



M O N T E S S O R I
Stone Ridge

2016/2017 Application for Admission

Child's Full Name Sex Birth Date

Address Home Phone

Chronic Physical Problems / Pertinent Developmental Information / Special Accommodations Needed

Previous Day Care Programs / Schools Attended

PARENTS/GUARDIANS

Father Name of Employer Business Phone Cell Phone

Father's Home Address (if Different from Above) Father's Email Address

Mother Name of Employer Business Phone Cell Phone

Mother's Home Address (if Different from Above) Mother's Email Address

Person(s) or Agency Having Legal Custody (If **other** than Parent)

EMERGENCY INFORMATION

Allergies / Intolerances to Food / Medication

Please note action to take in case of emergency.

Name of Child's Physician

Phone

Emergency Contacts (Other than child's parents, **Please provide two**):

1.

Name

Address

Phone Number

2.

Name

Address

Phone Number

Additional Person(s) Authorized to Pick Up Child

Person(s) **NOT Authorized to Pick Up Child (please provide appropriate documents)

CARE INFORMATION

Child's Likes & Dislikes

Date You Would Like Child to Begin

AGREEMENTS

Please read and initial the following agreements.

1. ___SRM agrees to notify the Parent/Guardian if child becomes ill while at center. Parent/Guardian agrees to pick-up, or arrange for pickup as soon as possible if requested by SRM staff.
2. ___Parent/Guardian authorizes SRM to obtain immediate medical care if an emergency occurs and Parent/Guardian cannot be located immediately. This authorization is not required by State Regulation if the parent raises and/or states any objection to provision of such care on religious or other such grounds.
3. ___SRM herein states that tuition is charged at a fixed monthly rate. No reductions will be permitted, for any reason, including but not limited to: number of school days in a given month, number of days a child attends, vacation/holiday, etc.
4. ___Parent/Guardian has read, understood and agrees to be bound by and adhere to **ALL** terms and conditions set for the in the 'Policies and Procedures Consent" form.
5. ___SRM reserves the right to deny, sever, cancel or suspend a child's enrollment at any time, if deemed in the best interest of SRM.

SIGNATURES

Parent / Guardian

Date

Center Administrator

Date

CENTER USE ONLY

Place of Birth

Date of Birth

Birth Certificate Number

Date Admitted

Date Withdrawn

Date Application Fee Paid

Date Sec Deposit Paid

Date Mat Fee Paid

Initial Monthly Tuition

Tuition Due Date



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Stone Ridge

Emergency Medical Authorization Form

Child's Name

Date of Birth

Parent / Guardian Name

Home Address

Home Phone

Father's Place of Employment

Work Phone / Cell Phone

Mother's Place of Employment

Work Phone / Cell Phone

Parent/Guardian authorize Stone Ridge Montessori (SRM) to obtain immediate care and consents to the hospitalization and/or the performance of necessary diagnostic tests or the use of surgery on, and/or the administration of drugs to his/her child if an emergency occurs when he/she cannot be located immediately.

It is also understood that this agreement covers only those situations which are true emergencies and only when he/she cannot be reached. Otherwise he/she expects to be notified immediately.

1. I/we will be responsible for medical care expenses

2. Medical treatment costs are covered by:

A. Insurance Policy Name _____

Member ID _____ Group # _____

B. Secondary Insurance (if any): _____

Member ID _____ Group # _____

C. No Insurance Coverage _____

Child's Physician or Clinic: _____ Telephone: _____

Address: _____

Signature of Parent/Guardian

Date



M O N T E S S O R I

Stone Ridge

2016/2017 Policies and Procedures / Consent Form

Please read and review this document. Sign and return last page to Center office.

Admission Process

The first step in the admission process is for interested Parents/Guardians to schedule a tour of the facility. Upon completion of the tour, Parents/Guardians who would like to be a part of the SRM community may submit an *Application for Admission* along with applicable fees. SRM will review the application and, if favorable, will offer the opportunity for the prospective student to return for a working interview, “meet and greet”. During this interview (15-20 minutes), the prospective student will spend time in an age appropriate classroom, interacting with faculty and students *without* their parent. This opportunity allows SRM to briefly evaluate the prospective student, and also allows the student to interact with their prospective teachers and classmates. SRM will notify Parents/Guardians within five (5) days of admittance status. SRM reserves the right to deny, without explanation, appeals process, or justification, admission to any applicant. Please note that SRM admits students of any race, religion, creed, color and national or ethnic origin. SRM solely determines the grade placement of students at the school, and said placement may be subject to change at SRM’s sole discretion.

Application

There is a non-refundable Application fee due (per child) at the time of application. This fee, along with the security deposit payment, must accompany an *Application for Admission* in order for it to be considered complete. Payment of this fee in no way or manner guarantees admission to SRM.

Registration / Enrollment

If a student who has applied to SRM is granted admission, the following two (2) additional payments are necessary to secure enrollment: first full month’s tuition and school year materials fee/summer activity fee. A student will have one week from the time of admission to accept the offer, and submit requisite payments. Failure to comply with this timeline may result in revocation of the offer of admission. Once all requisite fees are paid, in a full and timely manner, the student will achieve *enrolled* status. As part of this status, SRM will provide two electronic keys as rental property issued to the parents. Electronic door keys remain the property of SRM and must be returned within 4 days of a child’s departure from the school.

Tuition

The due date for tuition payments may be specified on each student's application. However, absent a variation, standard SRM policy is for the due date to be the 15th day of the month, prior to the month which childcare services are sought.

Example: A parent has their child enrolled and actively attending SRM in the month of October. Parent wishes to continue their child's enrollment for the month of November. Tuition will be due October 15, for SRM childcare services to be provided in November.

Tuition for each month is fixed, regardless of the number of school days in the month, or the number of days a student attends SRM. Payments received five days after the due date, will be subject to a 10% late fee. Payments received 7 days after the due date, will be subject to a 16% late fee.

SRM stated policy is to not prorate tuition or fees for any reason.

SRM reserves the right to periodically adjust tuition rates, at its sole discretion and without appeal. Typically, such adjustments take place two times, per calendar year. Parents will be provided no less than 30 days notice, apprising them of any increase in the monthly tuition charge assessed their child's account.

Promotional Rates

On occasion SRM may offer promotional tuition rates to new SRM students. Upon expiration of the promotional period, tuition will adjust to the standard, class appropriate, tuition charge.

Promotional rates are provided to new customers only. Such incentives are provided on the basis of a new student enrolling at SRM, and attending for an extended period of time. However, should a new student receive a promotional rate, and fail to attend SRM for more than 8 consecutive and continuous calendar months, SRM reserves the right to recover the loss of any promotions provided. Such loss may be deducted from security deposit funds. The term "promotional rate" shall be defined, interpreted, and applied only by SRM.

Materials Fee

A non-refundable Materials Fee (for each child) is due at the beginning of each School Year, or fraction thereof. The deadline for this fee is **September 15**. SRM does not prorate fees for any reason.

Summer Activity Fee

A non-refundable Summer Activity fee (for each child) is due at the beginning of each Summer Session, or fraction thereof. The deadline for this fee is **May 30**. SRM does not prorate fees for any reason.

Security Deposit

A Security Deposit is due at the time of enrollment. A parent may not use this deposit in lieu of tuition payments. Upon termination of enrollment, the security deposit (minus any outstanding balance) will be returned to parents within twenty (20) working days.

Withdrawals

If a Parent/Guardian wishes to withdraw their child from SRM, parents must provide the Center with one full month's written notice. SRM does not prorate fees or charges for any reason. SRM tuition charges are calculated in only full calendar month increments. As such, notice of withdrawal must be no less than one full calendar month.

If a child is withdrawn without one month's written notice, tuition will be due for the month following the withdrawal. The term "written notice" shall be defined as a certified USPS mailing, addressed to the center and must be written and signed by the Parent/Guardian. The letter must indicate the child's last day of attendance.

Deposits for Securing Space

Any deposit funds paid to reserve space in a future term are non-refundable. No credit, transfer or return of these funds will be permitted. The purpose of these deposits is to allow parents an opportunity to reserve a spot in a future program, term, or session.

Legal Fees/Collection Costs

In the event that funds are owed to SRM for tuition, fees, etc., and the balance remains unpaid for more than a thirty (30) day period, SRM may pursue legal remedies to collect payment. SRM may also elect to engage the services of a collection agency and/or legal counsel to secure repayment. In the event that any of the above mentioned means are deemed appropriate by SRM Administration, Parent/Guardian and/or the undersigned herein will accept full and unequivocal responsibility for

payment of any costs associated therewith. Liability will extend to all costs in addition to fees and tuition owed SRM.

Operating Calendar

SRM operates on a publicly advertised yearly schedule. Parents/Guardians who seek admission to an SRM Center are herein presumed to have read, reviewed and accepted SRM's hours of operation, holiday schedules, and vacation periods. Tuition for each month is fixed, regardless of the number of school days in the month, or the number of days a student attends SRM.

Absences

Please inform SRM Administration if your child will be absent from school. Such notice may be provided via phone or email. SRM policy does not allow for any deductions, credits or refunds in tuition or fees relating to absences for **any** reason.

Expulsion

SRM reserves the right to deny, sever, cancel or suspend a child's enrollment at any time, if deemed in the best interest of SRM. In the event SRM deems an expulsion is necessary, SRM will, within five (5) business days, return the remainder of any tuition paid for the month of expulsion. Security Deposit funds will be returned as per standard SRM policy.

School Year and Summer Session Defined

The dates defining the start and end of the school year will be established by the Center specific School Year Calendar and Summer Session Calendar published annually.

Door Key

Please note that electronic keys function only during the following hours:

- Morning drop off: 7:00AM – 9:00AM
- Afternoon pickup: 3:00PM – 6:30PM

The doorbell is required at all other times. If a key is misplaced, it is imperative that SRM Staff are informed immediately, in order that the key be de-activated. It is SRM policy that all families **MUST** have at least one key. Replacement or extra keys may be purchased from SRM.

If a parent has neglected to bring their key on a given day, or is dropping off/picking up during hours when the key does not function, please ring the bell and wait until an authorized Staff member opens the door. Wait times may be significant as Staff are generally engaged in the classroom.

Arrivals/Departures

When children are brought to school, please accompany them to their classroom. Do not allow your child to enter the school alone. Parents must escort children to their classroom and **sign children in on the classroom roster sheet**. Please have your children at the Center by 9:00AM.

Upon picking up children from SRM, parents **must sign their child out on the classroom roster**. When Parent/Guardian arrives in the classroom for pickup, SRM herein states that it will no longer accept responsibility for the child.

Parents are advised that they are **NOT** permitted to communicate, touch, or otherwise handle **ANY** child at SRM other than their **OWN**. Parents are responsible for ensuring that their child behaves in a safe and appropriate manner as they leave the facility.

Breakfast

SRM does not serve breakfast. Children who come to school on or before 8:15AM may bring a healthy breakfast to be eaten at school. No breakfast is permitted to be brought to SRM facilities after 8:15AM.

Late Arrival

If a student will be arriving after 9:00AM, please make sure to drop them off quickly and unobtrusively. SRM classes are in session at this time and a late drop off is an interruption. Speaking to the student's Lead Teacher is not appropriate at this time as they will be occupied with classroom activities. Parents may call and leave a message for their child's teacher, and SRM Administration will communicate it to the teacher at a more appropriate time.

Authorization to Pick-Up

If a parent wishes SRM to release their child to an *Emergency Contact Person* or *Emergency Authorized Pick-Up Person*, the parent must notify the Center's office. The authorized person must then present a valid picture identification for release of the child. In such instances, parents will need to make an alternative arrangement before the SRM Center closes for the day.

Late Pick Up

If a child is not picked up by 6:00PM, a late charge of \$40 per child shall be due to SRM for every 30 minutes or fraction thereof. In cases where children are not picked up within one hour of closing, the local police department and/or Child Protective Services Department (CPS) may be contacted to take custody of the child.

Additionally, if Parent/Guardian and/or emergency contact person(s) cannot be reached by 6:45PM, SRM will contact appropriate law enforcement officials and possibly CPS, to take custody of the child. On days the center closes early, if a parent or emergency contact person cannot be reached within 30 minutes of an SRM Center closing, SRM will follow the above referenced procedure to secure care for students left in its custody.

Center Closings

Center Closings are generally communicated to parents in three manners; posting to SRM's website, listserv emails, and recorded phone message. While SRM will attempt to make communication by all three methods, this cannot always be guaranteed. Accordingly, should there be cause for an SRM Center to be closed, please consult each of these resources for the most updated information.

Additional or Supplemental Care

On days when a parent requests SRM to provide care for a student, outside of the student's normal attendance hours, a *Daily Care Agreement* must be completed. Charges for this additional service will be communicated to Parent/Guardian when the *Agreement* is submitted to the office. These charges are assessed a student's account in addition to normal tuition, and should be paid SRM within 48 hours.

IN THE CLASSROOM:

Clothing

For the most part, children should be able to get in and out of their clothing without assistance. Coveralls, belts, back buttons and snaps discourage a child's independence, whereas elastic waistbands in pants and skirts, pullover tops and front buttons help children dress themselves. Children should not wear flip-flops or high heel shoes to school. All clothes should be labeled for identification and Parent/Guardian should provide a spare set of clothing to be kept at the Center. This clothing should be replaced as needed and as the weather changes. SRM herein states that it accepts no responsibility for theft, loss or damage to such items. Accidents can happen at any age and as such, there should **always** be a spare set of clothes for children left with the Center.

Toys

Students are permitted to bring articles of general interest such as collections, pictures and books. Please do not allow your child to bring toys or electronics of any kind to school. Additionally, please do not let your child bring jewelry or money to school. Please label any items brought to school with child's first & last name. Any items a student brings to class are brought at the risk of possible loss or misplacement. SRM herein states that it accepts no responsibility for theft, loss or damage to such items.

Playground

Outside playground time is one of the most popular activities of the day. Children enjoy taking a break from the indoors and experiencing the refreshing outside air. Dramatic temperature changes are a reality of the Northern Virginia area. SRM will generally **not** take children outdoors if the temperature in the Center's locality is below 40 degrees Fahrenheit or above 97 degrees Fahrenheit. If a parent would rather their child stay indoors on a given day, they should state the same in a **written and signed note** and place this notice on record with the office.

Birthdays

Student birthdays are a special classroom occasion, and parents may provide a special treat for his/her classmates. Birthday parties will be held during the afternoon snack period, approximately 3:15PM. Due to privacy concerns, pictures or the use of other video or photographic devices is not permitted during these events. This rule is to apply, even if the focus of the pictures is a parent's own child. Please notify us at least five (5) days in advance of any plans for an in-class celebrations.

It is of paramount importance that foods served at these events take in to account allergic and dietary restrictions of all students in the class. Parents should work with Center Staff to ensure these guidelines are followed. In-class celebrations sponsored by Parents/Guardians must provide an ample supply of all special snacks, party favors, etc., ensuring that all students may participate.

Conferences

Parents may choose to schedule a conference to discuss their child's progress in the classroom. Scheduling of conferences should be coordinated through SRM Administration. These conferences will be attended by Parent/Guardian, Teachers, and a member of SRM Administration. Additionally, if SRM staff deems it necessary, Center Administration has the right to schedule a mandatory conference with Parents/Guardians.

Discipline

SRM is committed to discipline of children that always dignifies and respects their own inner guidance and self-directed purpose for harmony, order, cooperation and love towards their environment. Adults shall therefore only interact with children to support the principles of self-discipline in children. Consistent with this policy, adults assure the children's compliance and cooperation with necessary procedures and proper behavior through positive respectful clear directions, reasoning, distraction, reflective language and questioning.

SRM considers any intentional inflicting of physical pain, or threat of such pain, on children, by such means as pulling hair, grabbing, pulling, hitting, spanking, slapping, pinching, etc., as strictly inconsistent and contrary to our discipline policy. These actions are therefore prohibited on school grounds by any adult at any time.

This policy applies to all adults while on school premises, including regular staff, part-time personnel, volunteers and parents and their agents. All such adults are required and agree to follow this discipline policy at all times in their interaction with children on school premises. This includes the actions of Parents/Guardians or their agents in the treatment of their own children while on school premises. Any adult who violates this policy agrees to accept correction, direction or other suitable guidance to cooperate in a remedy of the situation, consistent with the discipline policy stated here.

Biting

Biting, at any age is not acceptable conduct for an SRM student. Incidents involving biting are dealt with in a deliberate, swift, and direct manner. The first step in dealing with such an incident is to immediately separate the children involved. Secondly, first aid is rendered as appropriate. These two initial steps are followed by SRM staff, generally the classroom Lead Teacher and/or Center Director, talking to the children and other SRM Staff, to determine the facts and context of the incident. The child or children guilty of biting are firmly and directly told, that biting hurts, and that their behavior is unacceptable.

Parents of all children involved in a biting incident are informed of the occurrence, and reminded of the aforementioned policy SRM follows in such incidents as deemed necessary.

Health

For the protection of all children, a student **CANNOT** attend an SRM Center if they exhibit any of the following symptoms:

- a temperature of over 99 degrees Fahrenheit by mouth
- an intestinal disturbance with diarrhea or vomiting
- any undiagnosed rash
- sore or discharging eyes and/or ears
- significant nasal discharge
- symptoms or signs of a contagious condition (i.e.: lice, pink eye)

**Please note the listing provided above is in no way intended to be conclusive or final.*

If a student exhibits any of these symptoms while at the school, they are required to be isolated from other students. Parents will then be contacted to come to the Center and pick up their child within one hour. If your child is not going to be coming to school due to a health condition, whether contagious or not, please inform the Center.

SRM reserves the right, at its sole discretion, to require a letter from a medical doctor, authorizing a child to return to the SRM school environment. If a letter is requested by SRM Staff, a child may not attend SRM until such letter is provided to SRM.

Communicable Diseases

Parents are to notify SRM within 24 hours if their child OR anyone in the family contracts any communicable diseases. Life threatening diseases such as meningitis are required to be reported to SRM immediately.

Child Abuse

If SRM Staff suspects that a child has been abused, the Center may report such to appropriate authorities.

Food

If your child has any relevant allergies, parents will be responsible for providing lunch/snack and/or milk substitutes. Lunches provided from home must be **'ready to eat'** and require **no** warming, refrigeration, handling, or preparation of any kind. In addition, parents who provide food items from home for their child, must also consider and respect the allergic conditions of other students in the class. In doing so, parents must refrain from sending to SRM any food items conflicting with the diets or health of other SRM students.

While SRM will work hard to adhere to respect that preferred diet, and any dietary or allergic restrictions of it's students, SRM herein states that it will not be responsible for any adverse reactions whatsoever caused as a result of food or liquid ingestion or any type of exposure.

Parents/Guardians who wish to enroll in the catered lunch program must complete the applicable paperwork by the 1st day of the coming month. For parents wishing to cease enrollment in this program, written notice articulating the same must be provided to SRM no later than the 20th of the month.

Medications

A *Medication Authorization Form* (available at www.stoneridgemontessori.com) should be filled out each time medicine is to be administered to a child. Please give the medicine to the Center Administrator. Please label the bottle with the child's name, dosage and time at which the medicine should be administered. Prescription medicine is to be brought in its original container. Medicines that are to be kept at the Center on a long term basis (such as EpiPens) need to be accompanied by a *Physicians Medication Authorization Form*. In general, medications need to be taken home each day. Failure to do so may require SRM to dispose of them.

Sunscreen/ Diaper Ointment/Insect Repellent

If your child requires sunscreen, diaper ointment, and/or insect repellent applied, please make sure to fill out the appropriate authorization forms. All lotions and/or sprays need to be in their original containers, and labeled with the student's name. Each child must have his/her own product; sibling-to-sibling sharing is not permitted.

WAIVERS

Extracurricular Activity Waiver

During the course of both the School Year and the Summer Session, SRM may conduct extracurricular activity programs on school property. Examples of these activities include soccer, martial arts, dance, etc. If a parent chooses to enroll his/her child in an extracurricular program, they do so of their own free will and at their own risk. By enrolling his/her child in an extracurricular activity, a parent knowingly and willingly waives their right to hold Stone Ridge Montessori, Inc. and it's respective landlords liable for any injury caused by such activities.

Field Trip Waiver

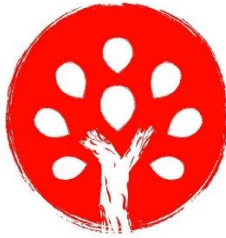
During the course of both the School Year and the Summer Session, SRM may elect to take students on field trips. Such trips will take place under the supervision of SRM Staff and Faculty. SRM herein states that it will not be responsible for any injury or illness, whatsoever, caused by or occurring during, or in anticipation of a field trip. All parties understand that by signing below, they relinquish any and all possible legal rights to hold SRM Inc., its staff, employees, and landlords liable in connection thereof.

Development and Advertising

During the course of both the School Year and the Summer Session, SRM may conduct advertising and development work in the Centers. Such work may include images and videos of parents and students attending SRM, or participating in SRM events. SRM may, at its sole discretion, elect to use such images, videos, and photographs in advertising materials, websites, and other marketing materials. All parent, guardians and students, understand that by signing below, they relinquish any and all possible legal rights to hold SRM Inc., its staff, employees, and landlords liable in connection with use of such materials. Furthermore, all parties herein relinquish any ownership rights whatsoever, over aforementioned materials, likeness, and work product. Any claims of violation of privacy or the like, are also herein waived.

"SRM" Defined

SRM" is herein defined as an abbreviation for Stone Ridge Montessori. As referenced in this document, "SRM" is intended to denote AMZ Industries Inc., T/A Stone Ridge Montessori. Any references to SRM in this document are stated herein to have served as a blanket reference to the entities named in the preceding sentence.



M O N T E S S O R I
Stone Ridge

Please Sign and Return this page to Stone Ridge Montessori office staff. Thank You.

By signing below, I affirm that I have read and reviewed in its entirety, the preceding **2016/2017 Stone Ridge Montessori Policies and Procedures** documentation, and agree to consent fully and wholly. I understand and appreciate the fact that I will be bound to follow and conduct myself by **ALL** the terms and conditions put forth in the preceding.

Seen and agreed:

Signature of Parent / Guardian

Date