



**GOLD MATERIAL
UNIVERSAL PRE-K**

105 Kings Highway, Brooklyn, NY 11214 Tel: (718) 253-2552 www.montessorischoolnyc.com

APPLICATION FOR ADMISSION

Today's Date _____ Desired Starting Date _____

Child's Name _____ Sex _____ Date of Birth _____
(First) (Last) (Nickname)

Any allergies that child has: _____

Child's Mother (or Guardian 1) _____ Occupation _____
(First) (Last)

Home Tel: _____ Cell Tel: _____ Work Tel: _____

Home Address _____

Work Address _____

E-mail _____

Child's Father (or Guardian 2) _____ Occupation _____
(First) (Last)

Home Tel: _____ Cell Tel: _____ Work Tel: _____

Home Address _____

Work Address _____

E-mail _____

Parent(s)/Guardian(s) are: Married Single Separated Divorced Widowed Grandparent(s)
 Legal Guardians Other (please explain): _____

Other relatives or people who can bring or pick up the child from the school, and who can be called in the emergency situation:

(First name) (Last name) (Phone number) (Relation to the child)

(First name) (Last name) (Phone number) (Relation to the child)

(First name) (Last name) (Phone number) (Relation to the child)

Name of Parent/Guardian completing this form _____

Signature of Parent/Guardian completing this form _____

Consent for emergency medical treatment

I do hereby give authority to the staff of Gold Material to obtain necessary emergency medical treatment for my child, with the understanding that the family will be notified as soon as possible.

Signed _____ **Date** _____ **Relationship** _____

TERMS OF ATTENDANCE GOLD MATERIAL SCHOOL

1. Gold Material (here in after "School") provides services to children ages 2 through 6.
2. The School address is: 105 Kings Highway, Brooklyn, NY 11214. This address must be used for all communication. Change of address must be issued in writing.
3. This contract is signed for one school year and will be effective from September 7th 2016 until June 30th 2017.
4. Gold Material School offers **Free UPK services** from September 2016-2017. **After school is not free** off service. Tuition for after school.

SCHOOL OPERATION AND SCHEDULE

5. The School operates Monday through Friday from 8:00 am till 2:20 pm except for designated holidays. Then, after school operates from 2:30pm – 6:00 pm. The list of designated holidays is given to the parents at the beginning of each school year. UPK hours are 8:00 am – 2:20 pm, any time after this is considered after school time.
6. The School starts admitting children at 8:00 am. The School provides free meals for the children. They will be served both breakfast and lunch.
7. Parents must pick their child up from school no later than 2:20, unless they are registered for after school program.

FOOD AND DRINKS

8. The School will provide food for the children during breakfast time and lunch time. During School hours, the children will be provided with the water to drink.
9. If a child has any food allergy, the parents must notify the school in writing. This letter must include details of the allergy including symptoms and remedies or required medical action. dish) The food should be ready for consumption and pre-packed in appropriate containers that can be heated in the microwave.
10. If, because of religious beliefs or for any other reasons, parents do not want their child to consume the food provided by the School, the parents should provide special meals for their child.

EASE OF ACCESS

11. Parents should be always available for communication with the School personnel. Parents must provide the School with phone numbers that can be used in case of emergency. Additionally, parents must provide the names and the phone numbers of their proxies that can be contacted should the parents not be available.
12. Parents must notify the School immediately regarding any changes and provide their new phone numbers as well as changes to the phone numbers of their proxies.

CLOTHING AND SHOES REQUIREMENTS

13. Parents must follow exactly the rules set by the School for the clothing and shoes that their child will wear in the School.
14. The size of the clothing and shoes should fit the physical conditions of the child. Any clothing should allow the School personnel to teach the child to dress and undress independently. All fasteners on clothing should be snaps, zippers or Velcro. Up until the child is able to dress and undress independently, the clothing should not have buttons, clasps, straps, supporters, belts or strings. To be sure that the child's shoes will allow him/her to put them on and take them off independently, instead of shoestrings the shoes should have Velcro or zippers.
15. In the interest of creative work and play, children should wear comfortable "play" clothing and footwear to school; they should not wear anything that parents would consider too "good" or dressy to be soiled. All personal items should be clearly labeled with the child's name (including what they are wearing to school - like socks and mittens).

HYGIENE AND APPEARANCE

16. Parents should not put any jewelry or ornamentation on the child or the child's clothing. This includes: bracelets, necklaces, earrings, rings for fingers, belts with buckles, or any other decorations on the clothing that can distract the child or potentially become a cause of injury to the child or any of the other children in the School.
17. It is unacceptable to use any deodorants or perfumes on the child or on his/her clothing when the child is attending the School. If, for any reason, child must use special napkins, creams, lotions or other similar products, these products must be unscented.

ILLNESSES

18. The child that attends the School must be in good health. Parents are responsible for ensuring that their child does not become the source of infection for other children. School's policy prohibits staff from administering any medications to children, including lotions and ointments, and/or the storage of medicines in our refrigerators. If a child requires a dosage of medicine at a particular time .e.g. antibiotics, then the parent must come to school to administer the dose.
19. Children who are sick should remain at home. Staff members cannot care for your child when (s)he is sick. Parents will be asked to pick up their child promptly if (s)he is ill or has any of the following conditions:

- High Temperature: Underarm temperature over 99.4 degrees For Oral Temperature over 100 degrees F. Your child must stay home at least a day after the fever has been detected here at school and cannot return until (s) he has been fever free for over 24 hours.
 - Conjunctivitis / Eye Infection: Conjunctivitis is an eye infection commonly referred to as "pink eye." The eye is generally red with some burning. There is a thick yellow discharge around the eye. A doctor's clearance is required before the child will be allowed to return to school.
 - Bronchitis: Bronchitis often begins with hoarseness, coughing and a slight elevation in temperature. The cough is usually dry and painful.
 - Impetigo: Impetigo is a rash that shows up as red pimples, which eventually become blisters surrounded by a reddened area. This rash occurs usually in moist areas of the body, such as the creases of the neck, groin, underarm, face, hands, or the edge of a diaper.
 - Diarrhea or Vomiting.
 - Strep Throat: Strep throat is very contagious. If a child complains of a sore throat accompanied by any of the following: headache, aching belly or feeling nauseous. Fever often, but not always, accompanies this common illness. You must take your child to a doctor to get a strep test. If the results are positive, your child will be placed on antibiotics. They must have a full 24 hours of antibiotics before they can return to school.
 - Severe Cold: This refers to excessive nasal discharges, or any condition that prevents the child from breathing comfortably and/or participating fully in our program. Green mucous is a sign that your child is infectious and should not be in school.
 - Head Lice.
 - Obvious Illness without Clear Cause: Your child may occasionally seem ill without any clear cause. For example, you child may be unusually pale, irritable, tired or passive. You as parents know best when your child is "out of sorts."
 - Severe Unidentified or Contagious Rash: Any form of rash will require a visit to and a clearance from a physician.
 - Any Other Contagious Disease: This includes, but is not limited to, chicken pox and ringworm.
20. If any School personnel have good reason to believe that a child is sick and/or that this sickness may possibly present a danger to the safety of other children – including the possibility of transmission to other children – then the School personnel will immediately notify the parents. It is then the parent's responsibility to pick up their child from the School as soon as possible. If the School cannot reach the parents or their proxies, or in the event that the parents cannot come and pick up their child from the School in a reasonable time frame, the School may call for ambulance to transfer the child to a hospital. In the case of a medical emergency, the School will notify the parents or proxy and will then call for ambulance and transfer the child to the care of a hospital.
21. The same day the child gets sick and will be absent from school, the parents must notify the School administration.
22. Any child absent from the School because of illness must present a doctor's note indicating that the child is in good health and no longer contagious to other children before the child will be allowed to return.
23. In the morning prior to admission to the School parents must notify the School about any injuries such as: bruises, cuts, lacerations, gashes, tears, scrapes, abrasions, scratches and burns that child has on the body.

PARENTS PARTICIPATION IN EDUCATIONAL PROCESS

24. Short informal meetings with your child's teacher can be held at any mutually agreeable time. Drop off or pick up times are not the time for the teacher to talk as his/her attention will be distracted from the children in the room. You can set up an appropriate time to consult with the teacher.
25. Please share with the classroom teachers any important events occurring in your child's life. When staff members are made aware of changes or events happening in your child's home environment, they can provide necessary support for your child.
26. Parents should pay attention to all School demands and recommendations that relate to the education and development of their child. The School demands that parents be involved in the educational process in ways that are rational and professional according to the terms set by the School.

PRICES AND PAYMENTS TERMS

27. **UPK is free of service.** However, **after school is not free of charge** and must be paid on the 25th of the preceding month. For example; (your child in going to after school in September, you must pay for after school on the 25th of August.
28. All the payments for the School services must be made in advance.
29. Tuition payment for after school must be made in full on or before the 25th day of the preceding month.
30. Tuition for after school cannot be lowered for any reason, including vacation, child sickness, holidays or general absence. Never the School will compensate the days or time that were missed by the child in the period already paid.

- 31. When this contract is signed, the parents must pay the first month tuition for after school.
- 32. If for any reason you decide that you know longer want your child to attend the after school, you must let us know in 1 month in advance.

OTHER TERMS

- 33. Your child must be immunized before beginning the program. Any parent who seeks an exemption from immunizations must submit, in advance, a statement that conforms to the NYC Health Department standard. All the children need an examination once a year. Children are not allowed to attend the program without a current medical record on file.
- 34. Parents must pick up their children from the School no later than 2:20 pm, and/or from after school at 6:00 pm. If the parents are late to pick-up their child then the penalties will be: **\$2.00 a minute**
- 35. After school Tuition payment for the next month must be paid in full on or before the 25th day of the preceding month. If the 25th day of the preceding month falls on the weekend, then payment must be made next business day. The School will not send any written reminders or invoices.
- 36. There will be a bank surcharge of \$30.00 dollars for any returned check.

INCLEMENT WEATHER POLICY AND EMERGENCY CLOSINGS

- 37. Gold Material School follows New York City Public School schedules in regard to inclement weather. In the event of bad weather, Gold Material School will follow New York City Public School closing schedule.
- 38. In the unlikely event of a prolonged utility loss which would jeopardize the health or safety of the children, Gold Material School is required to close until the situation is corrected. Every reasonable effort will be made to expedite any repair.

TERMINATION

- 39. The parents of the child can terminate this contract under the following condition: they must provide a written statement of intention to terminate this contract at least one month in advance of the intended termination month. (after school program)
- 40. It is a privilege to attend the Gold Material. Because of this, the School is able to regulate the composition of its clientele at its sole discretion. Accordingly, the School can deny services for after school, not UPK program.

I accept the terms of this contract:

My Social Security Number is: _____

I choose next After School program:

- \$ 505 - 5 Days a week (2:30 pm – 6:00 pm) Monday through Friday
- \$ 333 - 3 Days a week (2:30 am – 6:00 pm) Mondays, Wednesdays and Fridays
- \$ 222 - 2 Days a week (8:00 am – 6:00 pm) Tuesdays and Thursdays

Name of Parent/Guardian completing this form _____

Signature of Parent/Guardian completing this form _____