I hereby authorize the release of medical information in this report to Danville Montessori School.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**PHYSICIAN REPORT TO BE COMPLETED BY A LICENSED DOCTOR**

Problems we should be aware of: \_\_\_\_\_

Hearing _____	Vision _____
Allergies _____	Insect Stings _____
Development _____	Food _____
Language/speech _____	Asthma _____

Medication prescribed/Special routine/Restrictions: \_\_\_\_\_

Other/Comments: \_\_\_\_\_

**IMMUNIZATION HISTORY (Fill out or attach California Immunization Record PM-298)**

	1st Dose	2nd Dose	3rd Dose	4th Dose	5th Dose
<b>Polio</b>					
<b>DPT</b>					
<b>MMR</b>					
<b>HIB</b>					
<b>Hep B</b>					
<b>Varicella</b>					

Screen of TB Risk Factors     - Risk factors not present, TB skin test not required  
 - Risk factors present, ManToux TB skin test performed  
 - Communicable TB disease not present

I have  have not  reviewed the above information with the parent/guardian

Physician \_\_\_\_\_ Date of Examination \_\_\_\_\_

Address \_\_\_\_\_ Date this form completed \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ License Number \_\_\_\_\_

**CHILD CARE CENTER  
NOTIFICATION OF PARENTS RIGHTS**

**PARENTS RIGHTS**

As a parent/Authorized Representative, You have the right to:

- (1) Enter and inspect the childcare center without advance notice whenever children are in care.
- (2) File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
- (3) Review, at the child care center, reports of licensing visits and substantiated complains against the licensee made during the last three years.
- (4) Complain to the licensing office and inspect the child care center without discrimination or retaliation against Your child.
- (5) Request in writing that a parent not be allowed to visit Your child or take Your child from the child care center, provided You have shown a certified copy of a court order.
- (6) Receive from the licensee the name, address and telephone number of the local licensing office.  
Licensing Office Name: Community Care Licensing  
Licensing Office Address: 1515 Clay Street Oakland, CA 94612  
Licensing Office Telephone #: (510) 622-2602
- (7) Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that name of the person may also be obtained by contacting the local licensee office.
- (8) Receive, from the licensee, the Caregiver background check process form.

*NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO THE CHILDREN IN CARE.*

-----  
DETACH HERE AND GIVE UPPER PORTION TO PARENTS

**ACKNOWLEDGMENT OF NOTIFICATION OF PARENTS RIGHTS  
(Parent/Authorized Representative Signature Required)**

I, the parent/authorized representative of \_\_\_\_\_ have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of the child care center Danville Montessori School 919 Camino Ramon Danville, CA 94526-4903

Signature of the representative/guardian \_\_\_\_\_ Date \_\_\_\_\_

*Note: This acknowledgment must be kept in child's file and copy of the Notification given to the parent/authorized representative.*

**PERSONAL RIGHTS**  
**Child Care Facilities**

Personal Rights, see Section 101223 of the California Code of Regulations for waiver conditions for Child Care Centers. Child Care Facilities. Each child receiving services from a child care facility shall have rights with include, but are not limited to the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings, and equipment to his/her needs.
- (3) To be free from corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including by not limited to: interference with daily living functions, including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information including confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

**THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:**

**COMMUNITY CARE LICENSING 1515 CLAY STREET, SUITE 1102 OAKLAND, CA 94612 (510) 622-2602**

-----  
DETACH HERE AND GIVE UPPER PORTION TO PARENTS

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE

*PLACE IN CHILD'S FILE*

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of submission to:**

Danville Montessori School 919 Camino Ramon Danville, CA 94526-4903

Print the name of the child \_\_\_\_\_

Signature of the representative/parent/guardian \_\_\_\_\_

Title of representative/parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY MEDICAL CONSENT FORM**

**Authorization for Third Party to consent to Treatment of Minor Lacking Capacity to Consent**  
**I/We, the undersigned, parent(s)/person(s) having legal custody/legal guardian of**

\_\_\_\_\_ a minor, do hereby authorize Danville  
Montessori School as agent(s) for the undersigned to consent to any x-ray examination, anesthetic,  
medical or surgical diagnosis or treatment and hospital care to be rendered to the minor under the  
general or special supervision and upon advice of a physician and surgeon licensed under the  
provisions of the Medical Practice Act or to consent to an x-ray examination, anesthetic, dental or  
surgical diagnosis or treatment and hospital care to be rendered to the minor by a dentist licensed  
under the provisions of the Dental Practice Act.

It is understood that this authorization is given in advance of any specific diagnosis,  
treatment, or hospital care being required but is given to provide authority to empower on the part  
of the aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment, or hospital  
care which a physician, meeting the requirements of this authorization, any in the exercise of his/her  
best judgment, deem advisable. This authorization is given pursuant to the provisions of Section 25.8  
of the Civil Code of California.

I/We hereby authorize any hospital which has given treatment to the above-named minor  
pursuant to the provisions of Section 25/8 of the Civil Code of California to surrender physical  
custody of such minor to my/our above-named(s) upon completion of treatment. This authorization  
is given pursuant to Section 1283 of the Health and Safety Code of California.

These authorizations will remain in effect until \_\_\_\_\_, 20\_\_\_\_ unless  
sooner revoked in writing delivered to said agent(s).

Date \_\_\_\_\_

Parent/Legal Guardian  
Having Legal Custody \_\_\_\_\_

Parent/Legal Guardian  
Having Legal Custody \_\_\_\_\_

If signed by other than  
parent indicate relationship \_\_\_\_\_

# Check List for the 1st. Day of School

- \* First month's tuition fees
  
- \* Immunization records completed, up-to-date, sign by physician
  
- \* All paperwork completed including contract, enrollment information signed using full signature
  
- \* All contact numbers and addresses (home, work, cell, e-mail)
  
- \* Lunch box (with Your child's name on it)
  - \* Ice pack (if necessary)
  - \* Labeled containers
  
- \* Items for the cubby (please label all items with Your child's name)
  - \* Small blanket for napping
  - \* Large, zip-lock bag with a change of clothing
  - \* Diapers, wipes, ointment (if needed)
  - \* Picture of Your child for their cubby
  - \* Tips for easing any transition issues
  
- \* Try to say a quick good-bye and reassure your child that you will return soon
  
- \* Then leave child with one of the teacher, either inside or outside. All School staff is well-trained and sensitive to any and all transition issues that could come up.

If you have any questions, please feel free to ask. We are here to help you.

Thank you and welcome to Danville Montessori School!